

Headington School Risk Assessment Form		Reference No.	RA FORM V1.3 March 2017
Name of Person completing Risk Assessment	Ryan Demaine	Dept / Position	Performance Director.
School / Building	Rowing - On the water	Date of Assessment	19-09-18
Location/Area	Headington School - Rowing	Date for Review	19-09-18
Activity / Details of Assessment	Activities within and around the boathouse area (including travel)		

Severity	X	Likelihood	=	Risk
Severity = Level of potential Injury		Likelihood = Chance of injury		Severity x Likelihood = Risk
1 No action, delay only		1 Very unlikely		1 - 6 Acceptable
2 First Aid only, minor damage		2 Unlikely		8 - 10 Tolerable if strictly monitored but try to improve
3 Minor Injury, illness, time off work, damage		3 Possible		12 - 25 UNACCEPTABLE
4 Major injury, disabling illness, major damage		4 Likely		
5 Fatality	5 Very Likely - Imminent			

PART A: All staff who work in/on the area/task/activity being assessed should complete the box below to confirm they have read and understood the contents of this Risk Assessment

NAME <i>[please print]</i>	DATE	SIGNATURE	NOTES/COMMENTS
Chris Hermes - Head of Rowing			
Ryan Demaine - Performance Director			
Alison Williams - Senior Coach			
Lucy Burgess - Development Coach			
Laura Depner - J14 Coach			
Natalie Holden - J14 Coach			
Bruce McLaren - J13 Coach			
Camilla Scarf - J12 Coach			
Alice Plucknett - Junior Support Coach			
James White - Junior Support Coach			

Either insert new lines as required or ensure staff are instructed/trained and evidence recorded and attached

PART B: To be completed by the person carrying out the Risk Assessment

Hazard	Who Is At Risk?	Potential Injury	Existing Control Measures	Residual Risk Score SxL=R			Further controls proposed	Action		Signed Off
				Severity	Likelihood	Risk		By Whom	Due Date	
Before every session, it is advised that the following risk assessment be completed.										
For past risk assessments, see the following log.										
Travel to/from boathouse - See transport risk assessment	All users	Accident. Collision. Injury. Death.	School minibus maintained by appointed person. Qualified minibus drivers only. All occupants wear seatbelts	4	1	4	Staff vigilance. See transport risk assessment.	Staff	Ongoing	
BOATHOUSE RISK ASSESSMENT APPLIES	All users		See risk assessment							
LAUNCH RISK ASSESSMENT APPLIES	All users		See risk assessment							
Gym & Ergo Room RISK ASSESSMENT APPLIES	All users		See risk assessment							
SEE MAP OF RISKS AND DANGERS FOR LOCATION: To be drawn out outlining risks of potential dangers.	All users	Local dangers: Trees, stream concerns,					To be revised on an ongoing basis. See folder in boathouse.	Staff	Ongoing	Actions
Capsize	All users	Hypothermia and drowning	All pupils are instructed to stay with their boat. All pupils have done a capsize drill. All coaches carry throw bags / first aid kits/ and drive launches to assist rowers. All coaches carry mobile phones / radios.	3	1	3		HoR, PD	April 18	Ordered by RMD: 22-02-18 Radios now in use: 1-03-18
Water Temperature Wind chill Hypothermia	All users	Hypothermia.	Emergency blankets available. All students instructed to bring changes of warm clothing. All students instructed to bring appropriate food. Warm drinks & shower available in boathouse. All coaches carry mobile phones / radios.	3	1	3		HoR, PD	April 18	Ordered by RMD: 22-02-18 Radios now in use: 1-03-18
Heat / Sun stroke	All users	Hyperthermia.	On sunny days girls will not be allowed to row unless they use sunscreen. Rowers encouraged to cover up & wear hats. All coaches carry throw bags / first aid kits/ and drive launches to assist rowers. All coaches carry mobile phones / radios.	3	1	3		HoR, PD	April 18	Ordered by RMD: 22-02-18 Radios now in use: 1-03-18
Water speed / flow	All users	Boat / launch controle.	All coaches carry throw bags / first aid kits / safety bags, and drive launches to assist rowers. All coaches carry mobile phones / radios. Seniors: Remote supervision. Juniors: Direct supervision. There is always a launch on the water when rowers are on the water. COACHES TO HAVE BRIEFING IF WATER SPEED CONCERNS.	1	3	3	Meetings if concerned or change in flag status. Risk assessment to be completed before going out on amber or red flag.	Staff and student vigilance.	ongoing	

Collision with fixed obstacle and debris	All users	Damage to boat and potential injury.	All major risks and hazards noted on map in the boathouse. All coxes, coaches and rowers made aware of all new obstacles on the river. All coaches carry throw bags / first aid kits/ and drive launches to assist rowers. All coaches carry mobile phones / radios and megaphones. Coaches to make crews & other coaches aware of river concerns.	2	1	2		Staff and student vigilance.	ongoing	
Collision between rowing boats / launches	All users	Damage to boat and potential injury.	Coaches, rowers and coxes warn one another of their presence. All coaches carry throw bags / first aid kits/ and drive launches to assist rowers. All coaches carry mobile phones / radios and megaphones. Circulation pattern in place. Rowers made aware of hazards.	2	1	2		Staff and student vigilance.	ongoing	
Boats sinking	All users	Potential hypothermia. Potential drowning.	All coaches carry throw bags / first aid kits / safety bags, and drive launches to assist rowers. All coaches carry mobile phones / radios. Seniors: Remote supervision. Juniors: Direct supervision. There is always a launch on the water when rowers are on the water. Rowers instructed to stay with the boat unless the boat has fully sunk.	5	1	5		Staff and student vigilance.	ongoing	
Lightning	All users	Death, injury.	No rowing when thunder can be heard or lightning can be seen. If a thunder storm begins while on the river all crews must return to the boathouse immediately. If crews are unable to make it back to the boathouse, they need to go to land and seek shelter in a building. If unable to find shelter, DO NOT STAND UNDER A TREE! All coaches carry mobile phones / radios. See lightning risk assessment	4	2	8	If dark clouds are seen, radio concern so all are aware and on the look out. Boatclub should consider getting a lightning detector.	Staff and student vigilance.	ongoing	
Minor accidents	All users		Staff first Aid qualified. All staff carry 1st aid packs	2	1	2				
Major accidents	All users		Staff first Aid qualified. All staff carry 1st aid packs Coaches aware of medical services contact number. Coaches aware of school emergency contact numbers.	3	1	3				
Poor technique or in-correct use of machine leading onto personal injury.	Rowers	Injury	Full HSOBC coaches inset. Coach advised to be a qualified UKCC Level 2 rowing coach. Coach to provide the correct instruction and technical drills to support correct use of indoor machines. Coach to provide constant guidance to support participants to learn and enjoy future sessions. Ensure all have been taught correct technique, and adequate supervision is available for the age and abilities at event.	3	2	6				
Swimmers and other boats using the river	All users	Death, Injury, damage to boat, and potential collision with Headington and Non Headington people / equipment.	Staff first Aid qualified. All staff carry 1st aid packs Coaches aware of medical services contact number. Coaches aware of school emergency contact numbers. Rowers and Coaches vigilant. All coaches have radios in launches.	5	1	5		Staff and student vigilance.	ongoing	Ordered by RMD: 22-02-18 Radios now in use: 1-03-18

Launch fuel.	Coaches	Injury	All staff instructed how to use fuel dump and which fuel belongs to which launches. All coaches instructed how to use fuel dump. Staff first aid qualified. First aid kits available. Coaches aware of medical services contact number. Rowers and coaches vigilant.	3	1	3		Staff and student vigilance.	ongoing		
Further information											
Assessor's Signature								Date			
HOD's Signature if appropriate								Date			
Notes:	Guidance can be obtained from Head of Department or Health and Safety Co-ordinator.										
	Paper copy printed and kept in Departments risk assessment folder, electronic copy save in Departments Google Drive RA folder, accessed via Moodle										
	Report any issues, accidents or near-misses (incident not causing injury but potential to do so) to HoD and accident@headington.org										