

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 Amber & Red Flag boards	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	
<p>ASSUMPTION: Flag status does not determine the safety of the water. Coaches to be vigilant and honest re suitability of conditions for their crews. Coaches not to go out if they do not feel comfortable with their crews ability. All coaches who have undergone induction are able to make the call on the river's suitability.</p>										
ROWING RISK ASSESSMENT APPLIES	All users	See risk assessment	See risk assessment				See risk assessment			
LAUNCH RISK ASSESSMENT APPLIES.	All users	See risk assessment	See risk assessment				See risk assessment			
Danger of boat being swept by current and/or wind on to a fixed obstacle, or into a danger area.	All users	Loss of control. Boat damage. Potential injury.	Coaches and coxswains aware of specific danger areas through briefing beforehand. Only experienced coaches and rowers to boat.	2	2	4	Up to date briefing of Coaches by Safety Officer (or another) on any new obstacles or other hazards.			
Danger of boats colliding with each other.	All users	Boat damage. Potential injury.	Coaches and coxswains aware of need to allow extra distance.	2	2	4	Coaches aware of how busy the river will be, and advising or applying limitations as necessary.			
Wind & stream causing large waves: danger of boats taking in water and swamping.	All users	Boat damage. Hypothermia. Drowning.	River inspected beforehand and apply restrictions as laid down in document: HSOBC Risk Assessment: Rowing & HSOBC Safety Code.	2	2	4	Rowing Master and/or Boatman shall have studied weather forecast for next few hours. Rough water is likely to prevent the outing.			
Wind with stream: struggle to return upstream.	All users	Fatigue.	Coaches aware of crew's capabilities, and how much time is needed.	2	2	4	Risk assessment taken prior to rowing sessions.			
Floating debris: risk of damage to boat hitting it.	All users	Boat damage. Hypothermia. Drowning.	Inspection beforehand; removal if practicable of substantial items.	1	2	2	Coaches and crew: Vigilant. Any obstructions removed (if safe to do so).			
Water Temperature / wind chill Hypothermia	All users	Hypothermia. Drowning.	No one is to row unless appropriate kit for the weather is worn by all rowers. All small boats to be kept in view of coaches. Emergency blankets available. All students instructed to bring changes of warm clothing. All students instructed to bring appropriate food. Warm drinks available at event	2	1	2	Risk assessment taken prior to rowing sessions.			
Height of the river.	All users	Boat damage. Potential injury from fatigue or boat colliding with stationary / moving object.	If there is no safe passage onto the floating landing stage from the boat yard then no rowing will take place	2	2	4	Risk assessment taken prior to rowing sessions.			
Light conditions: Red Flag.	All users	Boat damage. Potential injury from fatigue or boat colliding with stationary / moving object.	No Rowing before sunrise and after sunset unless suitable lights are on the boats. 1 launch per a boat.	2	2	4	Risk assessment taken prior to rowing sessions.			

Weather conditions, in particular temperature.	All users	Hypothermia. Hyperthermia. Fatigue.	Coaches will prevent rowers from going on the water unless they are appropriately dressed for the weather conditions. Sunscreen must be worn in hot sunny conditions	2	2	4	Risk assessment taken prior to rowing sessions.			
Experience of the coaches.	All users	Boat damage. Potential injury.	All coaches must have done induction and training in HSOBC launches.	2	2	4	Experience of coaches on local river taken into account.			
Experience and confidence of the Coxswain.	All users	Boat damage. Potential injury.	Only coxswain who have shown excellent boat and crew control in normal conditions to be allowed on the water. All coxes aware of river hazards.	2	2	4	Coaches and Cox: Vigilant.			
Experience and strength of the rowers	All users	Boat damage. Potential injury.	Only rowers who have shown excellent boatmanship are to be allowed on the water	2	1	2	Coaches and crew: Vigilant.			
Type of rowing boats for the session.	All users	Hypothermia. Hyperthermia. Fatigue.	No small boat rowing (pairs, single sculls and double sculls) unless all weather and river conditions have been fully assessed by the coaches. Only highly experienced rowers (J14 to J18) may be allowed in small boats. Coaches to observe rowers at all times.	2	2	4	Risk assessment taken prior to rowing sessions.			
Local Hazard - Flooding on Meadow: line of bank underwater. Danger of running aground, damaging fin, rudder, or worse.	All users	Boat damage. Risk of sinking.	All Rowers and Coaches briefed by the rowing coaches on river conditions before sessions can start	1	2	2	Boatman may place marker buoys to indicate line of bank, if needed. Risk assessment taken prior to rowing sessions.			
Local Hazard - Weir: Strong weir stream may drive boats onto the river bank	All users	Boat damage. Risk of sinking.	Rowers and coaches briefed about weir stream conditions, safety launch positioned in or near the weir stream to help and instruct crews	2	1	2	Risk assessment taken prior to rowing sessions.			
Local Hazard - Fallen Tree: Collision with submerged branches	All users	Boat damage. Potential injury from fatigue or boat colliding with stationary / moving object.	When river level is high, position of fallen tree may be marked by buoy. Crews and coaches reminded to be extra-vigilant near fallen tree	2	1	2	Risk assessment taken prior to rowing sessions.			
Local Hazard - Corner: collision with oncoming crews	All users	Boat damage. Risk of sinking.	All crews reminded of the importance of staying on their own side of the river at corners. No overtaking until full view around the corner is available	2	1	2	Coaches and crew: Vigilant.			
Local Hazard - Residential Landing Stage: collision with submerged moored boats or landing stage itself	All users	Boat damage. Risk of sinking.	Coach vigilance	2	1	2	Coaches and crew: Vigilant.			
Local Hazard - Lock: collision with boats entering or emerging from lock	All users	Boat damage. Risk of sinking.	Coach and crew vigilance. No stationary rowing boats or coaching launches within 25 meters of lock doors	2	1	2	Coaches and crew: Vigilant.			
No rowing below: Keble landing stage: J14s and below: Turn at Sailing club: Turn at Perch Inn. Eights to turn early (Sailing club).	All users	Boat damage. Risk of sinking.	Coach and crew vigilance. Crews reminded prior to each rowing session.	2	1	2	Coaches and crew: Vigilant.			
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				