

Maidstone Invicta Rowing Club

Risk Assessment

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Summary

This Emergency Action/Response Plan has been created from guidance given from the British Rowing RowSafe Guide detailed in Appendix B.

The Club Emergency Action/Response plan details actions required if an incident were to take place.

By club members being aware of the contents of the document it will help to reduce harm that may occur due to an incident.

Separately the club's safety plan and rules detail what club members should do to help make rowing within the club safer and incidents less likely to happen

Everyone is expected to:

- Understand and, in an emergency, follow the Club Emergency Response Plan.
- Follow the instructions of Club Officers and coaches.
- Report any incident or condition that could give rise to an emergency to Club Officer or coach.
- Report incidents and near misses to British Rowing.

This document details the procedure to follow in case of an emergency and provides the club location and directions plus a map, contact details, lists of emergency access points, first aid and safety equipment locations, a list of first aiders, fire instructions, and a process for suspending and/or cancelling club activity.

Each Year the following information **MUST** be reviewed:

- a) Emergency Contact Details
- b) First Aiders

Row safe link: <https://www.britishrowing.org/wp-content/uploads/2025/08/2025-RowSafe-8.pdf>

Incident recording:

ALL incidents must be reported via the British Rowing website;

<https://incidentreporting.britishrowing.org/>

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This document is not for use or publication outside of the Maidstone Invicta Rowing Club.



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1. Introduction

DETAILS OF RISK ASSESSMENT CONTENTS

How risk assessment details are laid out
headings

Key

Likelihood = L (1 – 5)

Severity = S (1 – 5)

Risk Level = RL (High Medium Low) H M L

Refer to Appendix

How risk is calculated

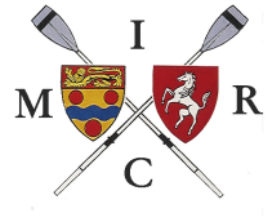
outline of sections

risk matrix

The British Rowing Row Safe Guidelines are online.

My advice is that all MIRC crew members, coaches and coxes particularly, have a look, as it is very insightful and gives useful advice on all aspects of rowing and staying safe.

<http://www.britishrowing.org/taking-part/staying-safe/rowsafe>



2. Revision History

Date of creation: November 2024

Created by: Richard Stokes, MIRC Water Safety Advisor

Revision date: To be reviewed annually. Next revision due 31/12/2025

Revision description: General review to assess if any changes required

Revisions by:



3. Hazards associated with the water

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Fast River Flow Height of river River Eddying	All Crew Members especially juniors / novices and more risk in winter months	3	5	15	Responsibilities extend from primarily the MIRC Director, (*or whoever is nominated for river assessment if absent) to Coaches, Safety Officer and all crew members to ensure safety: Consider General Rowing Control measures 1 – 28 In addition: - Experienced Coxes only- if river at Amber but deemed rowable by MIRC Director *– coxes to assess which is the best route and parts of the river to row for safety of the crew and to avoid damage to the boat, with advice of Director*and coach. - Experienced rowers only, and those with enough strength and stamina for conditions to avoid exhaustion – this must be assessed by coaches and each crew member is responsible for identifying their fitness level. - No ROWING if River 'RED Boarded'.	1	5	5
Collision	Loss of control							
Capsize	Exhaustion							
Sinking	Injury							
Drifting	Fatality							
Water spray	Drowning							
	Hypothermia							
	Boat damage							

Upstream hazards

Downstream hazards

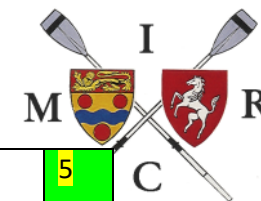
Other hazards



4. Hazards associated with the weather

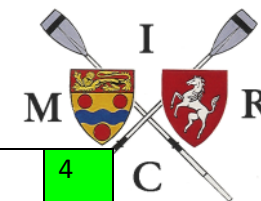
Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Possibility of Lightning/ Electrical Storm	Rower, official or third parties struck by lightning Burns Shock Electrocution Risk of death Equipment damage	1	1	5	Ensure that marshals, umpires, coaches and crews are adequately briefed. - Adopt the 30:30 rule on lightning. - Suspension and resumption of racing should follow the 30/30 rule: racing should stop when the flash-to-bang count is 30 seconds, and should not resume until 30 minutes after the last lightning." - All crews to leave the water immediately, instructions from Safety Adviser or Race Committee Chairman using radios in rescue boats and in umpires' launches. Transport to be available to move rowers from the bank to areas of safety. - Get off the water asap if lightning starts or hide under a bridge. - Avoid rowing when lightning is present. - Provisions for first aid, medical treatment, and casualty evacuation to hospital. - Ensure that first aiders, etc., are competent and properly equipped.	1	1	5

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Strong Winds	All Crew Members especially juniors and novices	3	5	15	Responsibilities extend from primarily the MIRC Director, (*or whoever is nominated for river assessment if absent) to Coaches, Safety Officer and all crew members to ensure safety: Consider General rowing control measures 1 – 28 In addition: • If strong winds - rowing should be cancelled for all crews due to High risk to safety • 'Windy' conditions must be assessed due to suitability for experienced rowers and coxes only • Suitable windproof clothing to be worn • If weather conditions worsen return to MIRC as soon as possible • Mobile phones to be available for use by coxes, coaches and launch crew if applicable • Coaches or helpers on the bank to have throw lines • IF IN ANY DOUBT DO NOT ROW	1	5	5
Collision	Loss of control							
Capsize	Injury							
Sinking	Fatality							
Drifting	Drowning							
Water spray	Hypothermia							
	Boat Damage							
Visibility: Fog, mist, dawn, dusk, heavy rain, general low visibility conditions	All crew members and users of the tow path	3	5	15	Responsibility of Coaches and all crew members Consider General rowing control measures plus 1 -28 In addition: • No rowing if visibility less than 200m e.g. difficulty seeing past the railway bridge from the club steps. • Bow crew members to wear High Visibility vests. • Cox or Coach to determine if rowing to commence, or continue. • Crew members and Coach to assist Cox with approaching craft. • IF IN DOUBT DO NOT ROW	1	5	5
Disorientation	Injury							
	Drowning							
	Boat damage							
Collision with other vessels or the bank	Hypothermia							
	Accident							

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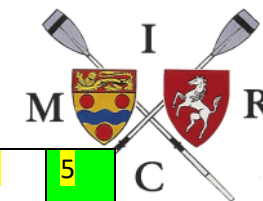
Hot Weather	All members and visitors	3	4	12	Responsibility of all members/coaches/parents/visitors	1	4	4
Extreme Heat	Sunburn / sunstroke				- Suitable sunscreen / hats / sunglasses to be worn. - Suitable light clothing. - Plenty of drinks available. - Cox, coach and each crew member to be aware of deterioration whilst rowing or sculling. - Insect repellent advisable.			
Insects	Dehydration							
	Heat Exhaustion							
	Hyperthermia							
Cold Weather	All Crew Members	3	4	12	Responsibility of all Crew Members / Coaches / Cox / Parents – good communication needed. See General Control measures especially:	1	3	3
Cold River	Hypothermia (N.B. Hypothermia is serious and can lead to death)				- Assessment of conditions as prior to commencing rowing. SAFETY FIRST if in DOUBT DO NOT ROW - Refer to RIVER FLOW CHART *ref point 2 in General Rowing - River temperature and wind chill MUST be assessed. Row Safe guidelines state 1 minute – 1 degree so if river 5 degrees you have 5 minutes to be safely rescued. - Stay close to the club and have a buddy system. - Suitable warm / windproof clothing to be worn – consider wearing a life jacket (row safe guidelines). - Coxes, coaches, crews to be aware of deterioration of crew and signs of hypothermia. - Survival/ thermal blankets to be available. - Hot drinks to be available after the session and a warm club room. - Salt and gritting of icy areas.			
Cold winds / chill factor	Slips and falls = injury							
Ice								



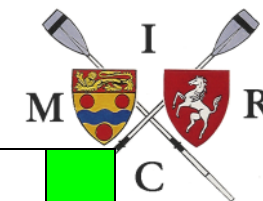
5. Hazards associated with rowing

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Injuries whilst rowing Oars / Riggers /runners etc... Catching a crab Continued poor technique	All Crew Members Cuts and abrasions Skeletal and muscular injuries	3	3	9	Responsibility of all Crew Members / Coaches / Cox Consider General control measures and in addition: • Plasters / tape / gloves / long socks etc... to be used to protect hands and legs especially if there is a cut / abrasion already present • Any blood must be cleaned from the boat and equipment responsibly • All injuries to be treated and entered into the accident book • Any faults to boat parts and equipment is to be reported to the Boat Master • Seats; runners; oars; shoes and rigging to be checked, adjusted and repaired before and outing • Cox to stop the boat immediately if a crew member 'catches a crab' to assess for injury to crew member – (in a race situation the crew member is responsible for saying if they are too injured to continue) • A good rowing technique is essential to ensure potential injury is greatly reduced, and is the individual responsibility of all crew members, and their coach	1	3	3

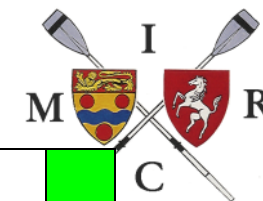
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General Rowing	All crew members	2	5	10	Responsibilities extend from MIRC Director, to Safety Officer, (*or whoever is nominated for river assessment if absent) Coaches and all crew members and parents to ensure safety: NB - Most of these measures extend to Race meetings and Regattas 1. Assess river conditions before each outing – All 2. In Adverse weather MIRC Director* decides Red, Amber or Green river conditions, referring to the RIVER FLOW CHART / and assessment of suitability of rowing in general poor weather 3. Amber restrictions apply to some crews / rowers as per Directors* guidance for conditions, and row ability / coxing for younger members and novices before and during outing 4. Assess rowing / coxing ability, General health (i.e. if unwell) and stamina regardless of conditions but especially if Amber and river flow is faster than normal – Coaches / Coxes 5. Coxes and crew must know how to ‘hold up hard’ for an emergency stop 6. Plan routes / restrictions in accordance with river conditions, general weather / debris in the river 7. All crews must observe the rules of the river, be aware of other river users and wildlife 8. All single scullers: a buddy system is strongly advised being in view of another crew or crew member /coach from the bank 9. All crew members must be able to swim 100 metres in light clothing and tread water for 2 minutes 10. All crew members must be coached in capsize and know to stay with the boat in almost all circumstances	1	5	5
Collision	Drowning							
Capsize	Fatality							
Sinking	Injury							
Drifting	Hypothermia (especially in winter)							
Water spray	Fatigue or exhaustion							



					and attend a capsize drill: 3 yearly for juniors 5 yearly for adults. 11. Appropriate clothing must be worn for conditions and time of year – no wellies or boots to be worn in the boat 12. Bailers in the boats, should conditions warrant 13. Coxes to wear life jackets at all times – NO self inflating life jackets in a bow loading boat – All crew members on a safety boat / launch to wear a life jacket. All life jackets to be serviced and in good working order 14. Safety bag and throw lines and extra life jackets to be in the safety boat or launch and a BRA approved safety bag. 15. Only suitably qualified persons to operate the launch / safety boat, via RYA course or have been trained by a competent person to the clubs required standard 16. Throw lines to be carried by coaches, or helpers involved with crews from the bank – and know how to use them. 17. Radios or mobile phones (in a water proof pouch) to be used in the safety boat or launch, and by coaches on the bank, and / or Cox 18. Cox boxes to be used and to be in good working order – priority in an 8. 19. First Aiders to be identifiable by all MIRC members, all coaches and as many crew members as possible to know basic first aid / life saving procedures in the case of an emergency and the procedure should a crew member, or observer (as in the case of events) go into the river (All injuries including minor -to be entered into the accident book) NB All crew members to have change of clothes and a towel – Welfare Officer may also need to be informed for Juniors				
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					20. Symptoms for Weils disease to be known, all crew members to wash hands before eating after an outing – if a crew member has fallen in the river they must shower and inform their GP if worried. 21. Contact / safety points to be known along the river and numbers in case of emergency – On the Safety Notice-board on to be known by first aiders / coaches 22. High visibility vests to be worn in Bow, if mist foggy or poor light conditions Experience rowers only if dark, High visibility vests to be worn and lights to be added to the boat 23. All Boats to be safety checked for damage BEFORE going on the river 24. All boats to be washed inside and out after use, to preserve condition, to enhance performance and safety and to check for damage 25. Any damage observed or caused before / during / after an outing must be reported to the Boat Master, to ensure safety, by email or on signing out sheet. 26. All collisions – however minor – must be reported INCLUDING public /private vessels even if moored / fishermen			
Rowing on your own								

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6. Hazards associated with the other water users

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Collision	See section on 'General Rowing'					L	S	RL
Keeping a good lookout								



7. Hazards associated with the local environment

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
	To be added							



8. Hazards associated with the going afloat and landing

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Steps and Launching area Slips and trips Dropping Boat Falling in the water Public Footpath	All Crew Members and the Public Injury to crew members of varying degrees including skeletal; muscular; cuts and abrasions Damage to boats and equipment Injury to Members of the public	3	3	9	Responsibility of all crew members especially Coxes and Coaches See General rowing control measures plus: - Steps to be cleared of mud and debris and is the responsibility of All club members for the safety of all - In Winter months Salt and Grit to be applied to the route and steps if icy to avoid slipping - Oars to be stored against the club fence, not left on the steps or footpath to avoid slipping / damage and injury to the public, crew members and boats - Cox and other crew members to be mindful of the public when moving boats from the club to steps / launch area - All crew to use correct lifting techniques when putting the boat onto the water, and when lifting out (see manual handling above**)	1	2	2



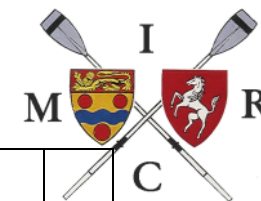
9. Hazards in and around the boathouse (including handling boats on land)

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Manual handling of boats and equipment and storage Dropping boats or equipment Collision with other boats or equipment during lifting and moving Boats or equipment too heavy Slips and trips	All crew members Injury to crew members of varying degrees including skeletal; muscular; cuts and abrasions Damage to boats and equipment	4	3	12	Responsibility of all crew members especially Coxes and Coaches See General rowing control measures 24 – 28 In Addition: • All crew members to adhere to safe lifting techniques from boathouse racks to the river and vice versa – and onto the trailers • Store boats safely and correctly to avoid damage or injury to boat or MIRC members • All crew members to be guided by their Cox to ensure safe movement of the boat, to avoid personal injury and to the boat • Sufficient physically fit crew members to move a boat, responsibility of the Cox and Coach All MIRC crews to be mindful and give assistance if required • All bows to be facing up stream • All crew members to attend training manual handling training if organised and read Manual handling technique poster • Boats to be stored correctly on the racks, and secured to avoid damage, foam or wooden wedges to be used to prevent damage – Racks and Trailers • All trip hazards to be removed from the route including NO blades on the steps • Check for members of the public on the footpath – Cox	1	3	3

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Untidy equipment								
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10. Hazards associated with faulty, incorrectly set and poorly maintained equipment

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Becoming ill due to not being used to and/or overdoing exercise								



11. Hazards associated with health, pre-existing health conditions or low level of fitness

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
CoViD19 Exposure to the CoViD 19 while at the rowing club. THIS RISK ASSESSMENT HAS BEEN CARRIED OUT ON 15/05/2020. ANY CHANGES TO CIRCUMSTANCES WILL REQUIRE IT TO BE UPDATED. ALL CLUB MEMBERS SHOULD FOLLOW THIS RISK ASSESSMENT AS A MINIMUM UNTIL IT HAS BEEN REVIEWED USING COMMON SENSE ERRING ON THE SIDE OF CAUTION	Risk of contracting infection leading to health complications All club members, coaches and visitors to the club. Potential risks: • Potential for airborne droplet infection. • Overcrowding/too many people at the club. • Being in close proximity or near to other people while at the rowing club. • Collecting the club keys. • Handling of the club keys. • Unlocking and opening the main gate into the club and touching the pad locks. • Unlocking and opening the gates on the river side of the club and touching the pad locks. • Unlocking and opening the boat houses. • Unlocking and opening the disabled toilets.	3	3	9	These control measures MUST be read in conjunction and complying with current Government guidance and advice on dealing with the CoViD19 virus. If you are; • in a vulnerable category or an at risk group • you feel you may be at risk for other reasons • you have reservations about rowing in the current climate <u>You must consider your own personal circumstances carefully and the risks associated with coming to the club and rowing and take personal responsibility.</u> If you decide to come to the club and row you must follow the processes that have been put in place by the club to help reduce risks. If in doubt ask The First Aid Kit and Eye Wash Station have been moved to the disabled toilets. They must NOT be touched or used unless there is a genuine emergency, YOU could be putting other people at risk. Ensure you record your rowing session in the outing book, signing out and back in when you return as per normal procedures.	2	3	6



	• Opening any doors and touching handles. • Touching any equipment at the club. • Touching and/or putting out boat racks/stands. • Removing club and/or private boats for their racks and putting them on stands and vice versa. • Bike storage areas and room. • Touching club and/or private blades. • Use of the toilet facilities. • Unnecessarily touching or using First Aid equipment. • Unnecessarily touching firefighting equipment. • Droplet infection. • Rowing too closely in another rower's wake. • Being too close to other water users. • Use of any shared equipment related to boats or otherwise.			All club members, coaches and visitors to the club. The rowing club committee to put relevant procedures in place. Risk reduction measures: Who • Experienced rowers only as defined by the Director of Rowing. • Boat use: ○ Singles only. ○ If cohabiting with another members doubles or pairs. • No coaching unless cohabiting with another member you are coaching. <u>IF YOU HAVE SYMPTOMS OR SUSPECT YOU HAVE THE VIRUS, DO NOT COME TO THE CLUB, FOLLOW THE GOVERNMENT'S GUIDANCE ON SELF ISOLATION.</u> Sanitisation • Personal sanitisation is the responsibility of each member. • When sanitising if you unknowingly have the virus you may pass this on to others if you do not sanitise equipment thoroughly. • When sanitising equipment prior to use do this to the level you see fit for your own personal protection ALSO when you have finished equipment before putting it away. At the club • Do not socialise at the club. "Row and go"		
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				• Keep the number of people in the club at one time on dry land to <u>6</u> number. • Use the booking system for a time slot. • Stagger rowing outings to help minimise contact with others and avoid gathering of people at the club • Maximum of 3 outings a week per person. • If there appears to be too many people in the boating area ask them to inform you when there is enough space to get your equipment out, then wait in your car. Guidance • Follow government guidance on: ○ Washing your hand regularly. ○ Social distancing. ○ Good hygiene practice. ○ Wearing of a mask. • Wearing of protective gloves when at the club and when not in a boat is recommended. • Use hand sanitiser. Keys & Access • Wear protective gloves when picking up the keys. • Keys only for the club gates, boathouse and disabled toilet are available at the Barracks. • Keys need to be sanitised at pick up and drop off. • When unlock/locking padlocks, doors, etc, use hand sanitiser. • Current areas of the club are currently closed and should not be used including: ○ Kitchen ○ Club lounge ○ Gym		
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				○ Changing rooms ○ Showers Washing, Use of Equipment & Rowing ● Record outing as per standard procedures. ● Washing equipment: ○ Use warm water with the washing up liquid provided and ensure there are plenty of suds/bubbles. ○ Wash blade handles thoroughly with disinfectant both: ▪ Prior to rowing ▪ Before putting the blade away ○ Wash boats down thoroughly. ○ This video is a good example. https://youtu.be/yjtzYmISr4A ● Get your equipment out and onto the water as promptly as possible to avoid clogging up the boating area and hard standing outside of the boat sheds. ● Stay at least 2m apart when at the club and on the water. Take into consideration wind its direction if you are down wind of someone. ● When rowing: ○ Remove gloves. ○ Avoid being down wind of someone. ○ Keep at least 8 meters behind if following someone. ○ If you are a faster boat and you want to overtake: ▪ Ensure you can see up the river. ▪ Inform the person you are going to overtake and ask them to slow down if necessary.			
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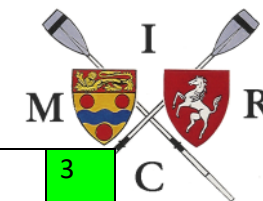


					- When overtaking give the other person plenty of room ensuring you pull in 8 meters ahead of them. - When coming off the water check for adequate space in the hardstanding outside of the boat sheds prior to taking your boat off the water. Prompt and thoroughly wash equipment you used prior to putting it away. The Rescue of Others: <u>THERE IS CURRENTLY NO LEGAL DUTY TO ASSIST IN UK LAW.</u> - Please dial 999 as soon as possible, if you do not have a phone call for help. - Please refer to the Social Action, Responsibility and Heroism Bill which relates to providing assistance in the case of an incident. There is a heightened risk to rowing on your own, please refer to the BR Safety Alert link about safety when going afloat alone: https://www.britishrowing.org/wp-content/uploads/2015/09/Safety-Alert-November-2015-Is-it-safe-to-go-afloat-alone.pdf			



12. Other hazards

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Gymnasium Weights Ergos	All Crew Members using the Gym Equipment Muscular and skeletal injury Cuts / abrasions	3	2	6	Responsibility of all Crew Members / Coaches - All training implemented to be age appropriate - All training in the gym to be assessed by ability, strength and stamina - All members to be orientated with the safe use of gym equipment - Juniors must be supervised - All injuries to be recorded in the accident book and treated appropriately with first aid and / or visit to a Doctor	1	3	3
MIRC Car park Limited parking Muddy conditions in winter	All MIRC who use the car park Potential damage to vehicles and boats	2	3	6	- All members who use the car park are responsible for their vehicle and it's contents whilst in the MIRC car park. - All members are advised to park safely and responsibly to avoid damage to their own and other vehicles, and allow ease of entry and exit for all users. - Do NOT park in the boating area. - If car park full, or inaccessible safely, due to poor weather conditions, then advice is to use public parking - Parents are advised to drop juniors safely outside of the club gates unless they are a designated helper for that day.	1	3	3



Cycling along the river bank / public footpath	Members of the public and cyclist:- Runners, dog walkers, children, other cyclists on the footpath – Risk of collision and injury to both parties Cyclist – potential to fall into the river from the bank resulting in injury or drowning	2	3	6	- It is recommended that a safety helmet is worn by the cyclist - Due care and attention when cycling at all times - Have a means of good communication in the event of an accident to aid rescue - Ensure bicycle is in good working order – brakes work, bell to alert, repair punctures etc... to minimise risk of injury - Ensure bicycle is kept clean – wash off mud after use and store correctly - All accidents must be reported to the Safety Advisor or Director of Rowing, and be put in the accident book.	1	3	3
Trailer/s: Loading and Unloading and Towing Dropping boat or equipment Slips and trips Load too heavy or awkward High trailer racks Road traffic accident	All crew members involved and possible third parties Muscular or skeletal injury Possible bruising, cuts or crushing – bodily injury Damage to boats and equipment Vehicle damage Third party damage or injury	4	5	20	Important One Voice = One person coordinating when loading and unloading - Sufficient members in attendance to move boats to and from the trailer/s - Safe Manual handling of boats by all to prevent injury - All members in assistance to listen carefully and promptly to coordinator - Recommended to have a visible plan in place when loading several boats and to aid with re-loading after event - Special care to be taken when loading higher racks on the trailers, use of safe steps advisable - Boats to be de-rigged and 8's in two parts before storage on the trailer - All boats and equipment to be secured to ensure safety whilst loading / unloading and before any towing commences	2	5	10



					- Any extended load must be made visible with safety tape - Trailer/s to be checked regularly for safe use - Trailer/s only to be towed by experienced competent persons - Trailer to be securely fixed and lights /brakes to be checked before journey - Trailer to be towed by suitable vehicle - Highly recommended for a support vehicle to be present on route - All necessary insurance to be in place - Adherence to speed limits for towing - Plan a suitable safe route before journey commences - Banksman always to be used for reversing				
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Appendix A – Risk Control Matrix

This risk control matrix is used to calculate risks associated with individual activities both prior to and after risk control measures have been implemented

Formula: Likelihood of event * Severity of event = Risk level of event

	Severity				
	1	2	3	4	5
Likelihood	Very minor injury Or Incident	Minor injury Or slight property damage	Injury leading to Hospital Treatment Or Major property damage	Major injury Or significant damage/loss	Life in danger Or catastrophic damage / loss
1. Extremely unlikely	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Likely	3	6	9	12	15
4. Very likely	4	8	12	16	20
5. Certain	5	10	15	20	25

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Appendix B – Risk Assessment Layout

Below is the template used for risk assessment with descriptions in each area.

Hazard Potential to cause harm	Risk Who and How	Risk Rating			Control Measures	Residual Risk		
		L	S	RL		L	S	RL
Hazard Description Event that may cause harm	Who the risk relates to. How or what may happen to cause the risk.				Measures put in place to reduce the risk. What can be done but not the processes to carry this out. Considerations regarding the risk Risk reduction measures Who can or cannot do something Guidance. Specific areas which reduce the risk.			



Appendix C – Extract from British Rowing – RowSafe - 3.1 Risk Assessment

Everyone is expected to:

- Understand, and abide by the rules that the club has defined as a result of its Risk Assessment.
- Be familiar with the club's Safety and Emergency Response Plans.
- Be aware of the hazards associated with each of the club's activities that they take part in.
- Be aware of the hazards in other club facilities such as gym, kitchen or workshop.
- Complete the Safety Basics online learning module.
- Report all incidents using the British Rowing Incident Reporting System.

Club Officers are expected to:

- Ensure that their club has completed a Risk Assessment for each of its activities both on and off the water. Factors to be considered include:
 - Location of the club, for example remote or in a built-up area, easy or difficult access.
 - Type and extent of boating area (for example, narrow canal, wide river or lake, estuary or the sea) and the effect that this has on the type of rescue that may be needed.
 - Potential hazards such as obstructions, weirs and limited access points. There is more information on flow over weirs here.
 - People, for example number of members, age and rowing experience.
 - Hazards in other club facilities such as gym, kitchen and workshop.
 - Travel time to the nearest hospitals with an A&E Department or Minor Injuries Unit and type of cover offered.
 - Details of the service provided by the local NHS ambulance service (this varies from region to region).
 - Availability of other rescue services such as air ambulance and lifeboat.
- Publish the club's Risk Assessments on their website or make them available to their members and the parents of junior members in other ways.
- Publish suitable Safety Plan(s) (see RowSafe 3.2) and Emergency Response Plan(s) (see RowSafe 3.3) based on the issues identified in the Risk Assessments.
- Take action, where necessary, to ensure that nobody is exposed to substantial or intolerable risk.
- Review, and if necessary update, the Risk Assessments at least once a year.
- Review, and if necessary update, the Risk Assessments following any significant incident at the club or elsewhere (including those communicated in Safety Alerts) (see Safety Alert Archive).

Coaches are expected to:

- Be conversant with the Risk Assessment for the activity that they are leading.
- Ensure that participants are aware of, and abide by, the club's rules.
- Understand the risks associated with the activities that they are leading.
- Take action, where necessary, to ensure that nobody is exposed to substantial or intolerable risk.
- Ensure that participants are aware of the hazards that are associated with the activities that they are leading.
- Report all occurrences of disregard for the Safety Rules to the club.
- Complete the Intermediate Risk Management online learning module.

Club Rowing Safety Advisers are expected to:

- Complete the Advanced Risk Assessment online learning module.
- Lead or facilitate the completion and review of the club's Risk Assessment.