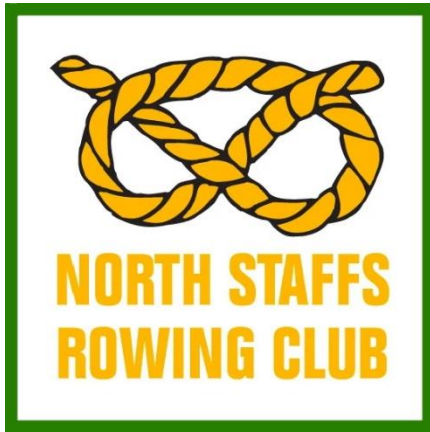




2023

Risk Assessment & Management Plan



Forward

Policy, and safety legislation known to apply to rowing clubs; it is informed by British Rowing “RowSafe” guidance and other advice, and by Risk Assessments following a fair and detailed analysis of the club's facilities and equipment, and the environment of Rudyard Lake.

Known hazards that may be associated with club activities will be controlled and limited by the physical measures and procedures described in the plan, together with further practical steps that club management and members can take to reduce risk to acceptable levels.

June 2019

1	Hazards in and around the boathouse (including handling boats)
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1.2	<i>Sailability</i>
1.3	<i>Activity Centre Management & Helpers</i>
1.4	<i>Boathouse tidiness</i>
1.5	<i>Lost Property</i>
1.6	<i>Boats on Ceiling Lifts</i>
1.7	<i>Rigging</i>
1.8	<i>Rack storage</i>
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	Vehicle Licensing and Insurance
	<i>Driver Responsibilities</i>
	<i>Club</i>
	<i>Responsibilities</i>
	<i>DVLA (licensing</i>
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	<i>etc)</i>
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	Rowing
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Hazard		Barriers	Hazardous Events	Controls				notes
1 Hazards in and around the boathouse (including handling boats)								"Hazards in and around the boathouse (including handling boats on land)"
1.1 Car Parks								
	Hotel car park (highway code car park rules)	traffic accident	• normally, display free member access card to hotel car park - reduces congestion at activity centre; • exceptions during periods of light use, or [off]loading the boat trailer, equipment or supplies		1	1	1	club has an agreement to use the hotel car park
	Activity Centre car park (unprotected quayside): A 3m drop from the quayside N. of the Information Centre up to the café is protected by plant troughs, the remainder is unprotected	collision, roll-over	• when parking S. of the Information Centre leave min 1.5m from the edge, always apply handbrake, park neatly, end-on		3	6	18	club has an agreement to use the activity centre car park free of charge, but preference given to the hotel car park, also free (display club ticket)
	Activity Centre car park (Public footpaths and visitors): heavy pedestrian access to footpaths, café, other intending water users	collision, congestion	• beware of young children, dogs, the infirm • beware of frequent building & boat maintenance work		3	8	24	
	Activity Centre car park (Public slipway)	collision, congestion	give way, and leave wide access for yachts and other boat access		2	3	6	
1.2 Sailability								
	Give way to Sailability Centre users (disabled and carers)	accessibility, congestion	It is in the club's interest to foster good relations with centre management be prepared to move boats and equipment		1	1	1	
1.3 Activity Centre Management & Helpers								
	cooperate with Activity Centre Management & Helpers where possible	congestion	It is in the club's interest to foster good relations with centre management		2	2	4	
1.4 Boathouse tidiness								
	Lockable steel cupboard provided for safekeeping	theft etc. tripping hazards	leave valuables at home or in locked vehicle; leave keys in cupboard at owner's risk store club valuables in steel cupboard		2	4	8	
	Wooden cupboard for low-value items, rechargeable equipment, kitchen items	flat batteries; poor hygiene; tripping	wash up and put everything away after each session		2	4	8	
	First Aid materials below table		freely available		1	1	1	
1.5 Lost Property								
	Lost Property moved to 2× bins, emptied alternately	tripping	discarded lost property recycled where possible		2	2	4	
1.6 Boats on Ceiling Lifts								
	Ceiling lifts allocated by committee to maximise space stow rope tails in storage bucket to keep them clean	boats stowed improperly	min age 14 and weight 30kg, to operate ceiling lift; operating instructions and diagrams posted in each boathouse bay; stow sculls with the boat if possible		3	5	15	
1.7 Rigging								
	Take boats outside to rig	congestion			1	1	1	
1.8 Rack storage								
	Store boats on nominated rack	congestion	racks are labelled		1	1	1	
	Use steps to load/unload high racks	falling persons or boats			3	4	12	
	Boats on the rack must be fully rigged, or fully unrigged	injury from unstable half-rigged boats	Safety Notice board instruction		3	4	12	
	Slide boats so they touch the wall	riggers obstruct the boathouse			2	4	8	riggers also impede access to boats on ceiling lifts



Hazard		Barriers	Hazardous Events	Controls	notes		
2 Weather					"Hazards associated with the weather"		
2.1 Wind or Waves							
	Use larger / more stable boats (>= 4x) Mix crews (e.g. beginner with experienced) Coaching good technique. Don't stop in rough water Restrict outing to sheltered areas	Capsize	Launch is ready for use. training for capsize or assisted recovery Lifejacket or buoyancy aid		3	2	6
	Use more stable boats	Swamping	Launch ready with throw lines for rescue & recovery Use throw lines from the bank to pull the boat into the bank (or shallow water) Row or tow boat to shore then carry or tow empty boat to boathouse or re-launch and row back. Adequate boat buoyancy		1	1	1
		balance problems	Depends on crew experience: substitute Ergo training, running etc for on-water training to improve fitness & technique		4	1	4
2.2 Cold Weather							
	Non-freezing: weather forecasts & observations	Capsize or immersion	slower body response following capsize: stay close to shore; bring dry kit and towel		2	2	4
		Hypothermia	multi-layers of clothing, wind-proof & tech layers		2	2	4
2.3 Freezing Weather							
	Ice observed on lake	boat damage	substitute land-based activity in place of waterborne; search for ice-free areas from launch or shore; fine boats should not be launched when ice is encountered, due to risk of damage to hull / gelcoat		4	3	12
		Capsize due to oar blades not entering the water, followed by immersion	bring dry kit and towel		3	6	18
		Hypothermia, entrapment, drowning	following capsize: risk of hypothermia and slower body response; entrapment under ice and drowning		4	10	40
2.4 Ice Snow, Frost							
	Ice, snow, or frost under foot	Falls, injury	if feasible, brush off paths, steps, pontoons		4	8	32
2.5 Lightning							
	Do not row when lightning is observed or forecast	burns, electrocution	call emergency services, administer CPR		5	10	50
2.6 Poor or Deteriorating Visibility							
	Club operations are restricted to daylight hours (30 mins before dawn; 30 mins after sunset)	collision; capsize; injury; boat damage			5	8	40
	Min visibility for outing: 150m Local knowledge	collision with bank or fixed obstructions	all crew keep lookout		5	8	40
	If visibility deteriorates during an outing, return to the club at slow speed, close to shore	collision; capsize; injury; boat damage	restrict speed		5	8	40
	If boats are on the water in deteriorating visibility, members left on shore remain to await their safe return	on-water incident	duty of care: members are responsible for their own safety and that of others		3	5	15
2.7 Hot Weather, High UV Levels							
	Use sun creams; wear thin loose clothing and a hat	sunstroke, sunburn	drink plenty of water, not alcohol weather forecast from metcheck.com, xcweather.co.uk		3	5	15



Hazard	Barriers	Hazardous Events	Controls				notes
3 Faulty, Incorrectly Set, or Poorly Maintained Equipment							"Hazards associated with faulty, incorrectly set and poorly maintained equipment"
3.1 Daily risk assessments							
	Carry out daily weather & environment assessment	heightened risk	adjust program as required		3	4	12
	Carry out daily crew fitness assessment	crew absent or unfit	adjust program as required		3	4	12
	Carry out daily equipment assessment	equipment failures	select boat according to conditions all program adjustments on notice board		3	4	12
	Personal risk assessment - all members	lack of confidence	members are responsible for their own safety		3	4	12
3.2 Boats awaiting maintenance							
	"Out of Order" sign on boat/equipment	unpredictable risk			5	10	50
	Advise boat maint officer of unsolved equipment issues	water safety hazard	apply "Out of Order" sign if appropriate		3	6	18
	Minor maintenance or adjustment required	water safety hazard	adjust or maintain with tech help if needed		3	4	12
	Session leader to check all repairs/adjustments		toolboxes and minor spares in boathouse		2	2	4
3.3 Pre-launch checks							
	Carry out these checks before use: • bow ball intact • hatches/bungs closed • no hull damage • fin vertical, rudder centred • rigger nuts tight • heel restraints & stretchers secure • seats & slides working	gear failure on water with unpredictable consequences	advise boat maint officer of uncorrectable equipment apply "Out of Order" sign if appropriate		3	6	18
			report gear failures during outing		2	4	8
3.4 Oars and Sculls							
	storage on racks	damage to oars/sculls	blades with vortex tips should be laid with the tip down		1	1	1
			select blades according to boat number & crew position		1	1	1
3.5 Lifejackets and buoyancy aids							
	Launch crews, coxes, & non-swimmers must wear a Personal Flotation Device (PFD)	falling off the boat, or pontoon PFD dropped in H ₂ O	annual and triennial lifejacket inspections wear PFD before leaving boathouse		2	8	16
	The only acceptable PFD to cox a bow-loader is a RED lifejacket (manual operation) (club and BR rules)	drowning after a capsize getting wet after a capsize	mandatory notices in boat and boathouse		2	10	20
			→ risk factor if this instruction is ignored		2	10	20
			→ risk factor if this instruction is followed		2	4	8
	PFD must be a close but comfortable fit, crotch strap (if fitted) must be worn	PFD slips off	inform safety officer immediately after a lifejacket is triggered for any reason		2	4	8
	Hang up PFDs on the rack after use	PFDs lost, dirty, or deteriorating	full instructions on boathouse notice board		1	4	4
3.6 Electronic Equipment failure							
	Secure coxbox, speedcoach etc before launch	electronic aid lost overboard			1	4	4
	Switch off and return to charge point after use	flat battery			2	4	8
							electronic aids assist training and coaching plans, and improve safety in coxed boats



Hazard		Barriers	Hazardous Events	Controls				notes
4 Launching, Landing, Recovery								"Hazards associated with the going afloat and landing"
4.1 Access to the Lake								
	Check for ice, mud, duck poo, obstructions on roadway, steps/ramp, pontoons before carrying any boat	slipping and injury; boat damage	clear obstructions first; apply salt/grit to ice, brush or wash pontoons as necessary		3	4	12	
4.2 Carrying boats to the Lake – all boats								
	Session leader (cox or bow) gives all commands Carry all boats overhead to avoid obstructions Be aware of other lake users, obstructions Respect boat usage authorisation	striking obstructions usage restrictions limit claims	follow established procedures private and "authorised use" racks are labelled		2	4	8	
4.3 Carrying boats to the Lake – Vllls								
	crew bunches up to turn on the pontoon	falling in	proceed slowly and with caution while launching; follow instructions from cox/session leader		2	4	8	
4.4 Carrying boats to the Lake – 1x								
	if possible, two people carry 1x or 2x/-	striking obstructions; loss of control, esp when windy			2	4	8	
4.5 Carrying boats to the Lake – Virus/TS515								
	Three people carry the boat (heavy boat, young/elderly)	possible injury			3	4	12	
4.6 Landing								
	Slow down or stop before final approach	boat damage	be aware of congestion before approaching pontoon		3	4	12	
	Awareness of wind; use it to help your approach	capsize	let boats out before you land		1	4	4	
	Consider turning to face a strong wind to help you stop	boat damage	accept help from pontoon willingly; hold oar rigid		1	4	4	
	Never allow bow or stern to project beyond a pontoon corner	boat damage	follow cox/session leader instruction		1	4	4	
4.7 Carrying boats ashore – all boats								
	reverse of launching procedure for boat type	boat damage	follow cox/session leader instruction		2	4	8	
	carry overhead to avoid obstruction	boat damage	follow cox/session leader instruction		2	4	8	
	place on trestle, wipe down, report damage	maintenance failure			2	4	8	
	stow on correct rack, following established procedures	tidiness			2	4	8	
4.8 Recovery of capsized boats								
	water in cockpit and/or buoyancy chambers	personal injury (increased weight); boat damage	check for structural damage and empty boat before lifting (extra care)		2	4	8	



Hazard		Barriers	Hazardous Events	Controls	notes		
5 Launches							"Hazards associated with the water"
5.1 Pre-launch checks							
	Equipment check • First Aid kit • kill-cord & spare (must be used) • mud weight • mooring warp • adequate fuel for the session (min ⅓ full) • paddle • throw line • ropeladder • all equipment stowed securely	missing equipment has unpredictable outcome	do not use launch with missing or defective equipment inform safety officer and boat maint officer		2	6	12
	Refill fuel on land, not on the water	pollution			2	6	12
	Driver/Crew personal equipment checks • BLUE (automatic) lifejacket, or buoyancy aid • driver wears kill-cord	immersion, loss of control	lifejacket notice next to the hangers in boathouse		3	8	24
	Cross-Ref §3.5, Lifejackets and buoyancy aids						
5.2 Launching and operation							
	Commandeer adequate assistance for launching, intended session plan, and subsequent storage	personal injury; water safety	min two strong individuals for launch/recovery depending on conditions		3	5	15
	Driver qualification: RYA PB2/Safety Boat, or equivalent	driver errors			3	5	15
	Wear clothing appropriate for weather conditions	hypothermia or sunburn			3	6	18
	For temporary mooring, use high-section of pontoon	congestion			3	4	12
	Boat status: Launches are not equipped as Rescue or Safety boats	emergency use beyond planned launch capability	Launches may be used on a “ best efforts ” basis in emergency Crews must not put themselves in danger , adding to the emergency Two crew members strongly recommended for rescue assistance work Engine off in proximity of people in the water Mud-weight prevents drifting Rope-ladder aids able-bodied victim recovery		2	8	16



Hazard		Barriers	Hazardous Events	Controls			notes
6 Hazards associated with the water							"Hazards associated with the water"
6.1 Navigation Chart							
	Chart highlights hazards, other club installations, navigation plan, collision avoidance, no go areas, give way rules, distances, landmarks	collision risks and avoidance, going aground ...	see Safety Notice Board		4	6	24
6.2 Other boats (Collision)							
	First navigation rule: keep a lookout at all times	collision, injury, boat damage	all boats have a duty to avoid collision hail other boats at risk make early and obvious change in course or speed if risk of collision exists be prepared to slow down, stop, wait		3	6	18
6.3 Right of Way rules							
	Refer to Navigation Chart						
	You never have "Right" of way	injury	Cross-Ref §6.2, Other boats (Collision)		2	6	12
	In most circumstances you must "Give Way" to sail	collision	a sail boat may not sail you off the lake, into an obstruction or into collision with another boat		4	4	16
	Never allow another boat to run you aground, or lose control	boat damage			2	6	12



Hazard	Barriers	Hazardous Events	Controls	RAG code	probability	severity	risk score	tick	notes
7 Other Water Users				"Hazards associated with the other water users"					
7.1 Activity Centre Management & Helpers									
	Members must cooperate with Activity Centre Management & Helpers where possible	congestion	It is in the club's interest to foster good relations with centre management		4	2	8		
7.2 Sailability									
	Give way to Sailability Centre users (disabled persons and carers)	accessibility, congestion	It is in the club's interest to foster good relations with Sailability (usually scheduled to miss NSRC operations) be prepared to move boats and equipment		2	4	8		
7.3 Pontoon obstructions									
	The following lake users and apparatus commonly obstruct free use of the pontoons ...	pontoon obstructions	other users may need polite encouragement to use the pontoon appropriately		2	4	8		
	♦ Honey: day tripper motor boat	moored to pontoon	(Activity Centre) intermittent user, less obstructive when moved to higher pontoon section		2	4	8		rumoured to be grounded from 2019
	♦ yachts, sailing dinghies	• moored for loading, repairs, adjustments • masts and rigging obstruct rowing boat launch & recovery	(intermittent private users) less obstructive when moved to higher pontoon section		2	6	12		
	♦ rowing bathtubs for public hire	moored awaiting hire	(Activity Centre) mainly Spring to Autumn, request move to higher pontoon section		2	4	8		
	♦ dinghies for public day-fishing hire	moored awaiting hire	(Activity Centre) year-round, request move to higher pontoon section		2	4	8		
	♦ dragon boats for scouts/adventure centres	moored awaiting unknown use	(Activity Centre) mainly Spring to Autumn, request re-mooring between lake channels		2	4	8		
	♦ anglers using pontoons for day-fishing	• obstruction and risk to members for launch, recovery, and coaching • risk of anglers falling in/immersion	request removal to allocated lakeside fishing 'pins'		2	6	12		
	♦ equipment left on pontoons	pontoon obstruction	(Activity Centre) request removal		2	4	8		
	♦ protruding deck hardware (permanent)	pontoon obstruction: trip hazard, berthing hazard for rowers	avoid fixed horn cleats and mooring chain tubes on pontoons		2	4	8		
	♦ unsupervised young children	drowning	point out dangers to parent; children should wear PFD		2	10	20		
7.4 Novice Lake Users									
	The following categories present common collision risk: ♦ public hire rowing bathtubs ♦ day-fishing dinghies ♦ sailing dinghies and paddle boards ♦ dragon boats used by adventure centres ♦ novice canoes	collision, boat damage	hail other boats at risk novices are often unaware of or misinterpret navigation rules		2	4	8		
7.5 Rudyard Lake Sailing Club									
	Cooperative lake users, mainly competent or expert	collision, boat damage	Cross-Ref §6, Hazards associated with the water		2	6	12		
	Training courses run by RLSC	collision, boat damage			4	4	16		



Hazard		Barriers	Hazardous Events	Controls			notes
7.6	7.6 89th Sea Scouts						
	Mainly competent and cooperative lake users	collision, boat damage	Cross-Ref §6, Hazards associated with the water		2	6	12
	Training camps and courses	collision, boat damage			4	4	16
7.7	Potters Paddlers club						
	Mainly competent and cooperative lake users	collision, boat damage	usually, summer evenings only		2	6	12
		collision, boat damage	canoeists who navigate in reverse direction to normal rules are easier to see and be seen		2	4	8
7.8	Anglers						
	... in day-fishing dinghies, often adrift (not anchored, not under way)	collision, bow may not point in direction of travel snagged lines	give suitably wide berth where possible hail these boats if a risk arises		4	2	8
	... on shore	snagged lines	give suitably wide margin where possible		2	1	2



Hazard		Barriers	Hazardous Events	Controls				notes
8 Hazards associated with the Local Environment								"Hazards associated with the local environment"
8.1 "Nature Reserve"								
	No go area forming the northern navigation limit, marked by yellow signs (in poor condition) Not navigable north of the last black wooden chalet	not navigable disturbance to wildlife	Cross-Ref §6.1, Navigation Chart		2	2	4	Prohibited area for NSRC. Contrary to folklore, the "Nature Reserve" is recorded in the national DEFRA land use map as wetland, not a designated Site of Special Scientific Interest (SSSI) or Ramsar site. Due to vegetation, shallows, mudflats and wildlife, it is not navigable.
8.2 Pollution, Infection								
	Always wash hands following capsize, open wounds or blisters; shower after rowing	Leptospirosis (Weils disease)	do not swallow lake water, seek medical help urgently if symptoms occur use waterproof dressings		2	4	8	Leptospirosis is a bacterial infection from animal urine, causing possible serious systemic illness
	Treat as for Leptospirosis	Blue-Green algal blooms	as for Leptospirosis		2	4	8	Blue-green toxic algal blooms exacerbated by high nitrogen levels and strong sunlight, a particular danger for small children and animals, usually concentrated at water's edge
9 Pre-existing Health Conditions or Low Fitness Levels								"Hazards associated with pre-existing health conditions or low level of fitness"
9.1 Low Fitness levels, Health Conditions								
	Rowing is an all-round fitness sport demanding strength, agility, and determination - to a level that depends on reasonable individual objectives	injury or exhaustion	wear personal heart rate monitor (optional) chronic conditions declared on application form and may be discussed with coaches; professional advice also recommended take professional advice after temporary illness or injury		3	4	12	
9.2 Specific Disabilities								
	Profound deafness (where unsupported by hearing aids) restricted ability to coordinate with the crew, or to respond in good time to coach, cox, or warnings from other boats	collision, poor crew coordination, boat damage	hearing aids, must be declared on application form		4	6	24	
	Dyspraxia and similar coordination problems Restricted ability to coordinate with the crew, or to respond in good time to coach, cox, or warnings from other boats	collision, poor crew coordination, boat damage	rare condition, must be declared on application form		2	6	12	
	The club does not currently offer adaptive (disabled) rowing in general, due to lack of facilities; it may consider individual cases	collision, dependence on unavailable facilities	"taster" outing in exceptional cases		5	6	30	club will consider individual cases
10 Other Hazards								"Other hazards"
10.1 Fire, and Emergency Evacuation Plan								
	Conforms with Assocn of Chief Fire Officers leaflet	fire, building or equipment damage, injury	Emergency Evacuation Plan in boathouse		2	10	20	dated April 2018



Hazard		Barriers	Hazardous Events	Controls				notes
11 Competition Hazards								
	Assessment is a combination of all relevant parts of this general heading		supplementary assessments required for each event		3	4	12	
11.1 Competition Entry								
	Clash of crews - boats - divisions Coordination between NSRC, KUBC, status and masters	entry is excluded	close crews allocations 3 days in advance; advance coordination and swaps		2	6	12	validation through Team entry and BR systems
	Crew's BR membership expired	crew rejected; no insurance	record keeping; and crew replacement		2	2	4	
	Last minute injury, availability	entry changes	crew or entry rearranged if event allows		2	4	8	
	Boat damage or failed inspection	boat excluded	pre-event inspection; safe transport (see below) borrow another boat		2	6	12	
11.2 Loss of Entry Fees etc.								
	Event manager keeps entry and transport fees in locked cash box	theft of or from cash box; checklist error/omission in context of event; no cash change	competitor name verification negotiate changes with event management		3	5	15	change of membership system for off-site collection and security under consideration
11.3 Boat Transport								
	Vehicle Licensing and Insurance	see appendix 1 for detailed checklists	see appendix 1 for full controls		1	10	10	
	Trailer Loading				1	9	9	
	Towing and Transport				1	9	9	
	Car topping, single/double				1	6	6	
	privately owned boats				1	2	2	
	Launch Towing				1	9	9	
11.4 Event Management and Conduct								
	Local safety rules, hazards, conditions	event rejected	risk assessment by club organising the event		1	1	1	
	Crews prepared, adequate clothing	rule infringements	NSRC organiser briefs crews before the event		1	1	1	
	Check water quality advice	event cancelled	decision by club organising the event		1	1	1	
	Check weather forecasts	event called off	decision by club organising the event		1	1	1	
	Boats rigged and checked in time	entry rejected	NSRC organiser briefs crews before the event		1	1	1	
	Event manager prepared and in control	boating on time	assistants briefed		1	1	1	
11.5 International Competitions and Events								
	Assessment is a combination of all domestic event headings with relevant additions as for Randonnées	–	supplementary assessments for each event		3	4	12	club entries to foreign competition
	Cross-Ref §12.1 Training Camps; §12.2 Randonnées	–	–					
	Independent entry (not a club risk)	–	individuals entering independently do so at their own risk but are advised to consider all matters covered by the club plan					Independent entries to foreign competition



Hazard		Barriers	Hazardous Events	Controls				notes
12 Training Camps and Other Event Hazards								
12.1 Training Camps								
	The club currently has no training camps scheduled	–	make ad hoc assessments as required					
12.2 Randonnées								
	Randonnées are non-competitive touring events held in other EU countries: France, Belgium, Netherlands etc	–	copies and translation provided to participants		1	1	1	UK equivalent is “Explore Rowing”
	Charter defined by host country's National Rowing Association affiliated to FISA, e.g. <i>Aviron France</i> , for safety provision, insurance, and participant qualification	inadequate safety provision, insurance, experience	participants must be BR members copies and translation provided to participants approval by event leader		1	1	1	
	local host club delivers pre-event Safety Plans	–	copies and translation provided to participants		1	1	1	
	Insurance - travel and health	–	participants arrange their own		1	1	1	
	Insurance - event third party and public liability	–	effected by local club as part of charter regulations		1	1	1	
	Insurance - personal and third party liability	–	covered by BR membership		1	1	1	
	Language	–	NSRC event organiser is a fluent French speaker; English also widely spoken in host clubs		1	1	1	
	Travel bookings and payment, including car-hire or transfers	–	air fares etc. are participants' responsibility; NSRC organiser arranges local transfers		1	1	1	
	Currency payments: managed through organiser's Euro account (balance comfortably exceeds total cost of trip)	–	Covers: event costs, deposits, accommodation, meals hire cars, motorway tolls, other common expenses Final account settled promptly after the event		1	1	1	
	Emergency Plans	–	full contact list circulated before departure, includes next of kin and a UK contact point		1	1	1	
	Injury, hospitalisation	–	local club has First Aiders and local knowledge; NSRC organiser is also a qualified First Aider		1	1	1	
	on water: daily briefing host club safety boats and PFDs	–	NSRC organiser summarises the briefing safety boat crew instructions followed		1	1	1	
	boats and/or seats	–	always sourced locally: normal daily equipment checks		1	1	1	



Hazard		Barriers	Hazardous Events	Controls			notes
13 Gym Training							"Other hazards"
13.1 Programme, and Fitness to Train							
	membership declarations for general fitness, medical conditions Adults take personal responsibility for their own safety	personal injury over-enthusiasm	adults/parents refer to medical practitioner		2	2	4
	Junior training led by one (usually more) coaches Some parents accompany Junior sessions	over-exertion; abuse	advice from coach advice from welfare officer		2	2	4
	Course programmes planned for aerobic fitness, strength and technique over multiple sessions	over-exertion	adaptable to personal aspirations and needs to avoid injury		2	2	4
	Group runs on public footpath must be supervised by an adult	accident or abuse in darkness	<i>gilet jaune</i> mandatory, juniors stay in groups of 3+		2	2	4
13.2 Equipment							
	Equipment inspection and maintenance	equipment damage; personal injury	equipment maintained		2	2	4
	Instruction on deployment and use of equipment	equipment damage; personal injury	Coaching		2	2	4
13.3 Premises (Leek High School)							
	State School premises fully maintained Safety policies and signage in place	accident; injury; fire	club complies with Leek High School policy and practice parents bring and collect children		2	2	4
	School roadway, car park	accident; injury	highway code car park rules		2	2	4
	All participants ensure equipment properly stored	facilities withdrawn	general tidyness		2	2	4
13.4 Premises (Commercial Gyms)							
	Written agreement with operator Safety policies and signage in place Premises maintained by commercial operator	accident; injury; fire	club complies with operator's policy and practice emergency exits parents bring and collect children		2	2	4
	All participants ensure equipment properly stored	facilities withdrawn	general tidyness		2	2	4



A1 Appendix One — Boat Transport

Topic	Details	Penalties
Vehicle Licensing and Insurance		
Recommendations made here are given in good faith but must not be taken as legal advice.		
Driver Responsibilities		
Road Traffic Acts and other relevant legislation impose the duty to comply with the law directly on the driver. Since Driver Volunteers are neither employed nor supervised by the club, the club cannot assume responsibility.		
The driver has a legal duty to ensure that his/her licence covers the towing vehicle category (including trailer), taking account of his/her age and licence date.		
The driver has a legal duty to ensure the vehicle is roadworthy, taxed, insured, has a current MOT certificate if applicable, and is appropriate for the task – especially for its weight.		
The driver must obtain the owner's permission to use the vehicle for the club's benefit on a social, domestic and pleasure basis.		
Driver volunteers carrying boats on trailers or otherwise must observe all traffic regulations, and to take extra care in view of their load.		
Club Responsibilities		
Where a tow involves a boat trailer owned by the club:		
- club trailer maintenance is the club's responsibility, report all damage or defects to a committee member; - club insurance covers loss or damage to the trailer; it excludes third party risk during towing operations, which are covered by vehicle insurance; - the driver must still be satisfied that the trailer is in order before departure (legal duty) and that its load is properly secured (see check lists below).		
The club will pay all expenses properly incurred by Driver Volunteers.		
DVLA (licensing info)		
Driving licence regulations, including date and age limits	DVLA Guide to towing requirements	B B B
Insurance		
<u>whilst towing:</u>		
It is normal practice for the vehicle/trailer combination to be covered by vehicle insurance for Road Traffic Act purposes;		
Vehicle insurance does not cover loss or damage to boats, which are insured separately by the club;		
<u>whilst the trailer is detached:</u>		
Whether on or off the trailer, the club insures its own boats for public and third party liability, and		
damage;		
<u>whilst car topping:</u>		
It is normal practice for the vehicle and its load to be covered by vehicle insurance for Road Traffic Act purposes; boat damage is covered by separate insurance.		
<u>privately-owned boats:</u>		

Topic	Checklist Item	Check details	Penalties
Trailer Loading			
All boats (unbraked trailer)			
nose weight	weight at tow hitch 20-40 Kg		
Towing mirrors	required if the trailer is wider than the towing vehicle		B B B
safety coupling	use secondary coupling between car and trailer		B B B
lighting board	test before attaching to trailer (it's easier); fix cable well clear of the road		B B B
securing the boats	at least two straps on each boat or section, adequate padding under the hull, and under the strap metal strap components must not touch the hull		
signage	warning triangle/coloured cloth on overhanging boats		B B B
minimise overhang	risk of damage to boats that overhang the vehicle		
side steps	remove side steps before setting off		B B B
riggers, blades	protect all loose items in the trailer		
Towing and Transport			
All boats			
speed limits	60 mph (motorways, dual carriageways) 50 mph (single carriageway)		B B B
stop and check	check tie-down straps etc. before starting, again after 20 miles (driver is responsible for safety)		B B B
vehicle weight	complex regulations, check your car and trailer combination		B B B
Car topping, single/double			
check vehicle and trailer dimensions, weight, overhangs	British Rowing Towing leaflet		B B B
speed limits	NSRC recommends observing the same speeds as for trailed boats		B B B
warning markers for boat overhangs	triangle or coloured cloth, and side markers, recommended		B B B
safe distance	NSRC recommends leaving extra distance ahead and behind, especially on motorways and at road junctions		
Launch Towing (for servicing etc)			
nose weight	weight at tow hitch 20-40 Kg		B B B
Cat launch	position hulls fore/aft on the trailer so as not to touch the mudguards		
strap fittings	straps always secure hull with two ratchet straps, hooked into rings on the trailer, do not over-tighten metal strap fittings (hooks, buckles, ratchet etc.) must not touch the hull during transport		B B B
loose equipment	leave mud weights etc. in boathouse		B B B



decline all responsibility.



A2 Appendix Two — Links

Organisation	Topic	Controls
British Rowing	British Rowing is the governing body for the sport of rowing in England, and crews representing Great Britain	British Rowing home page
	RowSafe Guidance	RowSafe guidance (2.1 MB, 217 pages)
	Incident Reporting	BR Incident reporting page
	BR Towing, dimensions etc.	BR Towing leaflet
	RowSafe Towing guidelines	RowSafe Towing chapter
North Staffs Rowing Club	North Staffs Rowing Club website	NSRC home page
	NSRC Safety Policy	NSRC website
	NSRC Risk Assessment and Management Plan (this document)	NSRC website
Legal		
DVLA ¹	Driving licence regulations, vehicle and licence categories, age limits, and vehicle weights, INF30 3/19	DVLA Requirements for towing trailers in GB ¹
	<i>For details about weights and dimensions of trailers, phone 0300 330 3000</i>	
Regulatory Reform (Fire Safety) Order 2005	Chief Fire Officers Association (CFOA) leaflet that informs our evacuation plan	"making your premises safe from fire"
	Health & Safety Executive Regulations applicable if you store petrol at a club/association or similar premises, or at home	storing outboard fuel tanks and spare cans
Other links		
Royal Yachting Association	RYA advice applicable to boat transport generally, not just yachts	General boat transport advice

¹ this link is the latest version of this DVLA document dated March 2019



Appendix Three — Probability - Severity - Assessment codes

Probability	defined names...		NSRC	{BR definition}	{Leander definition}
1	probability_code	minProbability	Rare	Highly Improbable	Very Unlikely
2			Low	Improbable	Unlikely
3			Possible	Possible	Possible
4			Common	Probable	Quite Likely
5		maxProbability	High	Highly Probable	Very Likely

Severity	defined names...		NSRC	Personal Injury or Abuse ^{1,2}	Damage to Equipment ³
1	severity_code	minSeverity	Low	Slight injury or illness <i>Requires little or no treatment, no potential for time off rowing or training</i>	Minor damage to equipment <i>(less than £250)</i>
2					
4			Minor	Minor injury or illness <i>Requires First Aid treatment or rest only, potential for a few days off rowing or training</i>	Low damage repair costs <i>(less than £1000)</i>
6			Significant	Moderate injury or illness <i>Requires treatment beyond First Aid and potential for a week or so off rowing or training</i>	High damage repair costs <i>(more than £1000)</i>
8			Serious	Major injury or illness <i>Requires hospital treatment for more than one day and potential for a few weeks off rowing or training</i>	
10		maxSeverity	Severe	Fatality or life-threatening injury or illness <i>Could end a rowing career or cause hospitalisation for a few months</i>	Major damage and major costs <i>(loss of several boats, high third party damage)</i>

Severity codes are valid throughout the range 1..10

- note 1

Injury includes members, non-members, parents and juniors; any consequent claim for personal injury or public liability increases the severity at least one unit
- note 2

Personal Injury or Abuse: Injury includes abuse or discrimination, for which the Welfare Officer has primary responsibility; any abuse or discrimination increases the severity at least one unit, whether or not there is a claim (BR definition modified by NSRC)
- note 3

Damage to Equipment: value breaks have been adjusted from the BR Risk Assessment course (which has an illogical gap between £100 and £500); consequent public liability claim increases severity at least one unit (BR definition modified by NSRC)

Score	(up to...)		Colour	NSRC Risk Assessment	display style ²
-1			magenta	incorrect/incomplete definition ¹	ratestyle_error
0			white	null ^o	ratestyle_null
1	to	8	green	LOW	ratestyle_low
9	to	16	amber	MEDIUM	ratestyle_med
17	to	50	red	HIGH	ratestyle_high

The Score is the product of valid Probability and Severity codes; resulting values between 1 and 50 are rated and colour-coded using display style names retrieved from this table

- note ^o

leave Probability and Severity codes blank for headings etc, resulting in a null risk score
- note ¹

a Probability or Severity code out of range, or where one is invalid or incomplete, is an error
- note ²

"display style" is a conditional spreadsheet format code, assigned automatically according to the score

probability→ severity ↓	1	2	3	4	5
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

risk score (products)					
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25
6	6	12	18	24	30
7	7	14	21	28	35
8	8	16	24	32	40
9	9	18	27	36	45
10	10	20	30	40	50

counts in main Risk Assessment sheet ...					
1	27	2	0	24	0
2	2	24	3	30	1
3	0	3	3	27	6
4	24	30	27	5	4
5	0	1	6	4	0
6	3	27	6	4	1
7	0	0	0	0	0
8	30	5	4	1	4
9	3	6	0	0	0
10	1	4	1	4	2

