

Risk Assessment Blank and Completion Guidelines

COMPLETION GUIDE; RISK ASSESSMENT.

Use Risk assessment to evaluate the permanent risks of a given activity or location.

1. Enter date of assessment.
2. Description of Work or Activity Area, i.e. Workshop, Vessel Name, Lower Estuary etc.
3. How many people are involved in the Activity, Staff and Public?
4. Description of the activity to be assessed.
5. Description of the part of the activity being assessed (Left Hand Column)
6. Enter brief description of hazard and risks, and the probability of the incident occurring.
7. Give a numerical value 1-3 of the probability of the
 - a. 1; Low chance of occurrence.
 - b. 2; Medium chance of occurrence.
 - c. 3; High chance of occurrence.
8. Give a numerical value 1-5 of the potential severity i.e. if the Hazard occurred how serious would the issue be.
 - a. 1; **MINIMAL**, e.g. Scratches / Grazes.
 - b. 2; **INJURY**, e.g. Requiring basic first aid on site
 - c. 3; **MODERATE**, e.g. requiring more advanced on site first aid.
 - d. 4; **SERIOUS**, e.g. requires off site treatment.
 - e. 5; **VERY SERIOUS**, e.g. requires extensive treatment, possibly a RIDDOR report.
9. Multiply above to get a numeric risk value. Value 4 or over requires Controls or action. Control should aim to leave a minimum risk of 6. N.B. Lower risks may still require Controls and actions.
10. Sign and Date Assessment.
11. If required use multiple forms.
12. Give detail of risk to health e.g. cylinder storage area - incorrect handling of heavy equipment.

COMPLETION GUIDE; SITE SPECIFIC RISK ASSESSMENT.

Use Site Specific Risk Assessment (SSRA) to evaluate variable risks for an activity or location. Use Risk Assessment as a basis for this document, and evaluate as an ongoing activity.

1. Detail the Risks as determined by the Risk Assessment and / or the variable factors i.e Weather, tides, Ship Movements, Boat Traffic etc.
2. Detail the possible hazards as above.
3. Detail possible measures to take.
4. Identify the relevant hazards for a given day by circling the relevant hazard.
5. Identify the control measures taken on the given day by circling the relevant control measures.

N.B These are purely suggestions, If you are uncertain as to how to evaluate risk etc please go online to www.hse.gov.uk/pubns/indg259.pdf and view the HSE guidelines, or contact the Harbour Masters Office.

Teignmouth Harbour Commission

Risk Assessment

Date Of Assessment	14/04/10	Description of Work / Activity Area	Seine boat, Gig, and Regatta Dinghy Rowing and Racing in the River Teign and Harbour areas.					
Number of people involved	Up to 350	Description of Activity	Rowing and the racing of rowing boats by people of all abilities.					
Activity	Hazard	Persons at Risk	Probability of incident	Severity	Risk	Controls / Action to be taken	Risk Controlled ?	Additional requirements
Rowing and Racing Rowing boats	General Risks	Rowers Coxswains General public	1	1	1	<ul style="list-style-type: none"> • Club has appropriate personal injury and 3rd party insurance. • Club is affiliated to Cornish Pilot Gig association (CPGA). • Club has agreed Risk Assessment in place • Club has incorporated CPGA draft safety code into its Risk Assessment/charters (see website for full document) • Club approved/trained coxswains • Safety subcommittee monitoring H and S day to day • Club safety code and charters available on website and issued to all new members • First Aid kit is in oar store • Accident Book displayed in oar store 	Yes	As the Specific Operating Environment may change there is a need for continuous assessment using the SSRA. This is to be completed on a daily basis prior to any activity commencing, and should be reviewed as conditions change.
Rowing and Racing Rowing boats	Drowning	Rowers Coxswain	1	5	5	<ul style="list-style-type: none"> • Boats are seaworthy and maintained. • Oars/gates are regularly checked/maintained • Damage / problems to boats reported • Safety/support boat in attendance • New rowers briefed before going on water • Boats only to launch / land with authorized Coxswain in Cox's seat. • VHF Radios to be in boat at all times when on water in races. 	Yes	

Rowing and Racing Rowing boats	Drowning	As above PLUS for Junior Rowers	1	5	5	<ul style="list-style-type: none"> • All junior (< 16yrs) rowers wear lifejackets at all times in boat (rowing or not) • Annual safety check of lifejackets • Junior Rowers must have Parental consent form • Instructor & support to novice ratio no less than 1:5 • Support boat to rowing boat ratio no less than 1:8 	Yes	
Launching and rowing in Rough seas / poor weather	Drowning / Capsize General Injury	Senior Rowers Junior Rowers Guest Rowers Coxswain	2	5	10	<p>Boats launched only when Club Coxswain and senior rowers have assessed risk / rowers capabilities.</p> <ul style="list-style-type: none"> • Presumption against going out in severe weather • <u>“If in any doubt don’t go out”</u> Monitor prevailing conditions. • Weather/inshore forecast link on website • Guide on site specific risk assessment displayed on noticeboards • Coxes training includes risk assessment 	Yes	

Rowing and Racing Rowing boats	Falls and being hit by oar whilst rowing	Novice Rowers	2	1	2	<ul style="list-style-type: none"> • Dry land demo/briefing • Short test row prior to excursion Take care when carrying oars keep clear of others 	Yes
Moving/launching boat	bodily injury	All Present	2	1	2	<ul style="list-style-type: none"> • Have sufficient help/persons available • Obey manual lifting good practice (straight back, bend legs etc...) • Use launching trolleys when appropriate • Remove/avoid tripping hazards on beach 	Yes
Rowing and Racing Rowing boats	Hypothermia	All Present	1	2	2	<ul style="list-style-type: none"> • Suitable clothing appropriate to forecast weather conditions • Suitable drinks/fluids on board 	Yes
Rowing and Racing Rowing boats	Sore hands and other injuries	All Rowers	2	1	2	<ul style="list-style-type: none"> • Suggest gloves are worn • Keep hands in boat – not on gunnels (sides) Teach correct rowing technique 	Yes
Seine Boat World Championships and Gig Regatta	Accident (at worse capsize / drowning) from rowing in inappropriate sea conditions (i.e.: too rough).	Senior Rowers Junior Rowers Guest Rowers Coxswain	1	5	5	<ol style="list-style-type: none"> 1. The RTRC have appointed a Safety Committee which will make a decision as to whether the conditions on the day are suitable. If not, the event will be cancelled. 2. RTRC Safety Code and Charter must be followed. 3. Safety boats will patrol at all times and will be marked as such. 4. Races are run under RTRC rules which cover safety at sea requirements including participating boats to go to the assistance of those in difficulty in the event of an incident. 5. All coxswains must attend coxswain's meeting at the start of the event to be briefed on local safety issues. 	Yes

						<p>6. The local Lifeboat, Coastguard and National Coastwatch Institution will be notified of the event.</p> <p>7. Lifejackets and flares are available for use by coxswains and rowers.</p> <p>8. The RTRC has a dedicated safety group who oversees the above.</p> <p>9. St. John Ambulance will be in attendance. A list of rowing club members who are also First Aiders is also held.</p> <p>10. A list of crew members / participants which should enable the number and identification of participants in each race.</p>	
'Seine Boat World Championships and Gig Regatta	Minor accident / injury to participant or spectator (land based).	Participant or spectator (land based).	1	1	1	<p>1. St John Ambulance will be in attendance. A list of rowing club members who are also First Aiders is also held.</p> <p>2. When not in use, oars and other equipment will be stored securely so as not to present a tripping hazard to spectators / passers by.</p>	Yes
Racing in the River	Collision Running a ground	Senior Rowers Junior Rowers Guest Rowers Coxswain	2	2	4	<p>Carry out a Site Specific Risk Assessment (SSRA)</p> <p>Notify the Harbour Office</p>	Yes

The above Risk Assessment lists some of the hazards that may be encountered, that they have been recognized and the measures taken to remove/reduce the risks. It is to be used in conjunction with the Site Specific Risk Assessment (SSRA) on a daily basis to assess the ongoing risks and implement appropriate risk management measures.

Assessed By:
Date:

Teignmouth Harbour Commission

Site Specific Risk Assessment (SSRA)

Circle Applicable Hazards and Measures Taken, initial when complete.			
Identified Risk	Details of possible Hazard	Measures Taken	Completed
Water Level	Running aground	Check that there will be sufficient water in the river to hold the event at the time planned. Alter the start time to suit if necessary and possible	
Tide Strength	Collision Crew becoming out of control	Check that the tide strength will not overcome any of the crews racing. Assess on capability of weakest crew.	
Wind strength and Direction	Collision Crew becoming out of control	Check the wind strength and direction at present and forecast and check it is safe to race in the river. Advice not to launch if > force 4	
General Weather Conditions	Collision Crew becoming out of control Poor visibility	Check the weather conditions and make sure they are suitable for a race in the river. Do not launch if can't see the bridge	
Daylight	Collision Crew becoming out of control Crew becoming distressed	Check that the row can be completed by all participants during daylight hours.	
Obstacles	Boats, Buoys, The Bridge, The Mussel beds, Other Craft Launching at Polly Steps, Shipping.	Assess and Avoid. Stay out of main channel during shipping movements. Mark as necessary	
Ferry	Collision with the Ferry	Make sure all are aware of the ferrys' movements Stay clear of ferry landing area	
Crew capability	No experienced sufficiently for conditions	Cox to assess level of competence of crew	
Other Considerations	Check that there are no events or obstacles not mentioned above that could have a detrimental effect on a race		
<p>The above Site Specific Risk Assessment lists some of the hazards that may be encountered, that they have been recognized and the measures taken to remove/reduce the risks. This SSRA is to be used on a daily basis to assess the ongoing risks and implement appropriate risk management measures.</p>			<p>Assessed By:</p> <p>Date:</p>