

Fulham Reach Boat Club – Activity Risk Assessment
Date: 11th July 2022
Next Review Due: September 2022
Address: Unit A, Distillery Wharf, Chancellors Road, London W6 9GX

July 2022



INSTRUCTIONS

1. Incidental hazards and risks associated with life in general can usually be ignored
2. The document should be made available to all staff and new members of staff must have read and understood before attending the offices

SEVERITY

5- Catastrophic	4 - Major	3- Moderate	2- Minor	1 – Superficial
Death or permanent total disability, Significant irreversible environmental impact, total loss of equipment. Severe loss of income, reputational damage and customer confidence	Accident level injury resulting in hospitalization, permanent partial disability, Loss of key personnel Medium term loss of income / reputational damage and loss of customers	Accident level injury resulting absence in excess of 10 days, Concern raised by customers about delays or business interruption / potential for adverse PR	Reportable accident or near miss Negative feedback from client	Near miss, Operational opportunity for improvement.

LIKELIHOOD

5- Certain	4- Very Likely	3- Likely	2- Unlikely	1- Remote
Inevitable that the event will occur in all circumstances	Strong possibility that the event will occur	Event could well occur at some time	May occur at some time, rare or exceptional	Could occur but doubtful

RISK RATING MATRIX

PROBABILITY	5	5-M	10-H	15-H	20-H	25-H
	4	4-M	8-H	12-H	16-H	20-H
	3	3-M	6-M	9-H	12-H	15-H
	2	2-L	4-L	6-M	8-M	10-H
	1	1-L	2-L	3-M	4-M	5-M
		1	2	3	4	5
SEVERITY						

Risk Rating	Severity x Likelihood	
HIGH	MEDIUM	LOW
Immediate Action/Further controls needed before activity can proceed.	Review required. Regular monitoring must be undertaken	No additional action required- continue to monitor

NOTE: The term **Raw** is used in this assessment and is defined as the unfiltered or uncontrolled level of severity and likelihood if no controls of any kind were in place.

<http://www.britishrowing.org/upload/files/RowSafe/1-9-Swimming&CapsizeSwampingTraining-v1.pdf>
<http://www.britishrowing.org/upload/files/RowSafe/2-3-Boats&Blades-v1.pdf>
<http://www.britishrowing.org/upload/files/RowSafe/3-1-Beginners-v1.pdf>
<http://www.britishrowing.org/upload/files/RowSafe/3-2-Juniors-v1.pdf>
<http://www.britishrowing.org/publication/row-safe-plus-driving-launch>
<http://www.britishrowing.org/publication/row-safe-plus-recovering-rower-water>
<http://www.britishrowing.org/sites/default/files/rowsafe/1-7-Weather%26TheEnvironment-v1.pdf>
<http://www.britishrowing.org/sites/default/files/rowsafe/1-8-ColdWaterImmersion%26Hypothermia-v1.pdf>

http://www.pla.co.uk/assets/THE_ROWING_CODE.pdf

Emergency numbers: In emergencies always call 999 in the first instance and ask for relevant Police, Fire, ambulance or coast guard.

Emergency Services: 999

Non Emergency Services: 101

Coast Guard: 999

PLA VTS: 020 8855 0315

RNLI – Chiswick Pier- 02089 955534

Activity	Hazards	Who might be harmed?	Raw Severity	Raw Likelihood	Pure Risk Level (H, M, L)	Controls	Residual Likelihood	Residual Risk Level (H, M, L)	Comments
Providing rowing coaching to adults and children on the water	Coaches or rowers unaware of river conditions	Employees, coaching staff, Young People, club members	5	3	H	<p>Tide tables are available on the home page of the website and screen in the boat bay and should be checked by coaches prior to each session.</p> <p>The PLA Red, Yellow, Green or Black flag status should be checked before going on the water on the homepage of the website or the screen in the boat bay.</p> <p>When the water level falls below the dock and the ramp needs to be used pupils and athletes are aware of the extra big step at the bottom and how to wade into the water in order to push boat out.</p>	1	M	
	Extremes of weather causing injury or illness.	Employees, coaching staff, Young People, club members	3	3	H	<p>Weather forecasts are available on the Boat Club website</p> <p>A visual assessment must be made prior to each session and information from other coaches taken into account. Depending on ability level indoor sessions may be completed instead if conditions are not suitable or unsafe.</p> <p>The different stretches of water can present completely different conditions. This must be taken into account when planning the direction and length of the session.</p> <p>Participants and coaches must be appropriately dressed for extreme hot or cold weather sessions.</p>	1	L	

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	Equipment is unsafe for use.	Employees, coaching staff, Young People, club members	4	3	H	<p>Equipment has been stored properly.</p> <p>Equipment has been serviced regularly and is maintained at appropriate intervals. All damage is reported via the website.</p> <p>A weekly safety check is completed on each boat to ensure bow balls, heel restraints and hatch covers are all in place.</p> <p>Visually check for damage before going on the water.</p> <p>Visual and physical check of buoyancy compartments and bungs being watertight.</p> <p>Every boat has a securely fixed bow ball before going on the water.</p> <p>Check that all swivels and gates in working order.</p> <p>Check for working seats for the boat.</p> <p>Check that foot stretchers and shoes are attached with the correct heel restraints.</p> <p>Check steering mechanisms are working.</p> <p>Depending on ability level check that rigger floats are secure.</p> <p>Ensure each launch has the correct kill chord, fuel, safety kit, paddle and throw line.</p>	1	L	
	Participants are unable to swim 50m in light clothing.	Employees, coaching staff, Young People, club members	5	3	H	<p>Offer a Capsize test to all club members</p> <p>All beginner participants are to use a buoyancy aid.</p> <p>Stable boats used for beginner sessions.</p> <p>1:4 coaching ratio in place for beginners.</p>	1	M	

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						<p>Floats to be used on racing shells where the rowers are deemed to be inexperienced.</p> <p>Briefing given to all participants at the start of a session as to what to do in the event of a capsize.</p>			
	Participants are in poor health or injured prior to starting their session.	Employees, coaching staff, Young People, club members	3	2	M	<p>All members and adult participants have completed the Physical Activity Readiness Questionnaire before beginning the session</p> <p>Schools have highlighted any illness or injury with students before beginning the session</p> <p>Coaches to verbally ask all participants/customers prior to each session if there are any injuries or illnesses to note</p> <p>First Aider is available on site at all times</p>	1	L	
	Participants are incorrectly dressed for the session.	Employees, coaching staff, Young People, club members	2	3	M	<p>All participants must have the correct clothing on relative to the prevailing weather conditions to prevent anything from heat stroke to hypothermia</p> <p>Any participant not correctly or sufficiently dressed will be advised to change, participants in insufficient clothing may be prevented from water activities.</p> <p>All participants advised to bring spare kit in case they capsize or get wet.</p> <p>Participants with long hair are advised to tie it up using the supplied hairbands (or their own).</p>	1	L	
	Capsizing during a session.	Employees, coaching staff, Young People, club members	5	3	H	<p>Participants will be briefed on what to do in the instance of capsize (Get feet out first, staying with the boat, trying not to panic, getting on hull</p>	2	M	

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						<p>of boat where possible, or if able attempting to re-enter the boat)</p> <p>Participants will be briefed on correct clothing to reduce risk of absorption of water. No hoodies or jeans should be worn.</p> <p>Precautions to reduce risk of capsize, floats on the boat for beginners or putting beginners in stable boats i.e. tub quads</p> <p>In wintery or cold conditions, coaches will err on the side of caution and ensure that beginner or novice rowers are put into boats that are less likely to capsize e.g. tubs or with additional floats.</p> <p>Dynamic Risk Assessment completed each session to see if safety cover needs to alter to support the students.</p> <p>A Coach can be in bows of boats for students less able to support stability</p> <p>Members will be offered a capsize drill in a swimming pool annually to understand correct procedures to avoid injury such as hitting head on riggers, removal of feet, re-entering the boat.</p> <p>Coaches and participants will be briefed on checking heel restraints are correct to avoid feet getting stuck on capsize</p>			
	Incorrect ratio of coaches to rowers.	Employees, coaching staff, Young People, club members	3	2	M	<p>The beginner participants' ratio is 1:4 rowing, 1:5 if one coxing on the water</p> <p>This ratio can be expanded to 1:8 for crews that are deemed to be sufficiently experienced by the coach.</p>	1	L	

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						<p>The coach should only boat crews they feel are competent for conditions at time of session.</p> <p>Following Safeguarding protocols, no junior is to be in a 1-1 situation with any adult on site at the club, including any of the staff team.</p>			
	Insufficient launches available to safely run session.	Employees, coaching staff, Young People, club members	5	2	H	<p>Coaching launches are fit for purpose, check for damage or holes and that bungs and lights are present.</p> <p>Launches have the safety kit bag with the correct contents and that the container is sealed and dry.</p> <p>Sufficient and appropriate fuel for the outing</p> <p>Kill cords attached to engine and coach</p> <p>Paddle on board in case the engine fails</p> <p>Coaches wearing lifejackets</p> <p>Coaches appropriately dressed for the weather</p> <p>Coaches to have mobile phone and radio with them at all times for the session</p>	1	M	
	Sessions are concluded incorrectly.	Employees, coaching staff, Young People, club members	2	2	L	<p>All equipment put away correctly in boathouse and checked for damage. Any damage found to be reported to staff and logged online via the FRBC website.</p> <p>Any incident that warrants a report should be completed through the British Rowing Website and a report emailed to the full time staff team.</p> <p>Participants and coaches reminded to wash hands at the end of each session to prevent water borne illness</p>	1	L	

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	Slips, trips and falls on the pontoon.	Employees, coaching staff, Young People, club members	4	3	H	<p>During the Learn to Row course all customers will be briefed on correct lifting techniques to reduce injury to self and boat.</p> <p>The boats have been positioned next to the floating ramp and spaced so there is sufficient room to take the boats down and move around them.</p> <p>The launches are kept on the Hammersmith Bridge end of the pontoon.</p> <p>Fuel tanks are to be left in the launches and the fuel lines are returned to the boat house.</p> <p>At low tide participants must be aided or made aware of how to get up and down from the pontoon especially when carrying a boat. This is all to be done in a controlled and supervised manner.</p> <p>When using the floating ramp, all participants must be aware of its movement and take care when going up and down with it. Carrying boats on the ramp must be supervised and carried out with care.</p> <p>The pontoon gate must always be shut after entering the pontoon and leaving the pontoon.</p> <p>Throw lines must be kept in launches and not used to moor rowing boats or left out of bag on the pontoon. They must also be packed inside the bag and not coiled.</p>	2	M	
	Collison with pedestrian or cyclist	Employees, coaching staff, Young People, club	5	3	H	Coaches to walk with crews when they are carrying boats into/out of the boat bay.	1	M	

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	when carrying boat into/out of boat bay.	members, members of the public				<p>Briefing given to crews to keep an eye out for pedestrians or cyclists that may be crossing in front of the boat. The crew should give way where possible and alert they pedestrian/cyclist if they have not seen the boat.</p> <p>Crossing warning signs to be placed on the tow-path when sessions are on.</p>			
	Incorrect lights used on rowing and coaching boats in dark conditions	Employees, coaching staff, Young People, club members, members of the public	4	3	H	<p>Navigation Test for recreational members and coaches tests their knowledge on what type of lights to use.</p> <p>Sufficient lights and charged batteries for all boats are stored in the Lights Cupboard (currently in the office).</p> <p>Lights should be returned to the cupboard after the session and placed on charge.</p> <p>All lights are used in line with the PLA's Tideway code i.e. flashing white on bows, stationary white on stern of rowing boats. Coaching launches to have stationary white light as well as green and red navigation lights.</p> <p>A boat is not allowed to go afloat with incorrect lights</p>	1	L	

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Storing equipment in the Boat Bay	Boats incorrectly stored in the Boat Bay	Employees, coaching staff, Young People, club members, members of the public	2	2	L	<p>All boats have been allocated a rack. The rack is a sliding shelf that enables the boat to be racked with an even number of people down each side of it for safe lifting and then pushed back into its storage space.</p> <p>All boats should go into the boathouse stern first.</p> <p>During the Learn to Row course all customers will be briefed on correct lifting techniques to reduce injury to self and boat.</p> <p>All customers will be briefed on correct footwear and clothing that should be worn in and around boat house. Coaches will also advise teachers to remind students at school.</p>	1	L	
	Riggers left lying on the ground when not attached to a boat.	Employees, coaching staff, Young People, club members, members of the public	2	2	L	<p>All riggers have been allocated a set of racks close to their relevant boat.</p> <p>Two brackets per set of four riggers.</p> <p>Brackets should suspend the riggers off of the floor to allow for sweeping of the floor beneath it.</p>	1	L	

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	Oars are left lying on the ground and not stored correctly.	Employees, coaching staff, Young People, club members, members of the public	2	2	L	All blades are to be stored on their relevant racks which either upright or on the rolling rack. This is dictated by the colours on the pars and racks.	1	L	
	Fuel is not safely stored in fuel container	Employees, coaching staff, Young People, club members, members of the public	5	2	M	<p>Green Jerry cans to be sealed closed when not in use.</p> <p>Green Jerry Cans to be stored in the red fuel box, this should remain closed and locked when not being used.</p> <p>Spare launch fuel cans to be stored in the red fuel box, this should remain closed and locked when not being used.</p> <p>Launch fuels cans should be left in the launches, the fuel lines should be brought up at the end of a session.</p>	1	M	

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Lone Working	Intruder on site or injury and inability to raise alarm.	Staff on site	4	2	M	<p>Boathouse doors to remain closed when not in use.</p> <p>Concierge to be contacted if suspicious behaviour is noticed outside of the club.</p> <p>Line manager to be notified and approve of any lone working before proceeding.</p> <p>Staff to keep a mobile phone on their person when lone working</p>	1	L	
Working in the Office and Club Room	Slips, trips and falls	Staff on site	3	2	M	<p>All office staff and coaches are to maintain tidy standards in the office area.</p> <p>All desk space and cabling to be kept away to prevent tripping or damage.</p> <p>Office equipment to be cleared from every desk at the end of the day and over the weekend.</p> <p>Coaches to keep room tidy and free from hazards</p> <p>All office staff to report any problems or damage immediately on discovery. Action put in place straight away to resolve any problems.</p> <p>Information, instruction and training in correct set-up and management of workspace.</p>	1	L	

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Sculler paddling unsupervised i.e. without a coach present	Collision with another boat, a buoy or any other fixed or floating object	Sculler or other river user.	5	3	H	<p>Sculler to have completed the FRBC steering process demonstrating a considerable understanding of the tideway navigation code and can comply with it at all time.</p> <p>Sculler is aware of the normal obstacles on the river as well as routinely looking out for the unexpected.</p> <p>Staff to keep members up to date with changes on the river via email newsletters, text and website updates.</p>	2	M	
	Rough water and bad weather	Sculler or other river user.	5	3	H	<p>Sculler avoids areas of rough water by assessing the weather and wind conditions prior to boating</p> <p>Sculler to discuss the conditions with staff prior to boating to confirm appropriateness. No rowing is permitted in fog where the riverbank opposite cannot be seen.</p>	2	M	
	Sculler does not let anyone know that they are going rowing unsupervised	Sculler or other river user.	5	3	H	<p>Sculler must book a boat using the electronic booking system on the FRBC website</p> <p>Sculler must also sign in & out using the manual book in the boathouse.</p> <p>Sculler must also let staff or someone else they know what their expected return time is.</p>	2	M	

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	Capsize in the river	Sculler or other river user.	5	3	H	<p>Sculler must let staff or someone else they know what their expected return time is.</p> <p>Sculler to follow British Rowing Guidance on capsizing and stay with the boat until the alarm can be raised.</p>	2	M	
Land session in the Gym	Slips, trips and falls.	All users and coaches	3	2	M	<p>It is the responsibility of staff and coaches to check daily the state of the training room and clear any hazards or litter.</p> <p>Staff will ensure that when introducing newcomers to the gym, they explain the safest way to use the machines. Coaches will ensure that customers are familiar with all working parts of the machine and how the rowing stroke is carried out correctly.</p> <p>Coaches will ensure that any activity undertaken in the gym is of a suitable level for the group taking part.</p> <p>Report any damage immediately to the Boathouse Manager</p>	1	L	

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	Injury to a junior member or participant	Junior users	3	2	M	<p>Members should be briefed on suitable clothing and suitable hydration methods to suit the indoor activity</p> <p>No children are to be let outside the front of the club during an indoor session. Whilst the session is in progress, they need to remain inside the club between the gym and changing rooms or clubroom.</p> <p>A minimum of two supervisors (including at least one qualified coach) will be present at each session with juniors, no unsupervised access to the gym for juniors.</p>	1	L	
	Overcrowding of the Gym	All users and coaches	2	2	L	Room allocated to specific groups at specific times to limit numbers using the facility at any one time, with a maximum of 2 people per erg (currently 22 people for 11 ergs). Reviewed on an ongoing basis.	1	L	
Close contact meetings	Possible infection of the COVID-19 Virus or other respiratory illness from others.	All users and staff	5	5	H	<p>Physical meetings that are considered essential should only include those essential to the meeting and will be for a short duration.</p> <p>Rooms must be well ventilated to allow fresh air circulation. Consider will be given to holding meetings in open areas where possible</p> <p>No sharing of pens, paper, tablets etc.</p>	1	M	

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Emergency Response	Fire, First Aid, Ambulance requires	Employees, Associates	5	2	H	<p>First aid kits are located in Club Room, Gym and Boat Bay.</p> <p>All first aid kits are fully stocked and regularly checked</p> <p>Fire alarms are tested every Wednesday at 9.30 by Fulham Reach Concierge</p> <p>All staff undergo an induction which includes the evacuation process. Evacuation drills are undertaken three times a year.</p>	1	L	
Delivery in prisons	Involvement in act of violence/ hostage taking	Employees, guest visitors	5	2	H	<p>Employees who regularly visit prisons undergo prison-led training on hostage taking and personal protection</p> <p>Visitors are escorted by prison staff at all times</p> <p>Participants of the BnB course itself are vetted by prison staff; interaction with non-vetted inmates is therefore minimal</p>	1	L	
Moving the Rubber Duck Launch	Slip, trip or fall when moving the launch to/from the pontoon	Coaches or participants	1	3	M	<p>Ensure that two people work together to move the rubber duck launch at low tide.</p>	2	L	