



# Goring Gap Boat Club

## Learn2Row

### Risk Assessment

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#### Specific areas covered by the risk assessment:

**Learn2Row Course** – Adult beginners on a structured coached course.

Course held at:

- Oratory Boat House and surrounding area
- Thames reach - between Pangbourne & Mapledurham locks

Rowing tank session at OUBC and Ergometer room session at Oratory school will be assessed separately.

**Prepared by:** Richard Bowsher  
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Goring Gap Boat Club

**Additional risk assessments will be conducted by the coaches / safety advisor on the day of each session.**

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#### Change History

Issue	Date	Updated by	Changes
1	30/9/06	R. Bowsher	Issued
2	14/5/08	J. Hyde	Launch safety equip updated

### Individuals who might be harmed

- 1 **Participants**; rowers, coxes and coaches
- 2 **Other water users**; canoeists, sailors, dragon boaters, motor boat users, water skiers, anglers and swimmers, and animals e.g. swans
- 3 **The public**; supporters, helpers, people on dry land, e.g. walking or cycling near where the activity is taking place

Specify others who else might be at risk

### Harm that might occur

- 1 **Injury**; e.g. cuts and bleeding, bruises, concussion, broken bones
- 2 **Ill health**; e.g. poisoning, infection, mild hypothermia
- 3 **Death**; e.g. moderate/severe hypothermia, drowning, heart attack, severe head injury

Specify other types of harm might there be in your situation?

### Level of risk - Tolerability; guidance on necessary action and timescale

- 1 **Very low risk**  
These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
- 2 **Low risk**  
No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
- 3 **Medium risk**  
Consideration should be given as to whether the risks can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
- 4 **High risk**  
Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
- 5 **Very high risk**  
These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

### Glossary of abbreviated terms

**WSC** – ARA water safety code

**GGBC** – Goring Gap Boat Club

**L2R** – learn2Row course

<b>Hazards/Risk factors</b>  What hazards are there?	<b>Precautions and control measures taken to manage risk;</b> e.g. to reduce the likelihood of an incident occurring and to reduce the consequences	Who may be harmed – 1-3 (see above)	Harm that might occur 1-3 (see above)	Level of risk 1-5 (see above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>The water environment</b>						
Water; Rivers, lakes, the sea	Non-tidal river. Navigation and circulation plans are displayed with area of caution clearly labelled. GGBC Safety Plan is displayed and given to each participant (membership booklet). The ARA water safety code (WSC) is displayed on site and web links given to participants prior to the beginning of the course. ARA safety video shown at start of course.	1	1,2,3	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Depth of water	Water depth is varying. All participants and helpers are made aware of boat capsize procedures – stay with the boat - ARA water safety code & GGBC safety plan are displayed on site. L2R handbook contains advice.	1	1,2,3	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cold water	ARA WSC & GGBC safety plan are displayed on site. Advice on the symptoms and dangers of hyperthermia are displayed. Coaches are trained in recognising these effects and how to deal with them. Participants are given advice on correct dress in the WSC, GGBC membership booklet and L2R handbook. A risk assessment is made before each outing.	1	2,3	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Course; Straight/bendy	Navigation and circulation plans are displayed on site with area of caution clearly labelled.	1,2	1,2,3	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Waves, Stream, Tides	A risk assessment is made before each outing. Weather forecasts and environment agency warning boards consulted. Coaches assess condition and experience of crew before and during an outing.	1	2,3	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Weirs, sluices, locks	Danger areas are marked on the navigation plan which is displayed on site. The GGBC membership booklet, given to all members) also details navigation hazards. ARA safety video shown at start of course.	1,2	1,2,3	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Wash from other boats	Participants are instructed on the safe rowing position in the event of excessive wash. Advice on clothing is given to all participants in the GGBC member's handbook, WSC and L2R handbook, and on the ARA website.	1,2	1,2	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Islands	There is a single island on the reach. Danger areas are marked on the navigation plan which is displayed on site. The GGBC membership booklet, given to all members also details this navigation hazards and gives instructions on navigation and turning near the island.	1,2	1,2	2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

The Weather						
Wind	Windy conditions are assessed by the coach / safety adviser and if deemed unsafe the outing is cancelled. Weather forecast consulted before the outing.	1	1,2	2	<input checked="" type="checkbox"/>	No
Cold, heat, fog, ice, snow, storms, lightning	Weather conditions are assessed by the coach / safety adviser and if deemed unsafe the outing is cancelled. Weather forecast consulted before the outing.  Advice is given in the WSC, GGBC members handbook and L2R handbook on: - <ul style="list-style-type: none"> <li>■ hot and cold conditions.</li> <li>■ hydration is encouraged.</li> <li>■ suitable clothing for the conditions.</li> <li>■ ARA WSC recommendations for lightning are observed.</li> </ul>	1	2,3	2	<input checked="" type="checkbox"/>	No
The time of year	Extra care needed in summer months when the number of pleasure cruisers increase.	1	1,2,3	2	<input checked="" type="checkbox"/>	No
Visibility; rowing in poor visibility/dark	Poor visibility is assessed by the coach / safety adviser and if deemed unsafe the outing is cancelled. No rowing after dark. Weather forecast consulted before the outing.	1,2	1,2,3	2	<input checked="" type="checkbox"/>	No
Physical hazards						
Other water users	Other water users are: private and hired powered boats; occasional rowing boat; canoes from the Dolphin centre. Instruction of navigation rules (WSC, GGBC handbook, ARA safety video), instruction of safety position, experienced coxswains. Navigation and circulation plans on display on site.  Noted that canoeists use Berkshire bank of river for travelling in both directions.  Fishermen and other river side users along with the wildlife are to be treated in a considerate manner in accordance with the GGBC membership handbook.	1,2,3	1,2,3	2	<input checked="" type="checkbox"/>	No
Submerged objects	No specific areas of danger are indicated. Observations of river conditions and floating debris particularly after storms and heavy rain may cause the cancellation of boating.	1	1,2,3	2	<input checked="" type="checkbox"/>	No
The bank	In general the bank is relatively low (<0.6m) and the bank side water depth shallow. However there are areas of bank side vegetation and trees that would make climbing out of the water very difficult. At any point on the reach these areas are restricted to a single bank. Coxes and coaches are advised to take note of these areas and in the event of a capsize or other incident to instruct the crew to proceed to a safe area.	1	2,3	2	<input checked="" type="checkbox"/>	No
Moored boats	Areas in which moored boats are present are indicated on the navigation plan which is displayed on site.	1,2	1,2,3	2	<input checked="" type="checkbox"/>	No

High walls	No high walls are present on the reach. Entrances to locks have extended shuttering on banks. Boats are instructed to turn well before these areas – see navigation plan and GGBC membership booklet.	1	2,3	2	<input checked="" type="checkbox"/> Yes	No
Bridges	A single bridge is present on the reach. The GGBC membership handbook and navigation plan state that boats must turn before the bridge.	1	1,2,3	1	<input checked="" type="checkbox"/> Yes	No
Pontoons	Pontoons are only present at the boathouse. These are kept clean to avoid slip and health hazards. In wet and ice conditions a slip hazard may occur. Precautions are taken to elevate this and participants warned of dangers.	1,3	1,2	2	<input checked="" type="checkbox"/> Yes	No
Launches and propellers	Launches are only driven by RYA level II power boat handling certificate holders. Launch drivers must follow the safety precautions detailed in the WSC and GGBC membership handbook.	1,2	1,2,3	2	<input checked="" type="checkbox"/> Yes	No
<b>Water borne hazards</b>						
From pollution e.g. animal waste	No cattle are present on meadows adjoining reach. All participants are given advice on washing hands etc to reduce infection particularly after immersion. A shower is available at the boathouse.	1,2	2	1	<input checked="" type="checkbox"/> Yes	No
Blue green algae (cyanobacteria)	Not considered a hazard on the reach. WSC details appropriate precautions	1,2	2	1	<input checked="" type="checkbox"/> Yes	No
Weill's disease (leptospirosis)	WSC and GGBC members' handbook detail appropriate precautions and symptoms. All participants / members are given advice on washing hands etc to reduce infection particularly after immersion. A shower is available at the boathouse. Pontoon regularly cleaned.	1,2,3	2	2	<input checked="" type="checkbox"/> Yes	No
<b>Hazards on the land</b>						
Tripping / slipping	Boathouse, pontoon are adjoining areas are to be kept clear of trip hazards. Pontoons are kept clean to avoid slip and health hazards. In wet and ice conditions a slip hazard may occur. Precautions are taken to elevate this and participants warned of dangers. ARA safety video shown.	1,3	1	2	<input checked="" type="checkbox"/> Yes	No
Falling	Boats, blades and other equipment is correctly stored and secured.	1,3	1,3	2	<input checked="" type="checkbox"/> Yes	No
Lifting and carrying	Instruction on how to lift and carry boats and related equipment is given as part of the course instruction. WSC displayed. ARA safety video shown.	1,3	1	2	<input checked="" type="checkbox"/> Yes	No
Land training	Risk assessment performed by coach / safety advisor prior to start of land training. All participants are instructed on the correct use of land based equipment – ergometers – as part of course instruction.	1	1	2	<input checked="" type="checkbox"/> Yes	No
Cycling whilst coaching	N/A				<input checked="" type="checkbox"/> Yes	No
Travelling to and from venues	Car parking to be supervised, speed limit imposed.	1,3	1	2	<input checked="" type="checkbox"/> Yes	No
Towing boats	N/A				<input checked="" type="checkbox"/> Yes	No

Fire; storage of petrol for launches	Petrol is generally stored in a separate metal cabinet outside of the boathouse. GGBC launch petrol tank is held within a separate storage compartment within the launch.	1	1,2,3	2	<input checked="" type="checkbox"/> Yes	No
Participants with a low level of fitness or health problems	Participants are asked to declare any health problems that may affect them during the activities of the course. Fitness levels are assessed by the coaches during the introductory course session and during the course exercises. The participants are monitored to ensure that posture is maintained during sessions.	1	1	2	<input checked="" type="checkbox"/> Yes	No
<b>Equipment hazards</b>						
Unsuitable / inappropriate equipment	Boats and equipment to be stable and easy to row as appropriate for a beginner's course. Safety audit to be carried out on each boat prior to an outing.	1	1,2,3	2	<input checked="" type="checkbox"/> Yes	No
Lack of safety and rescue equipment, e.g. lack of clearly available throw line / throw bag, first aid kit, launch safety kit etc.	Safety equipment in line with recommendations in WSC. Coaches / launch drivers to be trained in rescue procedures.	1,2	1,2,3	2	<input checked="" type="checkbox"/> Yes	No
Poorly maintained equipment	Equipment checked prior to start of course and at each session prior to use.  Participants instructed in L2R handbook and WSC to carry out their own safety checks. ARA safety video shown.  Mobile phones and tool kit to be carried by coxs and coaches.  Equipment cleaned and checked after each outing and any damage recorded in the incident book.	1	1	2	<input checked="" type="checkbox"/> Yes	No
Cracked or damaged hull	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Bow ball inadequate or not fixed properly	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Heel restraints; missing, not independent for each foot, allow the heel to rise above the fixed part of the shoe	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Hatch covers of buoyancy compartments loose or missing	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Steering mechanism loose or not working	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No

Equipment failure	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Swivels worn or damaged	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Loose top nuts	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Loose Buttons and handles on oars/sculls	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Rigger nuts not securely tightened	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Seats damaged	See above	1	1	2	<input checked="" type="checkbox"/> Yes	No
Unsuitable / inappropriate clothing	Participants, coaches, coxes and volunteers given advice on appropriate clothing – WSC, GGBC membership handbook, L2R handbook. Coaches / coxes / safety adviser to assess suitability of clothing prior to an outing.	1	3	2	<input checked="" type="checkbox"/> Yes	No
Poorly maintained launches and engines	Engine and launch regularly serviced. Drivers controlled.	1	1,3	2	<input checked="" type="checkbox"/> Yes	No
<b>The activity itself</b>						
Performing tasks not suitable for the individual needs of those participating; e.g. inappropriate, type of activity, intensity, or volume	Course designed for beginners to rowing. Progression will be assessed and recorded after each session and the speed and intensity tailored to an appropriate level. Feed back sought from participants at all times.	1	1	2	<input checked="" type="checkbox"/> Yes	No
Poor posture/ movement patterns	Instruction – verbal, demonstration, written and illustrated – given during course on posture and technique. Ergometers, and rowing tank used in addition to on water rowing. Video & still photography feedback. Poor posture indicates tired participants – coaches instructed to finish session when this occurs.	1	1	2	<input checked="" type="checkbox"/> Yes	No
<b>Hazards of behaviour; e.g. Poor coaching practice</b>						
Not educating others of hazards, risks and health and safety risks and health and safety requirements Lack of awareness of hazards by participants. Not educating participants to recognise risks	Lead coach to be experienced and of at least IA or ULCC level II. Hazards, and health and safety are a key area of the L2R course.  WSC, GGBC membership handbook, L2R handbook detail many of the hazards and how to avoid them. ARA safety video shown to all participants.	1	1,2,3	2	<input checked="" type="checkbox"/> Yes	No

Lack of awareness of hazards by coach	All coaches to be experienced. Coaches to perform risk assessment prior to each session.	1	1,2,3	2	<input checked="" type="checkbox"/> Yes	No
Coach: participant ratios that are inappropriate	L2R course plan details requirements. Coach, cox, volunteer levels detailed.	1	1,2,3	2	<input checked="" type="checkbox"/> Yes	No
<b>Potentially harmful situations</b>						
Collision	All boats controlled by experienced coxes. Coaching / safety launch on the water. Inexperienced crews kept to straight section of the reach near to the boathouse. Navigation and circulation plans displayed on site.	1	1,3	2	<input checked="" type="checkbox"/> Yes	No
Swamping	Boats to be checked for adequate buoyancy. Conditions to be assessed before an outing commences. Safety launch on the water to rescue crew if required. Crew to be instructed in safe position.	1	2,3	2	<input checked="" type="checkbox"/> Yes	No
Capsizing	Reducing possibility: <ul style="list-style-type: none"> <li>■ Only stable boats suitable for beginners used.</li> <li>■ Safety position and emergency stop procedures taught to participants.</li> <li>■ Boats controlled by experienced coxes.</li> <li>■ Equipment safety checks performed.</li> <li>■ Distance from boat house limited.</li> </ul> In the event of a capsized <ul style="list-style-type: none"> <li>■ Safety launch on the water with two people on board – driver RYAII certified.</li> <li>■ Participants given instruction on what to do in the event of a capsized.</li> </ul>	1	2,3	2	<input checked="" type="checkbox"/> Yes	No
Being trapped in boat	Equipment safety checks performed before each outing (foot straps). Participants given instruction on what to do in the event of a capsized.	1	1,2,3	2	<input checked="" type="checkbox"/> Yes	No
Immersion in water	Get people out of water as soon as possible. Safety launch on the water with two people on board – driver RYAII certified. Coaches to have hypothermia and CPR knowledge.	1,2	2,3	2	<input checked="" type="checkbox"/> Yes	No
Hypothermia / heat stroke	WSC, GGBC handbook. Coaches have knowledge of symptoms and treatment of both hyperthermia and hypothermia.	1,2,3	3	2	<input checked="" type="checkbox"/> Yes	No
<b>Other Hazards identified</b>						

## Launch Safety Equipment

<b>The Water Safety Code specifies that launches must carry the following equipment.</b>	Available
1. Fully stocked first aid kit	Yes
2. A bailer	N/A
3. An inflation pump and spare valve (for inflatable)	N/A
4. A sound signalling device (can attract attention over a distance of 200m)	Yes
5. Handholds on launch	Yes
6. A sharp knife with sheath	Yes
7. A paddle	Yes
8. An anchor and line (appropriate to local conditions)	Yes
9. Kill Cord (engine cut out lanyard device)	Yes
10. A throw line minimum 15m	Yes
11. Life rings and approved jackets or buoyancy aids	Yes
12. Thermal blankets for crews	Space Blankets