

Risk Assessment/SOP – Robert Gillespie Boathouse

Description of Task or Activity: <i>(to include enough information to establish the foreseeable hazards)</i>	Location(s): <i>(where will the activity or task take place?)</i>	Version No:
Use of boathouse for rowing and canoes	Robert Gillespie Boathouse, Sports & Wellbeing Park	v.1
Objective of the SOP	Who should use this SOP	
To describe the process by which individuals can access and use the boathouse safely and in a Covid-19 secure manner	Staff and students	
Most significant risk(s):	Equipment required <i>(including PPE, tools, chemicals etc.)</i>	
<ul style="list-style-type: none"> Covid-19 infection Sports injuries 	<ul style="list-style-type: none"> Alcohol based hand sanitizer and appropriate lidded bin disposal Signage 	
Key Controls:	Work Equipment	
<ul style="list-style-type: none"> Provision of clear instructions and information Social distancing Good hygiene Site management 		
Competence Requirements:		
N/A		

Work Step/ Tasks <i>(Describe the tasks/steps involved in the order of work)</i>		Hazards Identified for each task/step	Those at risk <i>(people who could be harmed)</i>	How could they be harmed? <i>(nature of injuries, damage that could result)</i>	Uncontrolled risk level <i>(level of risk without control)</i>	Required controls at each work step <i>(how the risk can be removed or reduced by for example engineered methods, safe systems of work, training and/ or personal protective equipment)</i>	Controlled risk level <i>(level of risk remaining when controls are in place)</i>
Completion of work/Follow up checks/Maintenance							
1	Provide appropriate briefing information to all site users prior to visit and as part of the booking process	Covid-19	All	Severe disease with fatal consequences for between 1 to 1.5% of those affected	Severity 4 Likelihood 4	<p>Site users to be provided with all relevant University briefing information to allow compliance with requirements to include:</p> <ul style="list-style-type: none"> • This Risk Assessment/SOP • University Covid-19 Risk Assessment • Site Plan • British Rowing/Canoeing NGB guidance to be adhered to at all times • Full Covid 19 briefing to be given by Coach prior to any activity taking place, to include not attending if symptomatic, distancing, hygiene, reporting, one way routes and protocols within this RA • COVID-19 officer & First Aider identified 	Severity – 4 Likelihood - 2
2	Ensure clean facility prior to access and cleaning post use	Covid-19	All	As above	Severity 4 Likelihood 4	<ul style="list-style-type: none"> • Pre-use cleaning of all equipment with University approved products and/or soap and water by club members • Where users bring own equipment they are responsible for removal and cleaning 	Severity – 4 Likelihood - 2
3	Provide appropriate staffing to ensure safe use of the site	Covid-19	All	As above	Severity 4 Likelihood 4	<ul style="list-style-type: none"> • Department and clubs have Covid Officer to ensure compliance with RA and procedures • Boathouse use managed by professional coaching staff, supported by Maiden Castle Facilities Team 	Severity – 4 Likelihood - 2
4	Ensure Safe Access to the site	Covid-19	All	As above	Severity 4 Likelihood 4	<ul style="list-style-type: none"> • One way system in place 	Severity – 4 Likelihood - 2
5	Put in place and ensure compliance with and social distancing measures and information	Covid-19	All	As above	Severity 4 Likelihood 4	<ul style="list-style-type: none"> • Covid Briefing to be complete via online meeting prior to any rowers returning to site. • One way access route around site, clearly marked for social distancing (see site plan/flow charts). 	Severity – 4 Likelihood - 2

						<ul style="list-style-type: none"> Users to change and shower offsite Coxes to be given face shields when coxing, allocated own life jacket and cox box which will be sanitized after every session with appropriate cleaning product Coaches to wear face shields when coaching within 2 metres of participants. To be allocated life jackets, megaphones and radios that will be sanitized after each session. 	
6	Manage site capacity in line with Government and NGB guidance	Covid-19	All	As above	Severity 4 Likelihood 4	<ul style="list-style-type: none"> Gatherings managed as per NGB guidelines and complying with current Government guidance on social distancing 	Severity – 4 Likelihood - 2
7	Ensure appropriate hygiene regime whilst onsite	Covid-19	All	As above	Severity – 4 Likelihood – 4	<ul style="list-style-type: none"> Alcohol based hand sanitisers and appropriate lidded disposal bins throughout the site, or as mandated by University (alternative hand sanitiser or soap and water option for alcohol allergies) All users to sanitise hands at sanitise station All participants to check re Covid symptoms In the event of falling in, rowers/canoeists will have spare clothes and disinfection cleaning product with them that they are able to change into to prevent other injuries or illness. There will be NO sharing or borrowing of clothes or drying equipment. Area specified for changing only to be used as emergency changing rooms in case of falling in. 	Severity – 4 Likelihood - 2
8	Instigate a Covid monitoring/reporting system, including a track & trace function	Covid-19	All	As above	Severity – 4 Likelihood - 4	<ul style="list-style-type: none"> All participants to book into each session & location. Each piece of equipment used to be logged against participant On positive test <ul style="list-style-type: none"> Individual to get appropriate medical advice Inform appropriate University authorities Equipment if used to be identified and cleaned. 	Severity – 4 Likelihood - 2

						<ul style="list-style-type: none"> ○ Other users and coaches who may have been in contact to be identified ○ Individual to self-Isolate and seek appropriate medical assistance 	
9	Ensure training equipment is used safely	Covid-19	All	As above	Severity 4 Likelihood 4	<ul style="list-style-type: none"> ● Participant to be allocated a particular Ergo. ● Ergos to be sanitized after use by the user of that particular ergo with University approved product ● Individuals to be allocated warm up mats and each mat to be sanitized after each session ● Cleaning broader than touch point cleaning and will include cleaning of equipment with soap and water 	Severity 4 Likelihood 2
10	Ensure boats are used safely	Covid-19	All	As above	Severity 4 Likelihood 4	<ul style="list-style-type: none"> ● Blades to be allocated to each boat , ● Boats and blades to be allocated per individual. ● Equipment to be sanitized by participant at end of session prior to equipment paying particular attention to blade handles, foot stretches & seats prior to being returned to rack ● Individuals putting equipment out to be same individuals returning equipment. 	Severity 4 Likelihood 2
11	Ensure safe manual handling systems are in place for the moving of boats and equipment inside the boathouse and on and off the river	Manual Handling	All	Injury or damage through lifting & moving boats	Severity – 4 Likelihood - 3	<ul style="list-style-type: none"> ● Users to have received a manual handling briefing from the Coach ● Ensuring social distancing whilst carrying boats as per government guidance and NGB guidelines 	Severity – 4 Likelihood - 1
12	Ensure safe systems are in place for working at heights	Working at Heights	All	Injury or damage through lifting & moving boats	Severity – 4 Likelihood - 3	<ul style="list-style-type: none"> ● If applicable, users to have been appropriately trained 	Severity – 4 Likelihood - 1
13	Ensure areas are clean and clear	Slips and trips	All	Lacerations, muscular-skeletal injuries, concussion	Severity – 3 Likelihood - 3	<ul style="list-style-type: none"> ● Users responsible for ensuring mud, water etc is cleaned and minimised in working areas 	Severity – 3 Likelihood - 1
14	Ensure appropriate lighting within the boathouse and launch areas	Slips and trips	All	Lacerations, muscular-skeletal injuries, concussion	Severity – 3 Likelihood - 3	<ul style="list-style-type: none"> ● Lighting in place at all critical areas ● Portable lighting available if required ● NGB guidance followed for lighting conditions 	Severity – 3 Likelihood - 1

15	Put in place a system to monitor and react to environmental conditions	Ice, snow, heat, cold, wind	All	Hypothermia, Heat exhaustion, slips, trips	Severity – 3 Likelihood - 3	<ul style="list-style-type: none"> Users and club captains to monitor conditions NGB guidelines followed 	Severity – 3 Likelihood - 1
16	Ensure the safe operation and management of any workshop facilities and safe storage and management for cleaning products and chemicals	Fire & chemicals	Staff, students, visitors.	Burns, smoke inhalation, death	Severity 5 Likelihood 4	<ul style="list-style-type: none"> Flammable materials stored in appropriate secure cupboard with no electrical outlets, away from cleaning chemicals/combustible consumables. Alcohol based sanitiser 5 litres maximum, any excess stored offsite. Fire extinguisher and fire-sensor to be located nearby COSHH assessments for all chemicals 	Severity 5 Likelihood 2
17	Check for lone use	Lone use	Staff, students and visitors	Lone use not permitted	Severity 4 Likelihood 2	<ul style="list-style-type: none"> No lone use permitted 	Severity 4 Likelihood 1
18	Operate and maintain appropriate fire cover	Fire	Staff, students athletes, visitors	Smoke inhalation, Death.	Severity 5 Likelihood 4	<ul style="list-style-type: none"> Separate fire risk assessment Users briefed as part of induction process with users made aware of location of fire exits and meeting point Users and staff existing building to exercise social distancing as much as practical 	Severity – 5 Likelihood - 2

Internal Guidance/Linked Documents:	
Durham University Covid-19 Risk Assessment Rowing NGB Guidance https://www.britishrowing.org/wp-content/uploads/2019/04/Row-Safe-April-2019-online.pdf Canoeing NGB Guidance https://www.britishcanoeing.org.uk/ Fire Risk Assessment DUBC Rowing Risk Assessment DUCC Canoeing Risk Assessment Plan of one way system	
Supervisor/Manager Review and Comment:	
Prepared by	
Name:	Name:
Signature:	Signature:
Date:	Date:

This assessment/SOP should be read by those performing and supervising the work in conjunction with all relevant documentation including method statements and safe systems of work

Annual Review:

Date	Comment	Signature

Health and Safety Risk Matrix

		Probability/ likelihood of risk realisation					
		Almost Impossible (1)	Not Likely to occur (2)	Could occur (3)	Known to occur (4)	Common occurrence (5)	
		Health and Safety	A freak combination of factors would be required for risk to be realised	A rare combination of factors would be required for risk to be realised	Could happen when additional factors are present otherwise unlikely to occur	Not certain to happen but an additional factor may result in risk being realised	Almost inevitable that risk will be realised
Potential Consequences	Severe (5)	One or more fatalities Irreversible health problems	5	10	15	20	25
	Major (4)	Partial or medium term, disabilities or major health problems	4	8	12	16	20
	Moderate (3)	Lost-time injuries or potential medium-term health problems	3	6	9	12	15
	Minor (2)	Minor, very short-term health concernson recordable injury cases	2	4	6	8	10
	Insignificant (1)	Inherently safe, unlikely to cause health problems or injuries	1	2	3	4	5