

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.	Staff and students	
Most significant risk(s):	Equipment required	
<ul style="list-style-type: none"> Sports injuries 		
Key Controls:	Work Equipment	
<ul style="list-style-type: none"> Provision of clear instructions and information Site management 		
Competence Requirements:		
N/A		

Work Step/ Tasks (Describe the tasks/steps involved in the order of work)		Hazards Identified for each task/step	Those at risk (people who could be harmed)	How could they be harmed? (nature of injuries, damage that could result)	Uncontrolled risk level (level of risk without control)	Required controls at each work step (how the risk can be removed or reduced by for example engineered methods, safe systems of work, training and/ or personal protective equipment)	Controlled risk level (level of risk remaining when controls are in place)
Completion of work/Follow up checks/Maintenance							
1	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
2	Brief people on different diseases present such as weill's disease and blue green algae	River diseases	All	Flu symptoms, vomiting, diarrhea, death	Severity- 5 Likelihood- 2	<ul style="list-style-type: none"> Hygiene after sessions Awareness of symptoms so prompt 	Severity 4 Likelihood- 1
3	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
4	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 minimized in working areas 	Severity – 3 Likelihood - 1
5	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

6	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 Equipment for managing cold/heat. Spare jackets/ clothes, foil blankets, water 	Severity – 3 Likelihood - 1
7	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 sanitizer 5 liters 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: 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		Supervisor/Manager Review and Comment:	
Prepared by		Supervisor/Manager acceptance	
Name:	Nick Case	Name:	
Signature:	Nick	Signature:	
Date:	21/09/22	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)
			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 concern on recordable injury cases	2	4	6	8	10
	Insignificant (1)	Inherently safe, unlikely to cause health problems or injuries	1	2	3	4	5