

Headington School Risk Assessment Form

RA FORM V1.3 March 2017

Name of Person completing Risk Assessment	Ryan Demaine	Reference No.	
School / Building	Boathouse	Dept / Position	Performance Director.
Location/Area	Headington School - Rowing	Date of Assessment	19-09-18
Activity / Details of Assessment	Activities within and around the boathouse area (including travel)		

Severity	X	Likelihood	=	Risk
Severity = Level of potential Injury		Likelihood = Chance of injury		Severity x Likelihood = Risk
1 No action, delay only		1 Very unlikely		1 - 6 Acceptable
2 First Aid only, minor damage		2 Unlikely		8 - 10 Tolerable if strictly monitored but try to improve
3 Minor Injury, illness, time off work, damage		3 Possible		12 - 25 UNACCEPTABLE
4 Major injury, disabling illness, major damage	4 Likely			
5 Fatality	5 Very Likely - Imminent			

PART A: All staff who work in/on the area/task/activity being assessed should complete the box below to confirm they have read and understood the contents of this Risk Assessment

NAME <i>[please print]</i>	DATE	SIGNATURE	NOTES/COMMENTS
Chris Hermes - Head of Rowing			
Ryan Demaine - Performance Director			
Alison Williams - Senior Coach			
Lucy Burgess - Development Coach			
Laura Depner - J14 Coach			
Natalie Holden - J14 Coach			
Bruce McLaren - J13 Coach			
Camilla Scarf - J12 Coach			
Alice Plucknett - Junior Support Coach			
James White - Junior Support Coach			

Either insert new lines as required or ensure staff are instructed/trained and evidence recorded and attached

PART B: To be completed by the person carrying out the Risk Assessment

Hazard	Who Is At Risk?	Potential Injury	Existing Control Measures	Residual Risk Score SxL=R			Further controls proposed	Action		Signed Off
				Severity	Likelihood	Risk		By Whom	Due Date	
Travelling to and from boathouse	Students Teachers	Personal injury	Use of School minibus - See risk assessment. Use of hired large bus - See risk assessment Qualified drivers only All occupants must wear seatbelts	3	2	6	Seatbelt checks to be carried out. Coaches to announce seat belt use	staff	ongoing	
Cars/trailers in vicinity of boathouse area and driveway and road	Students Teachers Other users of boathouse	Personal injury Collision with moving vehicles / trailer	Only authorised vehicles allowed on driveway and in boathouse area Access padlocked to restrict access Parents notified. Notices and speed restrictions in place	3	2	6	NONE	Staff and student vigilance.	ongoing	
Safeguarding	Students	Personal risk /abuse	All staff/ support workers are DBS checked Restricted access into area Staff member in attendance at all times Parents notified not allowed in the boat house unless invited by coaching staff.	3	1	3	Challenge ppl who are not recognised staff of St Edwards or Headington.	Staff vigilance.	ongoing	
Items not put away correctly	All users	Slips trips and falls resulting in cuts bruises etc	Area well maintained with housekeeping to a high level. All items are returned to designated location before leaving site	2	2	4	NONE	Staff and student vigilance.	ongoing	
Carrying/moving boats and blades	All users	Contact with items resulting in potential head / body injuries Manual Handling injuries	All students (from youngest to oldest) trained to handle boats/blades correctly. Staff to have completed training on safe lifting.	2	3	6	Remote supervision of older girls. Direct supervision for younger girls.	Staff and student vigilance.	ongoing	
Loading/unloading trailers (including tie down boats)	All users	Contact with items resulting in potential head / body injuries Manual Handling injuries	All students (from youngest to oldest) trained to handle boats/blades correctly. Staff to have completed manual handling training. All rowers taught how to load or unload and tie boats down. When using steps ensure positioned on firm /stable ground. All staff and students taught how to use lifters.	3	1	3	Remote supervision of older girls. Direct supervision for younger girls.	Staff and student vigilance.	ongoing	
Racking/unracking of boats	All users	Contact with items resulting in potential head / body injuries Manual Handling injuries	All students (from youngest to oldest) trained to handle boats/blades correctly. Staff to have completed manual handling training. All rowers taught how to load or unload and tie boats down. When using steps ensure positioned on firm /stable ground. All staff and students taught how to use lifters.	3	1	3	Remote supervision of older girls. Direct supervision for younger girls.	Staff and student vigilance.	ongoing	
Explosion and Fire (including storage of COSHH)	All users	Burns/Serious injury/fatality	All fire exits must be kept clear. Fire Appliance to be regularly checked. All paints and cleaning items to be stored in padlocked cupboards. COSHH sheets to be accessible if required. All Launch fuel (petrol mix) to be locked in secured storage "site safe" fuel dump with restricted key access	4	1	4	NONE			
Electrical items	All users	Burns /elctric shock/fatality	All items MUST be PAT tested before use and checked every 12 months	3	2	6	NONE			

Personal injury while in area	All users	Personal injury	All staff are first aid trained. First aid boxes are on site Telephone on site if contact to emergency services is required Coaches have mobile phones and emergency procedures list All accidents must be reported to either or both British Rowing and / or Headington School	3	2	6	NONE				
Incident occurs whilst people are using the facilities	All users	Personal injury	All staff/supervisors must be aware and signed off to confirm they are fully aware of the clubs safety and emergency plan	3	2	6	Every year. New staff to sign. Copy kept in HSOBC team drive.	HOR, PD			
Exposure to waterborne infections such as bacteria or virus or contracted due to exposure to other contaminants in the water	All users	Personal injury	All staff and students are made aware of symptoms and must obtain medical assistance if any concerns Hands MUST be washed after coming in off the boat and prior to eating.	4	2	8	NONE	Staff and student vigilance.	ongoing		
Exposure to Weills Disease /	All users	Personal injury	All staff and students are made aware of symptoms and must obtain medical assistance if any concerns Hands MUST be washed after coming in off the boat prior to eating. Notices at the boat club.	4	2	8	NONE	Staff and student vigilance.	ongoing		
Inexperienced students rowing	Students Teachers	Personal injury	All students/staff undergo full induction to be made aware of such details as club rules etc prior to going out on the water. This is recorded on the HORs drive.	4	2	8	NONE				
Identified risks in the area	All users	Personal injury	All staff/supervisors MUST be aware off and signed off to confirm they have read the relevant Risk Assessments	3	2	6	NONE				
Trips and falls	All users	Personal injury	Awareness of hazards when running. Steps; uneven ground; damage to pavement/road.	3	1	3	NONE				
Inexperienced staff responsible for day to day operations	All users	Capsizing/personal injury	All staff fully inducted and trained before starting at HSOBC. Induction coaches book. Inbduction meeting with HOR & PD. Launch training with experoence coach.	4	1	4	Coaches inset meetings Ongoing supervision of new staff. One on one informal meetings. Termly full team coaches meetings.	staff	ongoing		
Further information											
Assessor's Signature				Date							
HOD's Signature if appropriate				Date							
Notes:	Guidance can be obtained from Head of Department or Health and Safety Co-ordinator.										
	Paper copy printed and kept in Departments risk assessment folder, electronic copy save in Departments Google Drive RA folder, accessed via Moodle										
	Report any issues, accidents or near-misses (incident not causing injury but potential to do so) to HoD and accident@headington.org										