

Headington School Risk Assessment Form

RA FORM V1.3 March 2017

Name of Person completing Risk Assessment	Ryan Demaine	Dept / Position	Performance Director.
School / Building	Boat House	Date of Assessment	19-09-18
Location/Area	Headington School - Rowing	Date for Review	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	
See school generic mini bus and coac travel risk assessment										
Generic Risk Assessment: COACH TRAVEL										
TRIP: Training & Events										
Residual Risk Likelihood Criteria: L – unlikely to occur M – could occur H – likely to occur										
WHILST IN TRANSIT										
HAZARD CATEGORY CONTROL MEASURES FOR RISK MANAGEMENT										
Driver	<ul style="list-style-type: none"> Through observation, check that the driver is in a fit state to control a coach. Second driver present for long journeys? Coach bus drivers have licences.			L						
Student	<ul style="list-style-type: none"> Consider who should sit by the emergency exit. Identify students prone to travel sickness and place them near the front. Encourage students to bring still and not fizzy drinks for the coach journey. Give advice about eating on the journey (including sweets). Ensure parents have supplied travel pills if necessary and that they have been taken. When appropriate check who sits on the back seat Place rubbish bags on some seat armrests. Students to keep good order and not litter the coach. Clear instructions to keep seat belts on given. Ensure acceptable noise level in the bus maintained. Ensure students remain seated and facing forward. 			L						

