

# *Rowing Queensland Risk Management Resource*

*Version 3, August 2012*

## Introduction

The Rowing Queensland Risk Management Resource is to assist club and school officials in the development of their Risk Management Plan. It is important for clubs and schools to formalise their risk management processes to provide a safer sport and recreation environment for all participants, coaches and volunteers.

## What is Risk Management?

Risk Management is the process of systematically eliminating or minimising the negative impact of activities, which may give rise to injurious or dangerous situations. It involves the provision of a generic framework for establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

It is an integral part of good management practice and an essential element of good governance. It is a repetitive process consisting of steps that, when undertaken in sequence, enable continuous improvement in decision making and facilitate continuous improvement in performance. It must be transparent and involve all persons involved in rowing as a sport including club and school management, scullers, rowers, coaches, volunteers and supporters. It should be an integral part of club and school practices and processes and decision making rather than be seen or practiced as a separate activity. To be successful, risk management must be an inherent culture of the club or school.

In order to understand risk management, it is necessary to understand the relation between risks and hazards.

**Risks** are the potential outcomes of hazards and the possibility of injury, illness and/or damage.

**Hazards** are anything with the potential to harm life, health or property. An example how hazards relate to risks is described in the following table:

Hazard	Risk
Water	Drowning from insufficient supervision
Rowing Shells	Poor repair of boats resulting in personal injury
Other Waterway Users	Collision with other moving water craft resulting in injury

## Types of risks

- **Legal risks** – losses and costs arising from legal actions for breach of a common law or statutory duty of care;
- **Physical risks** – injuries to participants and public;
- **Financial risks** – increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs;
- **Moral & Ethical Risks** – loss of quality of participant experience and confidence, adverse publicity and damage to image or reputation.

## Which risks need to be managed?

The law does not require clubs or schools to provide a completely risk free rowing environment. In addition, by agreeing to participate in rowing activities, participants will be taken to have consented to those risks, which form an inevitable aspect of the activity. Clubs or Schools will not be required to take steps to counter risks where it would be unreasonable to expect a club to do so in the circumstances.

***IMPORTANT NOTE: Clubs will be expected to adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.***

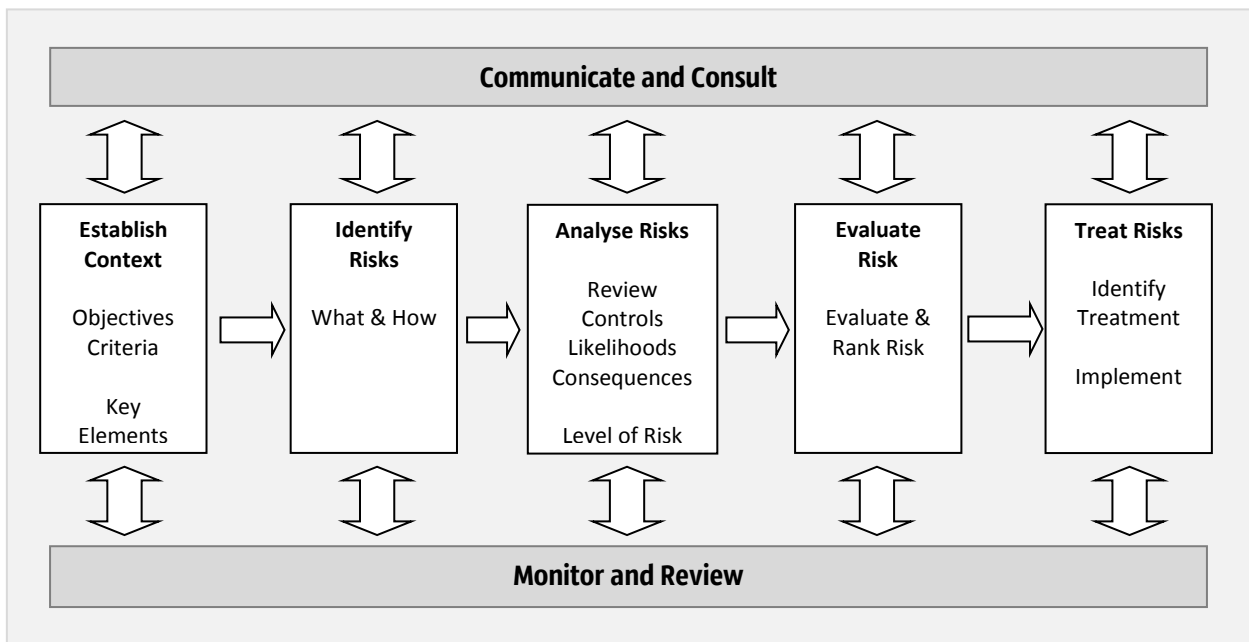
## This Resource – Scope & Limitations

This resource has been developed specifically for the physical risk component of rowing activities. As such it does not address risk management considerations for other elements of rowing club operations such as governance, administration, finance, insurance, planning etc. These can be undertaken by your own club now that you have an understanding of the risk management process.

The basis of this Risk Management Plan is AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines, and as a generic guideline it does not expect nor intend to promote a uniformity of risk management across all schools and clubs. The design and implementation of respective risk management plans and frameworks will need to take into account the varying needs and objectives of each school and club.

Risks will vary depending on the circumstances and ways in which your club operates. It is up to the Committee and key people in your organisation when using this resource to think about other risks not identified here, and plan for them accordingly.

## Steps involved in risk management



### Communication & Consultation

Communication and consultation with members, club management and team leaders on each of the following steps is essential to find the safest way of undertaking the clubs activities. This process helps all persons understand the basis of decision making and ensures that all risks are identified.

Membership of rowing clubs is constantly changing, therefore all new members and volunteers should be introduced to the Risk Management Plan and their obligations as a member of your club.

### Establish the context

A risk management plan needs to be developed to identify the purpose, principles, scope, people involved, their roles and the implementation schedule. The structure of the risk management protocols must ensure a step by step process is developed that ensures significant risk is not overlooked.

## Identify the hazards

Identifying the hazards in the rowing environment is the starting point for the risk assessment process. Hazard identification should involve everyone at the club. Hazard identification can include methods such as:

- Visual detection by club officials and members.
- Using injury/accident statistics
- Formal club health and safety inspections
- Consultation with club members
- The use of 'what if' also helps the identification process.

## Assess the risk

Once the hazards in the club have been identified, the next step is to assess the risk they pose to people.

This is done by:

- Estimating the probability or likelihood of an accident occurring
- Estimating or calculating the severity of the potential consequences, and
- Based on these two factors, assigning priority to the risks for risk control

### **Risk**

Severity of consequences x likelihood of occurrence.

### **Likelihood**

Rate the likelihood of the risk occurring throughout the season.

### **Consequence**

Rate the consequence of the risk occurring including the impact of loss or damage.

	<b>Catastrophic</b> Most objectives may not be achieved or severely affected	<b>Major</b> Most objectives threatened, or one severely affected	<b>Moderate</b> Some objectives affected, considerable effort to rectify	<b>Minor</b> Easily remedied, with some effort objectives can be achieved	<b>Negligible</b> Very small impact, rectified by normal processes	
<b>Likelihood</b>	<b>Almost certain</b> Will probably occur, could occur several times per season	<b>EXTREME</b> 1	<b>EXTREME</b> 1	<b>MAJOR</b> 2	<b>MAJOR</b> 2	<b>MEDIUM</b> 3
	<b>Likely</b> High probability, likely occur once a year	<b>EXTREME</b> 1	<b>EXTREME</b> 1	<b>MAJOR</b> 2	<b>MEDIUM</b> 3	<b>MINOR</b> 4
	<b>Possible</b> Reasonable likelihood that it may arise over a five year period	<b>EXTREME</b> 1	<b>MAJOR</b> 2	<b>MAJOR</b> 2	<b>MEDIUM</b> 3	<b>MINOR</b> 4
	<b>Unlikely</b> Plausible, could occur over a five to ten year period	<b>MAJOR</b> 2	<b>MAJOR</b> 2	<b>MEDIUM</b> 3	<b>MINOR</b> 4	<b>MINOR</b> 4
	<b>Rare</b> Very unlikely but not impossible, unlikely over a 10 year period	<b>MEDIUM</b> 3	<b>MEDIUM</b> 3	<b>MINOR</b> 4	<b>MINOR</b> 4	<b>MINOR</b> 4

**Consequence**

### Risk Priority

<b>EXTREME</b>	Likely to arise and have potentially serious consequences requiring urgent attention
<b>MAJOR</b>	Likely to arise and have potentially serious consequences requiring urgent attention or investigation
<b>MEDIUM</b>	Likely to arise or have serious consequences requiring attention
<b>MINOR</b>	Risks and low consequences that maybe managed by routine procedures

## **Evaluate Risk**

Following a proper analysis of the risk it must be determined whether that risk is acceptable or unacceptable. Once the risks have been evaluated decisions must be made on which risks need to be controlled and at what priority based upon legal, regulatory and cost requirements. A risk that is deemed acceptable should be monitored and periodically reviewed to ensure it remains acceptable. A risk deemed unacceptable should be treated.

## Risk Treatments

Risk treatments aim to reduce the risk level of unacceptable risks to an acceptable level. Risk treatments are listed in a hierarchy of controls. Elimination is the preferred option; however this will not always be practical. If this is the case then other methods of reducing risk need to be explored, beginning with Substitution and following on down the hierarchy.

Personal Protective Equipment (PPE) is the last resort and is, by itself, the least effective method. There will be situations where a combination of control measures will need to be used to control hazards.

1. Elimination	Good housekeeping practices can eliminate hazards. For example, are boat, oars and trestles left in an area where the public and vehicles regularly access?
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▼ If not practicable, then ▼

2. Substitution	Replace a manual process with an automatic process. For example, consider replacing the lifting and carrying of a tinnie with using a set of tinnie wheels.
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▼ If not practicable, then ▼

3. Isolation	Separate people from the hazard. Install guards on machines where there is risk of a person being injured. For example install prop guards on tinnie motors.
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▼ If not practicable, then ▼

4. Engineering	Redesign the task. For example, the installation of lights on Rowing boats for times between sunset and sunrise
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▼ If not practicable, then ▼

5. Administration	Implementing policies, procedures and training for people to follow when working with a hazard. For example, education & safety briefings for rowers on the Brisbane River.
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▼ If not practicable, then ▼

6. Personal Protective Equipment (PPE)	Provide people with protective equipment when working with a hazard. For example, wearing high visibility clothing when rowing in periods of low light.
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## How do you implement risk treatments?

These are just some examples of policies or procedures to implement

- Checklists
  - Supervisors: “Before you go coaching”
  - Participants: “Before you go rowing”
- Safety Briefing Documents
- Incident/Accident Procedures
- Newsletter Safety Reminders
- Audits & Checks (e.g. Equipment)

## Monitor and Review

Monitoring and reviewing the controls is a critical aspect of risk management and should be done on a regular basis. This process allows the club to check if:

1. The implementation of the controls took place
2. The controls were effective
  - Has the control measure been successful in elimination or reducing the risks associated with the hazard?
  - Have the control measures created a new hazard?
3. Follow up action is required
4. Is there a need for information, instruction and training for people at the time of implementing the control measures?

If the hazard has not been effectively controlled then alternative control measures will need to be implemented.

Regular checking and ongoing monitoring is essential to guarantee continuous improvement. This can be part of a regular inspection, or by using injury/accident statistics to ensure that no new hazards have been introduced.

## Documenting the process

The risk control process should be fully documented and these records retained to assist with future risk assessments and verification of the control's effectiveness. The keeping of records and the continued evaluation of the Risk Management Plan is crucial. Your risk management procedures should include the collation of all documentation; all incident reports (accidents, discrimination, bullying, and complaints), volunteer registers, evaluation of risk strategies.

These reporting tools provide statistics on continuing injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision. Your Risk Management Plan cannot remain static.

Risks can change according to changes in the law, development of safe practices and techniques, and developing technology in rowing. Constant evaluation and updating must be done to take account of developing trends and the organisation's own experience.

## Potential risks to consider

The action plan below takes into consideration potential physical risks associated with the sport of rowing. As each club or school is different it is important that when undertaking the process of risk identification and implementing controls that the club takes into account the risks and hazards that may be unique to its own environment.

As an example the first potential risk in the table has been filled in for you. Please note that this is a guide and may not be suitable for all clubs/ schools. Each club committee is responsible for implementing the risk management plan and ensuring that all club members are aware of the plan.

## Risk Management Action Plan

Completing the risk assessment action plan

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
<b>Water</b>	<i>Drowning or injury due to lack of safety/rescue equipment for training</i>	<i>Unlikely</i>	<i>Catastrophic</i>	2	<i>Coaching tinnies to carry the required safety equipment as outlined by Maritime Safety QLD guidelines.</i>	<i>Safety equipment for recreational boats and personal watercraft (PWC). See Appendix</i>	<i>Club Committee/Director of Rowing. Crew Coaches</i>	<i>On-going</i>

## Risk Management Action Plan

ON WATER - Training	<i>This category includes all of those risks associated with the conduct of on the water training. On water training risks will vary depending upon the nature of the activities, experience of participants and organisers and the location(s) in which they are conducted.</i>							
Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
<b>Water</b>	Insufficient supervision of juniors/novice/adaptive rowers resulting in accidents or personal injury							
	Personal injury caused by a marine creature							
	Personal injury to selves or others as a result of inexperienced rowers participating beyond their capacity							
	Drowning from insufficient supervision							
<b>Debris after heavy rains/storms</b>	Collision with stationary objects in water resulting in personal injury							
<b>Rowing Shells</b>	Poor repair of boats resulting in personal injury							
	Breakage of boat parts resulting in personal injury							
	Damage and/or breakage to shells not reported resulting in personal injury							
	Personal injury or damage to shells as a result of not being seen prior to sunrise and after sunset or other periods of low light							
<b>Support Vessels (tinnies)</b>	Injury to coaches, rowers or other water users from motor boat propellers							
	Fire/explosion in motor boat resulting in personal injury.							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
Support Vessels (tinnies)	Mechanical breakdowns/gear failure resulting in motor boat being unable to provide effective rescue/supervision capabilities							
	Tinnies not being operational prior to sunrise and after sunset and other periods of light due to insufficient lighting							
Other waterway users (pleasure craft, rowers, recreational users)	Collision with other moving water craft resulting in injury							
CityCats- Moving	Washes resulting in damage to shells and/or injury to persons							
	Damage to equipment or personal injury as a result of an incident or near miss due to confrontation at close quarters							
CityCats - Stationary	Damage to equipment or personal injury as a result of a collision with a stationary CityCat							
Environment	Unforeseen weather changes (including electrical storms) resulting in rowers and coaches being exposed							
- High Temperatures	Sun stroke/sunburn/dehydration to rowers and/or coaches							
- Cold Temperatures	Hypothermia suffered by rowers and/or coaches							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
Communication - No radio/phone	Not being able to provide effective rescue services							
- Non functioning	Further injury to persons or damage to equipment as a result of not being able to report an incident							
- Knowledge of nearest medical facilities/land base	Further injury to persons or damage to equipment as a result of not being able to get a person to medical services quickly							
Incident Reporting	Further injury to persons or damage to equipments as a result on an incident not being reported to the appropriate authorities							
Specific	The risks associated with on water training will vary between clubs and locations. The following spaces have been left blank for specific and user based identified risks.							

<b>ON WATER - Regattas</b>		<i>This category includes all of those risks associated with the conduct of rowing races and activities once the participants are on the water at a regatta. On water regatta risks will vary depending upon the nature of the activities, experience of participants and organisers and the location(s) in which they are conducted.</i>						
<b>Hazard</b>	<b>Potential Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Treatment</b>	<b>Resources</b>	<b>Responsible Person</b>	<b>Time Frame</b>
<b>Water</b>	Personal injury caused by a marine creature							
	Insufficient supervision of juniors/novice/adaptive rowers resulting in accidents or personal injury							
	Personal injury to selves or others as a result of inexperienced rowers participating beyond their capacity							
	Drowning from insufficient supervision or safety equipment							
	Drowning or injury due to lack of safety/rescue equipment for events							
<b>Debris after heavy rains/storms</b>	Collision with stationary objects in water resulting in personal injury							
<b>Rowing Shells</b>	Poor repair of boats resulting in personal injury							
	Breakage of boat parts resulting in personal injury							
	Damage and/or breakage to shells not reported							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
<b>Support Vessels (tinnies)</b>	Injury to officials, rowers or other water users from motor boat (BRO) propellers							
	Fire/explosion of motor boat (BRO) resulting in personal injury							
	Mechanical breakdowns/gear failure resulting in motor boat being unable to provide effective rescue/supervision capabilities							
<b>Other Waterway Users</b>	Collision with other moving water craft resulting in injury							
	Washes resulting in capsizing or personal injury							
<b>Environment</b>	Unforeseen weather changes (including electrical storms) resulting in rowers and volunteers being exposed during training and events							
- <b>High temperatures</b>	Sun stroke/sunburn/dehydration to rowers or volunteers							
- <b>Cold temperatures</b>	Hypothermia suffered by rowers and/or coaches							
<b>Communication</b> - <b>No radio/phone</b>	Loss of communication resulting in not being able to provide effective rescue services							
- <b>Non functioning</b>	Further injury to persons or damage to equipment as a result of not being able to report an incident							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
- Knowledge of nearest medical facilities/land base	Further injury to persons or damage to equipment as a result of not being able to get a person to medical services quickly							
Incident Reporting	Further injury to persons or damage to equipments as a result on an incident not being reported to the appropriate authorities							
<b>SPECIFIC</b>	The risks associated with regattas will vary between locations. The following spaces have been left blank for specific and user based risks.							



<b>ON WATER – Camps</b>		<i>This category includes all of those risks associated with the conduct of camps and activities once the participants are on the water at a camp. On water camp risks will vary depending upon the nature of the activities, experience of participants and organisers and the location(s) in which they are conducted.</i>						
<b>Hazard</b>	<b>Potential Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Treatment</b>	<b>Resources</b>	<b>Responsible Person</b>	<b>Time Frame</b>
<b>Water</b>	Personal injury caused by a marine creature							
	Insufficient supervision of juniors/novice/adaptive rowers resulting in accidents or personal injury							
	Personal injury to selves or others as a result of inexperienced rowers participating beyond their capacity							
	Drowning from insufficient supervision or safety equipment							
	Drowning or injury due to lack of safety/rescue equipment for camps							
<b>Debris after heavy rains/storms</b>	Collision with stationary objects in water resulting in personal injury							
<b>Rowing Shells</b>	Poor repair of boats resulting in personal injury							
	Breakage of boat parts resulting in personal injury							
	Damage and/or breakage to shells not reported							
	Personal injury of damage to shells as a result of not being seen prior to sunrise and after sunset or other periods of low light							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
<b>Support Vessels (tinnies)</b>	Injury to officials, rowers or other water users from motor boat (Coach) propellers							
	Fire/explosion of motor boat (Coach) resulting in personal injury							
	Mechanical breakdowns/gear failure resulting in motor boat being unable to provide effective rescue/supervision capabilities							
	Tinnies not being operational prior to sunrise and after sunset and other periods of light due to insufficient lighting							
<b>Other waterway users (pleasure craft, rowers, recreational users)</b>	Collision with other moving water craft resulting in injury							
	Washes resulting in damage to shells and/or injury to persons							
<b>- CityCats Moving</b>	Damage to equipment or personal injury as a result of an incident or near miss due to confrontation at close quarters							
<b>- CityCats Stationary</b>	Damage to equipment or personal injury as a result of a collision with a stationary CityCat							
<b>Environment</b>	Unforeseen weather changes (including electrical storms) resulting in rowers and coaches being exposed							
<b>- High Temperatures</b>	Sun stroke/sunburn/dehydration to rowers and/or coaches							
<b>- Cold Temperatures</b>	Hypothermia suffered by rowers and/or coaches							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
Communication - No radio/phone	Not being able to provide effective rescue services							
- Non functioning	Further injury to persons or damage to equipment as a result of not being able to report an incident							
- Knowledge of nearest medical facilities/land base	Further injury to persons or damage to equipment as a result of not being able to get a person to medical services quickly							
Incident Reporting	Further injury to persons or damage to equipments as a result on an incident not being reported to the appropriate authorities							
<b>SPECIFIC</b>	The risks associated with on water camps will vary between clubs and locations. The following spaces have been left blank for specific and user based identified risks.							

PRE & POST ROWING – Training and Camps		<i>This category refers to the risk involved in activities, which precede and follow our on-water activities. Launching and retrieval of boats, rigging, and preparation activities of camp organisers should all be considered. It also focuses on the club and surrounding environments which are utilised by members, participants and in some circumstances the general public. It should also include the areas in which a camp may take place.</i>						
Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
Pontoon/Water access points - Surface	Pontoon/ramp becoming slippery resulting in personal injury							
	Pontoon and water access points in disrepair or unsafe condition resulting in personal injury or property damage							
- Supervision	Pontoon access unsupervised and used inappropriately resulting in personal injury							
Equipment - Storage	Theft or damage of participants boats or gear due to poor security or storage of equipment							
	Equipment left lying around inappropriately resulting in personal injury							
	Equipment not tied down resulting in personal injury or property damage							
	Inappropriately stored boats resulting in personal injury or property damage							
	Placing heavy equipment and boats high up in storage racks resulting in personal injury or damage during storage & retrieval							
- Handling	Damage to equipment or personal injury as a result of incorrect boat handling (carrying)							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
- Rigging areas	People or vehicles passing through rigging areas resulting in personal injury to rowers or public or property damage							
- Trailers	Leaving the trailer on the road unsecured resulting in personal injury to themselves or public property or property damage to vehicles or trailers							
- Trailers (loading/unloading)	Damage to boats or personal injury caused by boats not being tied down correctly							
	Damage to boats or personal injury as a result of not complying with QLD Transport's Guidelines for Special Use Trailers							
	Damage to boats or personal injury as a result of not complying with trailer guidelines in States other than QLD							
- Towing Vehicle	Damage to boats, towing vehicle or personal injury as a result of using an inappropriate or unfit towing vehicle							
- Support vessels (tinnies)	Inexperienced or careless persons re-fuelling motor boats resulting in personal injury and property damage							
Maintenance - Spills	Insufficient attendance to spills and breakages which may result in personal injury							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
- Fire Safety	Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures resulting in personal injury							
- Workplace Health & Safety	Non compliance with OH&S regulations resulting in penalties and personal injury claims							
- Fuel Storage	Personal injury and property damage as a result of incorrect fuel storage procedures'.							
<b>SPECIFIC</b>	The risks associated with activities pre and post rowing will vary between locations. The following spaces have been left blank for specific and user based risks							

<b>PRE &amp; POST ROWING – Regattas</b>		<i>This category refers to the risk involved in activities, which precede and follow our on-water activities. Launching and retrieval of boats, rigging, and preparation activities of race organisers should all be considered. It also focuses on the regatta venue and surrounding environments which are utilised by members, participants and in some circumstances the general public.</i>						
<b>Hazard</b>	<b>Potential Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Treatment</b>	<b>Resources</b>	<b>Responsible Person</b>	<b>Time Frame</b>
<b>Pontoon/Water access points - surface</b>	Pontoon/ramp becoming slippery resulting in personal injury							
	Pontoon and water access points in disrepair or unsafe condition resulting in personal injury or property damage							
<b>- Supervision</b>	Pontoon access unsupervised and inappropriate use resulting in personal injury							
<b>Equipment - Storage</b>	Theft or damage of participants boats or gear due to poor security or storage of equipment							
	Equipment left lying around inappropriately resulting in personal injury							
	Equipment not tied down resulting in personal injury or property damage							
	Inappropriately stored boats resulting in personal injury or property damage							
	Placing heavy equipment and boats high up in storage racks resulting in personal injury or damage during storage & retrieval							
<b>- Handling</b>	Damage to equipment or personal injury as a result of incorrect boat handling (carrying)							
<b>- Rigging areas</b>	People or vehicles passing through rigging areas resulting in personal injury to rowers or public or property damage							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
- Trailers	Leaving the trailer on the road unsecured resulting in personal injury to themselves or public property or property damage to vehicles or trailers							
- Trailers (loading/unloading)	Damage to boats or personal injury caused by boats not being tied down correctly							
	Damage to boats or personal injury as a result of not complying with QLD Transport's Guidelines for Special Use Trailers							
	Damage to boats or personal injury as a result of not complying with trailer guidelines in States other than QLD							
Towing Vehicle	Damage to boats, towing vehicle or personal injury as a result of using an inappropriate or unfit towing vehicle							
- Support Vessels (tinnies)	Inexperienced or careless persons re-fuelling motor boats resulting in personal injury and property damage							
- Loading/unloading	Careless loading/unloading and laying of course equipment may result in specific and chronic injuries to rowers, volunteers or the public							
Maintenance - Spills	Insufficient attendance to spills and breakages which may result in personal injury							



Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
- Fire Safety	Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures resulting in personal injury							
- Workplace Health & Safety	Non compliance with OH&S regulations resulting in penalties and personal injury claims							
- Fuel Storage	Personal injury and property damage as a result of incorrect fuel storage procedures'.							
<b>SPECIFIC</b>	The risks associated with activities pre and post rowing will vary between locations. The following spaces have been left blank for specific and user based risks							

<b>Personnel</b>		<i>This category includes club members, officials, participants, parents and spectators who may be involved in rowing activities. The club owes a duty of care to those people who may be affected by its actions and therefore should ensure that it takes steps to manage the risks which may confront club personnel, in addition to those risks which arise as a result of their conduct.</i>						
<b>Hazard</b>	<b>Potential Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Treatment</b>	<b>Resources</b>	<b>Responsible Person</b>	<b>Time Frame</b>
<b>Volunteers</b> - appropriately qualified	Volunteers appropriately qualified, experienced and current blue card holders							
	Harassment of participant/members from officials or other members							
	Volunteers/club members appropriately qualified and old current Recreational Marine Drivers Licences when driving support vessels							
	Club members being liable for damage/injury as a result of not having appropriate insurance cover							
<b>Communication</b> - lack of communication channels	Insufficient communication processes for members to alert club officials of harassment or incidents							
- Emergency contacts	Poor promotion of emergency procedures and contact numbers to club members							
- Club location	Poor communication to emergency service providers of club location and access details resulting in delay of emergency treatment							
<b>Planning</b> - Training	Poor planning of training resulting in insufficient supervision of juniors							
- Abilities	Insufficient consideration of abilities, health needs of different age groups in planning of training resulting in personal injury							

Hazard	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Resources	Responsible Person	Time Frame
- First Aid	Lack of appropriate first aid equipment available to treat injuries or accidents as they occur							
	Lack of appropriately qualified first aid officers present during conduct of club activities resulting in poor injury management							
- Food	Poor food management and handling procedures in catering and canteen areas of club may breach regulations (more in-depth risk assessment required by appropriate club personnel)							
- Functions	Risks associated with use of club social facilities for functions by members and public (requires further in depth risk assessment by appropriate club personnel)							
<b>SPECIFIC</b>	The risks associated with Club Personnel will vary between clubs and locations. The following spaces have been left blank for specific and user based risks							

<b>Transport</b>		<i>This category refers to the risks involved in the transportation of boats, equipment and persons to and from regattas, training camps and any other transport that may occur within a rowing program.</i>						
<b>Hazard</b>	<b>Potential Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Treatment</b>	<b>Resources</b>	<b>Responsible Person</b>	<b>Time Frame</b>
<b>Trailers - Maintenance</b>	Breakage of trailer parts causing personal injury or damage to equipment							
<b>- loading</b>	Injury or damage to equipment due to overhang or overloading of trailer							
	Personal injury or damage to equipment due to uneven loading of trailer							
<b>Boats</b>	Damage to boats or personal injury caused by boats not being tied down correctly							
<b>People</b>	Personal injury caused to people involved in transport to and from training/regattas/camps							
<b>SPECIFIC</b>	The risks associated with transport will vary between clubs and locations. The following spaces have been left blank for specific and user based risks.							

The following are examples of controls measures that could be implemented to minimise the exposure to risk that rowing clubs may experience.

### **Education and Information**

- Induction for everyone involved in the school/club rowing community
- Regular information updates and safety alerts
- Deliver pre-training instructions
- Ensure the dissemination of and knowledge of codes of conduct
- Make everyone aware of collision regulations and their legislative obligations on the water.
- Conduct competency assessments
- Perform rescue training
- Ensure everyone is aware of Incident/Accident reporting procedures and emergency contact numbers
- Signage posted throughout shed of location/s of first aid kit

### **Documentation to be held**

- Records of inductions
- Next of Kin information
- Member's medical information
- Records of Licences (marine, car)
- Records of Blue Cards

### **Facilities**

- Conduct regular safety/risk management inspections (records of inspections held)
- First Aid Kits located on site
- Have a safety notice board in the shed to disseminate vital information

### **Boat Maintenance – Motor Boats**

- Have regular maintenance schedules
- Hold maintenance records
- Pre-start checks are conducted prior to getting on the water
- Ensure that safety equipment maintained
- Establish safe refuelling procedure

### **Boat Maintenance – Rowing Shells**

- Have regular maintenance schedules

- Hold maintenance records
- Develop Damage/Defect reports
- Establish a exclusion zone for damaged boats

### **Workshop**

- Ensure up to date housekeeping to monitor cleanliness
- Electrical equipment is stored appropriately
- Ensure there is an appropriate fuel storage area.
- Fuel/chemical spillages are attended too immediately
- Chemical storage
- Correct techniques are used when manual handling
- Fire extinguishers are regularly tested
- Work benches are cleaned regularly
- A procedure is in place for waste removal

### **Rowing Camps & Trips**

- Ensure Pontoons/water access points are safe and non-slippery
- Rowers and coaches are aware of traffic flow and how to interact with other waterway users
- Weather Conditions are monitored and “if in doubt, don’t go out”
- There is sufficient supervision of rowers at all times

### **Transportation & Trailers**

- Drivers carry the correct permit for rowing trailers
- A schedule is developed for trailer maintenance
- Prior to departure a check to ensure boats correctly loaded and secured
- Trailer Insurance is up to date
- Supervision on buses (including boarding and disembarking) is adequate
- Weather conditions are monitored prior to departure

### **Health & Hygiene**

- Regular checks and cleaning schedule for amenities
- Ensure water is always available so rowers do not suffer from dehydration
- Sunscreen and shade to be made available to prevent Sunstroke/sunburn

## Appendix

- [Guidelines for Special Use Trailers carrying Dragon Boats, Gliders, Rowing Shells and Yachts.](#)
- [Safety equipment for recreational boats and personal watercraft \(PWC\).](#)
- [A pocket book guide to assist charities and community organisations with food safety management.](#)