

Risk Assessment Port Macquarie Rowing Club

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- Risk Assessment Tool
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- General Information

NOTE: This section is intended as a guide only and is not to be considered as a comprehensive document of every risk or hazard associated with your event. You may need to consult with your insurer, organisations like NSW Workcover and other consultants (legal, financial etc) who can provide recommendations or professional advice.

<u>Name of Business</u>	Port Macquarie Rowing Club	<u>Date</u>	6/2/2021
<u>Name of Event</u>	The running of the club	<u>Prepared By</u>	Nicholas Taylor
<u>Location of Event</u>	Port Macquarie	<u>Reviewed By</u>	

On the water

<u>Risk related Issues (e.g. Hazards)</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Rating</u>	<u>Control Measures</u>
Collision with stationary objects in the water resulting in personal injury	C	3	H	All new member will be briefed on stationary objects on the water
Collision with river debris in the water resulting in personal injury	D	4	L	All members will be notified of when debris is on the water
Collision with other moving water craft resulting in person injury	D	3	M	All new members will be briefed to watch out for other water craft and to always row with the bank to the left
Collision with banks/beaches resulting in personal injury	C	4	M	All members will be briefed on how to enter and exit the launching areas
Collision with concrete jetties resulting in personal injury	E	4	L	Members will be briefed on where concrete jerries are
Collision with the ferry resulting in personal injury	D	3	M	All members will be briefed about where the ferries are and to only go through when the light are off
Poor repair of boats resulting in personal injury	D	4	L	Boats that are damaged will have an "out of order" sign and will be repair. All damages to boats will be reported in a book
Breakage of boat parts resulting in personal injury	D	4	L	All boats with broken parts will have a "out of order" sign and any broken parts are to be reported in the book
Boat wash resulting in capsizing and personal injury	C	4	M	All members will be briefed on how to stay safe when boat wash passes

Unforeseen weather changes resulting in rowers and volunteers in accidents or personal injury	E	4	L	Members are not allowed to row when weather is dangerous or poor
Insufficient supervision of juniors/novices' rowers resulting in accidents or personal injury	E	4	L	New juniors/novices are only allowed to row under the supervision.
Personal injury to themselves or others as a result of inexperienced rowers participating beyond their capacity	D	4	L	Coaches will determine who new members row with in a boat
Personal injury resulting from rowers participating beyond their physiological capabilities	C	4	M	Members will be reminded to be careful about physical limitation
Sun stroke/ Sunburn/ dehydration to rowers and volunteers	C	4	M	All members are encouraged to wear sun protection, sun screen and to drink water when in the sun
Drowning from insufficient supervision or safety equipment	E	1	H	New/novice members are not allowed to row by themselves. These members will be under supervision by a coach or experienced rower at all times when in the water. These members will also be briefed on what to do if they fall out of the boat. New members must sign that they can swim 100 metres before going on the water.
Lack of safety/rescue equipment for training and events	E	3	M	All equipment is checked before use. The committee will manage resources of rescue equipment needed for events
Loss of communication resulting not being able to provide rescue services	D	3	M	The most experienced rower will take charge of rescue and manage communication
Injury to officials, rowers or other water users from motor boat propellers	E	3	M	Motor boats are to be used only by members with a boat license.
Fire/explosion of motor boat resulting in personal injury	E	2	H	All power boats will be regularly check and serviced. All petrol tanks are to be inspected before use.
Mechanical breakdowns/gear failure resulting in motor boat being unable to provide effective rescue/supervision capabilities	E	3	M	All power boats will be regularly inspected and serviced by an authorised servicer.

Pre and Post Rowing

<u>Risk related Issues (e.g. Hazards)</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Rating</u>	<u>Control Measures</u>
Beach area debris resulting in personal injury	B	4	H	Beach debris will be moved off the beach by members. The use of footwear when walking on beach is recommended.
Large rocks/oysters in the beach resulting in personal injury	C	4	M	Members are encouraged to wear footwear around the club
Beach area unsupervised and inappropriate use resulting in personal injury	D	3	M	All new/novice members will be supervised under a coach or experienced rower
Theft or damage of participants boats or gear due to poor security or storage of equipment	E	3	M	The key register is managed by the captain. All buildings will be lock after use.
People passing through rigging areas resulting in personal injury to rowers or public or property damage	D	4	L	Make sure there is significant room between boats for people to move.
Equipment left lying around inappropriately resulting in personal injury	C	4	M	Equipment left on the ground will either be picked by an individual or report to the committee member
Equipment not tied down resulting in personal injury or property damage	D	4	L	All equipment tied down will be checked regularly
Slippery surfaces resulting in personal injury or equipment damage (water/wood/tiles/concrete)	C	4	M	Slippery surfaces will be reduced by cleaning up spills and water on surfaces
Inappropriately stored boats resulting in personal injury or property damage	D	3	M	Storage of new boats will be managed by the captain and vice-captain. Storage areas will be checked yearly
Placing heavy equipment and boats high up in storage racks resulting in personal injury or damage during storage & retrieval (shed & trailer)	D	3	M	Boats that are used less often are to be used in higher areas. More members will be used to placing objects in higher areas. Winches will be used for storage of boats in higher areas
Leaving the trailer on the road unsecured resulting in personal injury to themselves or public or property damage to vehicles or trailers	D	3	M	Trailers will be parked in securer areas if available. All compartments will be locked.

Careless loading/unloading and laying of course equipment may result in specific and chronic injuries to rowers or volunteers	D	3	M	All boats must have the appropriate number of people to lift.
Inexperienced or careless persons re-fuelling motor boats resulting in personal injury and property damage.	D	4	L	Only experienced rowers are to refuel motor boats. Inexperienced rowers must be supervisor when refuelling.
Insufficient attendance to spills and breakages which may result in personal injury	D	4	L	All major spills or breakages will be report to the captain or vice-captain
Insufficient fire safety measures in place such as supply of extinguishers and communicated fire drill procedures resulting in personal injury	E	3	M	All fire equipment will be check regularly. All buildings will comply with fire safety regulations

Personal

<u>Risk related Issues (e.g. Hazards)</u>	<u>Likelihood</u>	<u>Consequences</u>	<u>Risk Rating</u>	<u>Control Measures</u>
Insufficient communication processes for members to alert club officials of harassment or incidents	E	3	M	All incidents will be report to the captain and secretary. This will be taken to the committee and will be discussed with confidently.
Harassment of participant/ members from officials or other members	E	3	M	Harassment is not tolerated in the club. Harassment from individual will be taken seriously and taken to the committee for management.
Poor planning of training resulting in insufficient supervision of juniors	D	4	L	Before any juniors go on the water coaches will supervision
Poor promotion of emergency procedures and contact numbers to club members	D	2	H	All contact details for the club are available for members and the public
Insufficient consideration of abilities, health and needs of different age groups in planning of training resulting in personal injury	C	4	M	Coaches will consider abilities and health before training
Lack of appropriate first aid equipment available to treat injuries or accidents as they occur	D	4	L	All first aid kits will be checked regularly and will be restocked after use
Lack of appropriately qualified first aid officers present during conduct of club activities resulting in poor injury management	C	4	M	Coaches will be recommended to have a first aid certificate and at event at least one person has a up to date first aid certificate
Poor communication to emergency service providers of club location and access details resulting in delay in emergency treatment	E	3	M	The club has large signs and easy access to areas with good land marks. The club address is on visible areas
Poor induction of volunteers and communication of responsibilities and duties resulting in confusion and possible neglect of tasks	D	4	L	All volunteers will have an induction upon arrival by the managers of the event
Insufficient provision of training to key club officials resulting in poor decision-making and club management	C	4	M	Officials will be recommended to complete further training. Large decisions are decided by the committee

RISK ASSESSMENT TOOL – RATING TABLE

<u>Likelihood</u>	<u>Consequence</u>	<u>Rating</u>	<u>Consequence</u>	<u>Likelihood</u>				
A = Almost Certain: Expected to occur B = Likely: Will probably occur C = Possible: Might occur at sometime D = Unlikely: Not likely to occur E = Rare: Exceptional circumstances	1 = Catastrophic: Extreme pollution; Death or permanent disability; > \$500,000 2 = Major: Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000 3 = Moderate: Significant pollution; Medical attention & off work; \$10,000 to \$50,000 4 = Minor: Low level pollution, First aid treatment; \$1,000 to \$10,000 5 = Insignificant:	E = Extreme H = High M = Moderate L = Low						
				A	B	C	D	E
			1	E	E	E	E	H
			2	E	E	E	H	H
			3	E	H	H	M	M
			4	H	H	M	L	L
			5	H	M	L	L	L