

## RISK ASSESSMENT FORM – Students’ Union

<b>Activity:</b> (Describe the activity: What is happening)	Rowing		
<b>Location(s):</b>	Boat House, River Ouse		
<b>Who may be exposed:</b>	Members and general public/other rowers		
<b>Responsible Person(s):</b>	Connor Greenfield, Aimee McManus, James Edwards		
<b>Assessors name:</b>	Aimee McManus	<b>Committee position:</b>	Boat House Manager, President, Vice President
<b>Assessors signature:</b>		<b>Date of assessment</b>	2 <sup>nd</sup> May 19
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li><a href="https://www.britishrowing.org/about-us/safeguarding/">https://www.britishrowing.org/about-us/safeguarding/</a></li> <li>The emergency land sites document</li> <li>YSJU Boat Club Due Diligence Manual</li> </ul>	<b>Review date:</b>	
		<b>Review date:</b>	
		<b>Review date:</b>	

**Get to Green!** Look at the activity and identify the risks. Then put in place all the things that will make that activity safe. Once you’ve done that, the risk will be low! You’ll **Get to Green!** If there is a control measure that is not done just yet (maybe some training), highlight it in Bold and then put in in the action plan at the end with a target completion date. If your risk assessment is suitable and sufficient, then just review it yearly and fill in the dates. If you need any advice, contact YSJU Health and Safety Adviser.

<b>Impact/severity</b>	<b>High</b>	<b>M</b>	<b>M</b>	<b>H</b>
	<b>Med</b>	<b>L</b>	<b>M</b>	<b>M</b>
	<b>Low</b>	<b>L</b>	<b>L</b>	<b>L</b>
		<b>Low</b>	<b>Med</b>	<b>High</b>
		<b>Likelihood</b>		

**Risk Matrix:** The risk matrix to be used is a simple 3x3 with only one red area. This simplistic ‘traffic light’ approach incorporates the likelihood and severity criteria rated as Low (L), Medium (M) or High (H). Risk assessors need only ask two questions to ensure the risk is graded correctly:

- What are the chances of this happening? (Likelihood)**
- And if it did happen, what is the worse that could happen? (Severity)**

Always consider who this may affect (Staff, visitors, general public etc).

A full detail explanation can be found at the end of this risk assessment.

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
01.	Falling into the water	<ul style="list-style-type: none"> <li>Every member demonstrates sufficient swimming ability</li> </ul>	Medium	<ul style="list-style-type: none"> <li>The Launch to go out with inexperienced crews to ensure maximum safety and have first aid kit with them at all times</li> </ul>	Low	2 <sup>nd</sup> May 19
02.	Hypothermia	<ul style="list-style-type: none"> <li>Crews to wear appropriate rowing kit at all times</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Hot shower available and heating in the changing rooms to heat up members</li> </ul>	Low	2 <sup>nd</sup> May 19
03	Falling whilst carrying the boat (heavy lifting)	<ul style="list-style-type: none"> <li>Making sure there are an appropriate amount of people carrying boat</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Have cox of boat on standby to quickly grab weight when the crew is struggling</li> </ul>	Low	2 <sup>nd</sup> May 19
04	Slipping on mud	<ul style="list-style-type: none"> <li>Wearing the appropriate footwear (wellies)</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Cleaning the mud each morning with a brush to ensure a clean path</li> </ul>	Low	2 <sup>nd</sup> May 19
05	Unskilled rowers	<ul style="list-style-type: none"> <li>Always have a committee member leading a session unless it is a non-official session with that is being held by high experienced members going out in singles and doubles</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Making sure members aren't doing something they aren't ready for such as not going out in a single until they have correct level of skill</li> </ul>	Low	2 <sup>nd</sup> May 19

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
06	Injury/Accident	<ul style="list-style-type: none"> <li>• If an individual is suspected to have suffered from a spinal/head injury the individual must NOT be moved</li> <li>• Emergency services (999) must be notified immediately</li> <li>• Ensure another member of the rowing club is ready to meet the ambulance/paramedics on their arrival at YSJU Boathouse. Member meeting the ambulance must also be prepared to give directions whilst on the phone</li> </ul>	Low	N/A		2 <sup>nd</sup> May 19
07	Poor Quality Coaching	<ul style="list-style-type: none"> <li>• When in a coached session (someone not on committee) the individual delivering the session are required to have a sufficient and recognised coaching qualifications. This must be documented and kept on file at the students' union</li> <li>• These coaches must engage in continued professional development (CPD)</li> <li>• Refer to current coach's coaching qualifications (2019/20)</li> </ul>	Low	N/A		2 <sup>nd</sup> May 19

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
08	Poor Maintenance of the Boathouse	<ul style="list-style-type: none"> <li>All boats must be put away safely and correctly at the end of every training session</li> <li>It is imperative that the boathouse remains clean and tidy at all times in order to reduce the risk of members/external visitors tripping/falling whilst in or around the boathouse</li> <li>Any damages/faults with the boathouse must be reported immediately to the students' Union (SU)</li> <li>Fill out weekly due diligences documents (boat house manager, president and vice president and captains) (see documents at bottom of risk assessment document)</li> </ul>	Low	N/A		2 <sup>nd</sup> May 19
09	Inexperience Rowers	<ul style="list-style-type: none"> <li>All NEW and UNEXPERIENCED rowers must be shown basic techniques of a variety of skills to reduce chance of incurring and injury during training/competitive races</li> <li>Beginner rowers are encouraged to engage in training with more experience rowers</li> <li>All new rowers must display a level of competence on an erg rowing machine (in order to master basic techniques and movement) before been allowed on the Water</li> <li>All inexperienced rowers must have a launch out with them at all times</li> </ul>	Low	N/A		2 <sup>nd</sup> May 19

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
10	Travelling to competitions/Regatta	<ul style="list-style-type: none"> <li>Regattas will ideally be travelled to on a coach instead of in players cars, this reduces the chance of getting lost and if a player suffers an injury during a game player could be stranded if he is the designated driver</li> <li>In the instance that a member is driving to the regatta, they must inform the SU when they have arrived at the venue</li> <li>Any individual wishing to tow one of the boats must contact the SU prior to this</li> </ul>	Low	N/A		2 <sup>nd</sup> May 19
11	COSHH	<ul style="list-style-type: none"> <li>Ensure all COSHH items are secured in waterproof lockers</li> <li>All COSHH items must be in a locker under lock and key</li> <li>All COSHH items must have clear labels on them</li> <li><b>Material Safety Data sheets (MSDS) are required for each product and stored with products and shared with users.</b></li> <li><b>Risk assessment completed.</b></li> </ul>	Low	<ul style="list-style-type: none"> <li><b>Correct PPE provide when required. Section 8 MSDS,</b></li> <li><b>First aid requirements of each substance is known – Section of MSD 4 MSDS</b></li> </ul>		2 <sup>nd</sup> May 19
12	Graffiti/ unwanted visitors	<ul style="list-style-type: none"> <li>All spray can must be stored in a locked locker</li> <li>The premises must be locked at all times even when there are members out on the water</li> <li>Security must carry out random checks on premises to ensure the safety of Boat House</li> </ul>	Low	N/A		2 <sup>nd</sup> May 19

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
13	Electrical and Fire Hazards	<p>All flammable material must be stored in a locker at all times and away from any plug sockets or lighting flued, fuel Kettle must be unplugged at all times unless in use</p> <ul style="list-style-type: none"> <li>• When kettle is at use it should be the only thing plugged in to that plug and must be switched off immediately after use</li> </ul>	Low	N/A		2 <sup>nd</sup> May 19

## RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.

**Note: immediate action must be taken to address any identified net red risk**

Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

<b>Hazard</b>	<b>Further actions / Control measures (as identified from the risk assessment)</b>	<b>Responsible Person/s</b>	<b>Target Completion Date</b>
COSHH	MSDS's for each product required and control measures contain within the MSDS's put into place.  Risk assessment to be completed.	Connor Greenfield, Aimee McManus, James Edwards	June 2019

## CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

### Likelihood

To determine “likelihood” you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
<b>High</b>	<b>Extremely likely</b> e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (Hazard exists permanently, a hazardous event occurs daily or throughout the day).
<b>Medium</b>	<b>Most Likely</b> e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (Hazard occurs intermittently, or hazardous event occurs occasionally throughout week/month)
<b>Low</b>	<b>Likely</b> e.g. previous incidents recorded in the past year or if hazard may occur in time. (Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.)

### Impact / Severity

To establish the severity of the “impact” you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
<b>High</b>	<b>Extremely harmful</b> e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire.
<b>Medium</b>	<b>Harmful</b> e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
<b>Low</b>	<b>Could be harmful</b> e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.



Net Risk	Action and Timescale
<b>Low</b>	No further preventive action is necessary, but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls/precautions remain effective and review annually or sooner if there are changes.
<b>Medium</b>	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>High</b>	Action must be taken immediately/as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.

The emergency land sites document:

### “Where are the signs?”

In all there are 20 signs:

9 Forward Control Points (FCPs), which are numbered **F1** to **F9** and 11 Emergency Meeting Points (EMPs) numbered **Em1** to **Em11**.

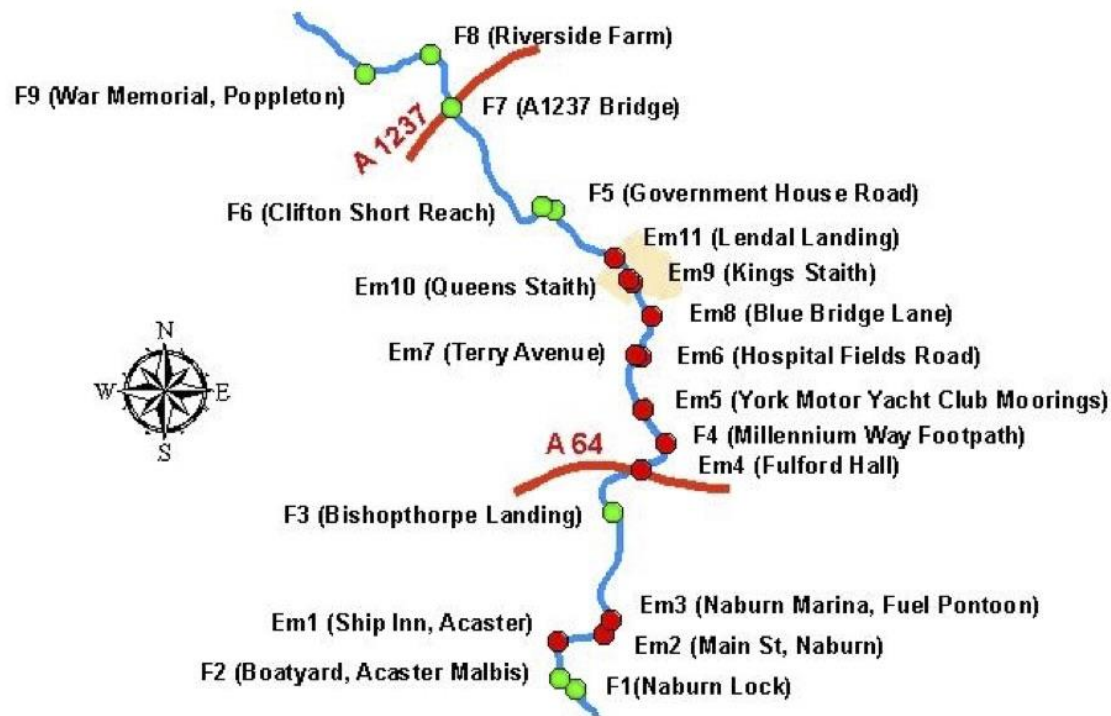
The difference is important for the emergency services as it identifies potential for a different level of response.

As far as river users are concerned however, as long as they remember to take note of both the letters **and** the numbers on the signs, the difference is academic.

**Please Note: except in an emergency, the majority of the locations are not mooring points; please use common sense, and respect the landowners who have agreed to host these signs for the good of all river users and do not moor at these points.**

On request, we will supply our information in any of the following formats:

large print; c.d. rom; audio cassette; written using symbols or Braille; or translated into another language.



### LEGEND

- Forward Control Point
- Emergency Meeting Point

## “How do I summon help?”

- Use your mobile phone to dial 999 or 112 to phone Police, Fire or Ambulance.
- Once through to the service you require tell the operator you are on board a vessel on the river Ouse in York and you wish to report an **‘Ouseplan Incident’**
- State the nature of your emergency and the number (including the letters in front of it) of the last sign you passed .
- Tell the operator whether you are up or downstream and your approximate distance from the last sign, and whether you are midstream, or near to the East or West bank.

The River Ouse Safety Advisory Group is a partnership of:  
City of York Council  
North Yorkshire Police  
North Yorkshire Fire & Rescue Service  
Yorkshire Ambulance Service, Maritime and Coastguard Agency British Waterways  
YorkBoat Ltd.

City of York Council  
Emergency Planning Team  
Telephone: 01904 551039  
Email: [emergency.planning@york.gov.uk](mailto:emergency.planning@york.gov.uk)

## “Where am I?”

If you run into trouble on the river and need assistance it can often be difficult, especially in the more rural stretches, to know exactly where you are.

ROSAG have developed an emergency response plan for the river Ouse within the City of York area which identifies locations on both banks, agreed by the emergency services as suitable for them to access in order to assist river users in difficulty.

These locations are identified by yellow signs with a red border and a number in the centre. As you travel up or down our river, please take time to note which signs you pass. In this way, should you have an emergency and need to summon assistance, you can inform the emergency services of the last sign you passed and whether you are up or downstream from it.

Each service has a copy of the plan, knows the location of the points and can therefore direct their officers accordingly.



## River Ouse Safety Advisory Group (ROSAG)

### Know where you are in an emergency – Look out for the signs!

Signs have been placed along both banks of the river between Naburn Lock and Upper Poppleton



Due Diligence Manual (Double click to view document):



# York St John University Boat Club

## Due Diligence Manual

# Main Coach's qualifications (Steve Newby) 2019/20

STRICTLY PRIVATE AND CONFIDENTIAL

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**Enhanced Certificate**  
Page 1 of 2

Disclosure & Barring Service

**No DBS Fee Charged**

**Certificate Number** 001621156504  
**Date of Issue:** 02 JULY 2018

**Applicant Personal Details**

Surname: NEWSBY  
Forename(s): STEVE LESUE  
Other Names: NONE DECLARED  
Date of Birth: 02 JULY 1960  
Place of Birth: YORK NORTH YORKSHIRE  
Gender: MALE

**Employment Details**

Position applied for: CHLD WORKFORCE SPORTS COACH  
Name of Employer: YORK CITY ROWING CLUB

**Countersignatory Details**

Registered Person/Body: GB GROUP PLC  
Countersignatory: JENNIFER KNIGHT

**Police Records of Convictions, Cautions, Reprimands and Warnings**  
NONE RECORDED

**Information from the list held under Section 142 of the Education Act 2002**  
NONE RECORDED

**DBS Children's Barred List information**  
NONE RECORDED

**DBS Adults' Barred List information**  
NOT REQUESTED

**Other relevant information disclosed at the Chief Police Officer(s) discretion**  
NONE RECORDED

**Enhanced Certificate**  
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.

THIS CERTIFICATE IS NOT EVIDENCE OF IDENTITY

Continued on page 2

Disclosure and Barring Service, PO Box 165, Liverpool, L69 3JD Helpline: 0300 200 190 © Crown Copyright

**1st4sport Qualifications**

the awarding body for active learning and leisure

This is to certify that

**Steve Newby**

has been awarded the

**Level 2 Certificate in  
Coaching Rowing  
(Sliding)**

Qualification Accreditation Number: 100/5078/4

Unit Accreditation Numbers:

J/103/1020,L/103/1021,R/103/1022,Y/103/1023,H/103/3034

Certificate Date: 09 February 2011

Certificate Number: 392821



Signed

Tony Dallimore  
Education Director  
**1st4sport Qualifications**

00381945-01-8MVV



Awarded by 1st4sport Qualifications and developed in partnership  
with British Rowing

[www.1st4sportqualifications.com](http://www.1st4sportqualifications.com)









## CERTIFICATE OF ATTENDANCE

STEVE NEWBY

has attended

### Safeguarding & Protecting Children Workshop

Signed: *Laura Filderman*  
Lead Safeguarding Officer

Tutor: *David Cotton*  
Date: 09/09/18

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