



Swanage Sea Rowing Club

Risk Assessments
and Method Statements

April 2019
Issue Version 1.2

Table of Contents

<u>Section</u>	<u>Title</u>
----------------	--------------

- | | |
|----|---|
| 1. | Contact Details |
| 2. | Terms used within the Document |
| 3. | Hazard Identification and Risk Assessments (HIRA) |
| 4. | Method Statements |

Appendix 1 : Document Revision History

Appendix 2 : Blank HIRA Form



Contact Details

Health and Safety Officer

Adrian Charters

3 Ash Close
Swanage, Dorset
BH19 2TF
United Kingdom
Tel: +44(0)7787 976328
Email: ssrc.hs@outlook.com



2.0 Definitions used with the document

SSRC: refers to the abbreviation for Swanage Sea Rowing Club

Boathouse: is defined as the boat and equipment storage buildings and outdoor storage yard adjacent to Marshal Row Road,

Gig: refers to either a wooden traditionally built Cornish Pilot Gig or a fibreglass equivalent.

Cox: refers to the nominated SSRC person who will steer the Gig and will be in charge of the rowers safety during the launch, row and recovery of the Gig. Only approved Trainee, Level 1 and Level 2 Coxes can cox a SSRC gig.

Crew: refers to the 6 person rowing crew who will row the boat. At the coxes discretion, two further passengers can be carried in the Gig to act as replacement rowers.

Hazard: is anything that may cause harm (such as trip hazards, water, unwieldy equipment such as oars, slippery sea walls, etc)

Risk: is the chance, high or low, that someone could be harmed by these and other hazards, together with an indication of how serious the harm could be.

2.1 SSRC Rowers Responsibilities:

It is the responsibility of all SSRC Rowers to:

- Co-operate with the Trustees and nominated Coxes of SSRC in all matters relating to health and safety during use of the SSRC facilities and equipment.
- Take all reasonable care for the health and safety of themselves and of those persons who could be affected by their actions or errors.
- Not misuse any items of equipment and in all circumstances, operate any equipment within the SSRC guidelines.
- Use all protective clothing and/or equipment provided whenever necessary or when instructed to do so by the Cox or Trustees. Examples of this include all Juniors under 16 being required to wear a lifejacket and when leaving Swanage Bay the Cox must ensure a lifejacket is available in the boat for every crew member.
- Leave the Boathouse, Gig's and all associated rowing and exercise equipment in a clean, tidy and safe state. (particularly weight training equipment and oars).
- Report immediately any damage to lifejackets, marine radios, flare sets, first aid kits, gigs and other miscellaneous equipment etc.



- Report all accidents and dangerous occurrences to the nominated cox, and if he/she deems it necessary to the Trustees and SSRC Health and Safety Officer.
- Conform to all safety rules, instructions and procedures at all times.

2.4 General Safety in the Boathouse:

Rowers must maintain satisfactory standards of housekeeping, personal hygiene and safe practice at all times.

Rowers must always use the correct and safest appropriate tools, equipment and method for the job or action to be undertaken.

If in doubt about the use of any SSRC equipment, rowers should refer to the designated cox or appropriate manual if available. If necessary, seek advice from the Trustees and SSRC Health and Safety Officer.

All protective clothing/equipment will be kept clean and functional.

Any defects in equipment, or protective clothing must be reported immediately.

Rowers must always clean up spillages immediately.

Used food wrappers and empty drinks containers must be disposed of into the waste bins or containers.

Scraps of food must not be left to encourage the presence of rodents.

All accidents or serious incidents must be reported to the designated person and recorded in the Accident Reporting Book kept on the row logging in shelves by the sliding door entrance.

Before undertaking any activity, think, assess the risk involved and identify the controls and operational practices that need to be adopted in order to carry out the job safely and efficiently. If in any doubt seek advice before commencement. If the risks are deemed to be substantial and outside the scope of activities covered in this document then a written Risk Assessment must be completed and passed to the designated SSRC Health & Safety Officer for review and approval.

3.0 Hazard Identification & Risk Assessment (HIRA)

Introduction

In order to assess the risks, the following Risk Assessment tables have been produced (some completed for routine Task Specific operations and blank templates for additional tasks to be completed as and when required).

The Risk Assessments are based upon Risk Rating Matrix where:

Severity x Probability = Risk Rating

The recorded **Severity** rating should be the likely outcome of the incidence rather than the extreme outcome (i.e. don't record fatality "5" if a twisted ankle "3" is the most likely outcome).

Severity Rating

Score	Description
1	Minor injury requiring limited medical assistance
2	Injury requiring medical assistance (first aider) but unlikely to result in absence from work and rowing.
3	Injury requiring medical assistance (first aider possibly followed up by local doctor referral) that is likely to result in absence from work and rowing.
4	Injury where professional medical treatment is required (fracture, dislocation etc by Paramedic, First Responder or Hospital)
5	Serious injury or fatality

Probability Rating

Score	Description
1	It is considered that there is little or no chance of hazard occurring (i.e. only in rare and unforeseen conditions)
2	It is considered that there is a remote chance that the hazard could occur and therefore harm, injury or ill health to the operative is unlikely
3	It is considered possible that the hazard could occur and could result in harm, injury or ill health
4	It is considered probable that the hazard could occur and is likely to result in harm, injury or ill health
5	The hazard is certain to occur resulting in harm, injury or ill health



		Probability Rating				
		1	2	3	4	5
Severity Rating	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Values of 1-9 can proceed

Values of 10-15 can only proceed after additional control measures have been completed and re-assessed.

Values of 16-20 **cannot proceed**. An alternative methodology should be sought, or additional control measures put in place to reduce the Risk Rating.

Process

Once on the Boathouse site the cox in discussion with crew members will appraise the activity to be undertaken, any site-specific details/changes to HIRA will be recorded on the individual HIRA pro forma. If any changes to the HIRA are experienced whilst undertaking sea rowing or in Boathouse exercise activities, the cox, Trustee or SSRC Health and Safety Officer, will re-appraise the task.

Current HIRA documents:

SSRC HIRA-001 For the Safe Launch and Recovery of Pilot Gigs from the Swanage Sea Front or alternative launch and recovery sites.

Hazard Identification and Risk Assessment Form



TASK :	SSRC HIRA-001 For the Safe Launch and Recovery of Pilot Gigs from the Swanage Sea Front or alternative launch and recovery sites.	REGULAR TASK? Yes
--------	--	-------------------

ASSESSED BY: Adrian Charters	DATE OF ASSESSMENT : 18-04-2019	DATE APPLIED : 18-04-2019
------------------------------	---------------------------------	---------------------------

GENERAL COMMENTS : In summer months (1st May to end of September) the fibreglass gigs will be on mooring lines and accessed via the floating pontoon. At other times, wooden gigs or fibreglass gigs will require to be transported from the Boathouse using launch trolleys and pushed along the seafront access road to the launch point adjacent to the G. Whites restaurant and the Old Stone Pier. In all cases it is the Coxswain's final decision if it is safe to launch the Gig. The cox may also specify a different recovery point depending on sea conditions and may include the beach adjacent to the Mowlem Theatre or the Swanage Sailing Club slipway and beach.

HAZARD	S	CURRENT CONTROL MEASURES	CURRENT		ADDITIONAL CONTROL MEASURES (if required)	FINAL	
			P	RR		P	RR
Lifting injuries to back, shoulders, arms, wrists and hands	3	<p>The cox, or other nominated person will supervise the lifting process to take the gig from the storage yard or from the back of a road trailer in the Boathouse. This person and only this person will give clear and concise instructions, including a counted in lift command i.e., 1, 2, 3 "Lift"</p> <p>If possible, the person who oversees the lifting and gig manoeuvre should stand back from the process to observe and intervene if necessary.</p> <p>If the cox or nominated person deems the crew has insufficient strength to safely undertake the lift and manoeuvre the launch should not be attempted until further rowers are available.</p> <p>The cox or nominated person supervising the Gig lift and manoeuvre should ensure the crew is equally split</p>	3	9	A minimum of 7 crew members to undertake the lift and manoeuvre process.	2	6



Hazard Identification and Risk Assessment Form

		between both sides of the gig when lifting. This person should ask if any crew member has an existing injury they need to be aware of before proceeding.			Use where necessary the small 4-wheel manoeuvre dolly whilst within the Boathouse or outdoor storage yard under the bow of the gig.		
Hit by vehicle	5	Whilst manoeuvring the gig along the public road there is a risk for rowers and the cox being hit by a member of the public on a bicycle, motorbike, or in a motor vehicle or HGV. At present the construction site barrier fence severely restricts the view of the bend of the public road onto the seafront road.	3	15	It is essential that both the front and rear launch trolley operators wear Hi Viz vests when moving the gig on the public roads. If necessary, this person should stop the gig manoeuvre or the approaching vehicle. Particularly during the construction phase of the Pier Head Apartments, a nominated crew member, also in a High Viz vest, should check that there are no approaching vehicles on the seafront road.	2	10
Slips, trips and falls during movement along the public roads	3	Trips possible whilst walking and pushing the gig along the public roads. A particular hazard and past accidents associated with contact with the launch trolley tires and uneven drain covers and kerb stones.	3	9	Ensure no crew members are walking within 2 metres of the tyres of the launch trolleys and be aware of raised drain covers and kerb edges. Warn members of the public who are approaching.	2	6

Hazard Identification and Risk Assessment Form

<p>Launch procedure down sea wall, slips, trips, and muscular injuries and potential bone breakages.</p>	<p>3</p>	<p>During the launch procedure the considerable weight of the gig needs to be held against gravity on the inclined sea wall whilst the launch trolleys and rollers are manoeuvred.</p> <p>The sea wall can be very slippery due to water and slime and extreme care is required to avoid slipping into the water. Regular use of a stiff deck brush and wet sand can be used to clean the sea wall of slime. A brush is available in the Boathouse for this purpose.</p> <p>During the launch no bare feet are allowed. Appropriate footwear to be worn including trainers, deck shoes, wellies, crocks etc.</p> <p>Rogue waves can crash into sea wall and could cause loss of control of the gig, particularly when the bow of the gig is in the water and the remainder is still on the sea wall slope.</p>	<p>4</p>	<p>12</p> <p>As with the lift to place the gig on the launch trolleys, if possible the cox or nominated person for the launch control manoeuvre should stand back from the process to observe and intervene if necessary. This person, and this person alone must give clear concise commands during the lifting process.</p> <p>Tubular rollers are available to facilitate the launch of the gig down the sea wall. If possible, longer rollers should be used so the gig keel band does not slip off the roller during the manoeuvring. The roller placement should be by an experienced cox/rower to try and ensure a single manoeuvre down the sea wall.</p> <p>Launch rowers must be prepared to get wet feet and legs during the launch process. Rowers must not try and maintain dry feet and legs at the expense of a few rowers who have to complete the final launch from the base of the sea wall. Appropriate footwear to be worn at all times, no bare feet.</p> <p>Metal running ramps can be used for the drop off from the sea wall onto the beach depending on the state of the tide.</p> <p>Two experienced rowers will be required to row the gig around to the Old Stone Quay mooring area.</p>	<p>3</p>	<p>9</p>
--	----------	--	----------	--	----------	----------

Hazard Identification and Risk Assessment Form

					Launch trolleys must not be left unattended during the launch process, particularly on the Promenade and Seawall where they become potential trip hazards to the Public.		
--	--	--	--	--	--	--	--

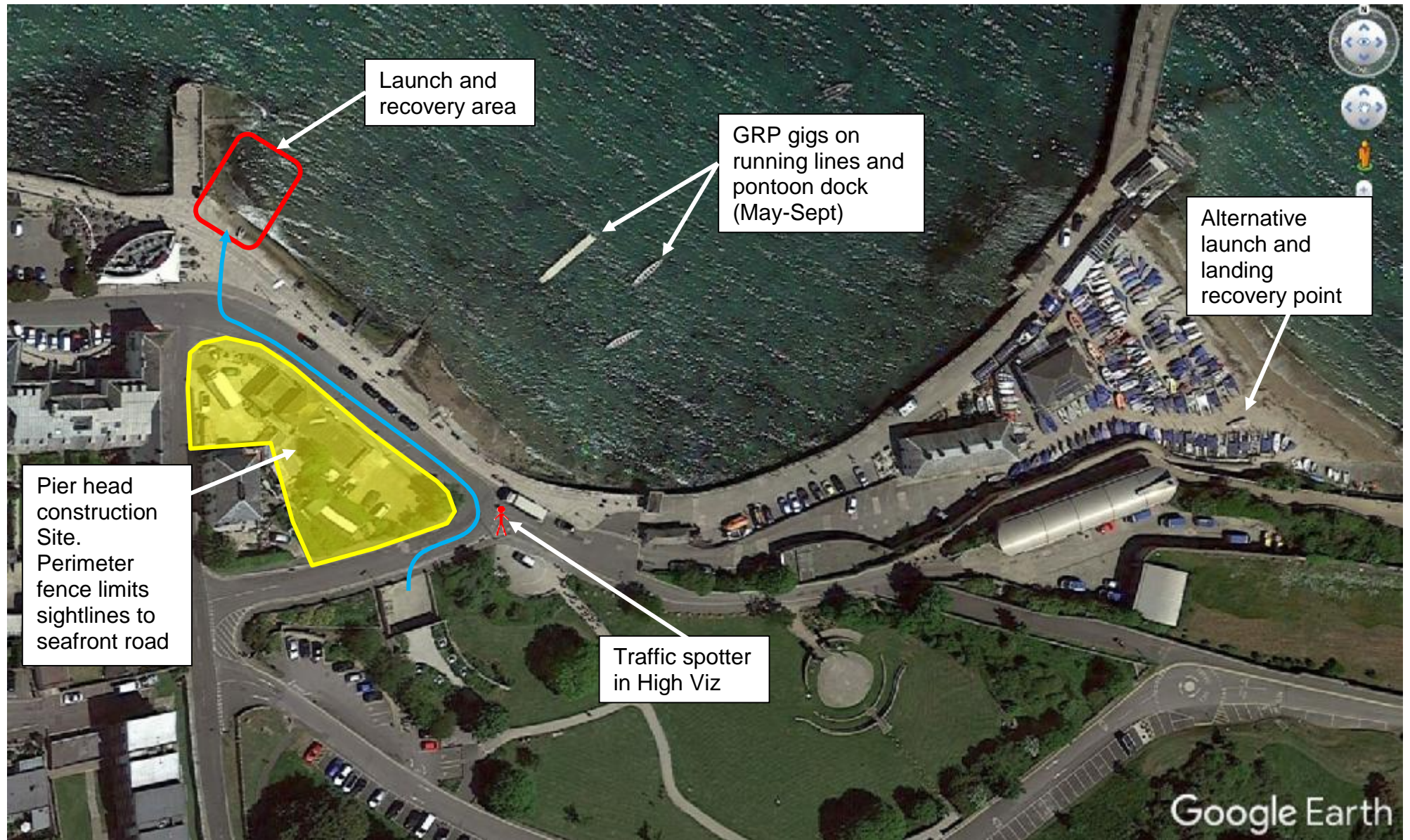
Hazard Identification and Risk Assessment Form

<p>Recovery procedure up the sea wall, slips, trips, and muscular injuries and potential bone breakages.</p> <p>Slight potential for risk of drowning during high tides or rougher sea conditions.</p>	3	<p>During the recovery procedure the considerable weight of the gig needs to be held against gravity on the inclined sea wall whilst the launch trolleys and rollers are manoeuvred.</p> <p>The sea wall can be very slippery due to water and slime and extreme care is required to avoid slipping into the water or onto the concrete surface. Regular use of a stiff deck brush and wet sand can be used to clean the sea wall of slime. A brush is available in the Boathouse for this purpose.</p> <p>Rogue waves can crash into sea wall and could cause loss of control of the gig, particularly when the stern of the gig is in the water and the remainder of the gig is on the sea wall slope.</p> <p>During the recovery no bare feet are allowed. Appropriate footwear to be worn including trainers, deck shoes, wellies, crocks etc.</p> <p>Depending on the state of the tide uneven boulders and shingle or seaweed can accumulate on the beach and cause potential trip and slip hazards.</p> <p>If recovery occurs at high tide the sea may be lapping against the sea wall. This situation is potentially a higher risk manoeuvre as there is a potential for a crew member to be trapped between the sea wall and the gig, particularly if rouge waves hit the gig broadside.</p>	4	12	<p>As with the lift to place the gig on the launch trolleys, if possible the cox or nominated person for the launch control manoeuvre should stand back from the process to observe and intervene if necessary. This person, and this person alone must give clear concise commands during the lifting process.</p> <p>Tubular rollers are available to facilitate the recovery of the gig up the sea wall. If possible, longer rollers should be used so the gig keel band does not slip off the roller during the manoeuvring. The roller placement should be by an experienced cox/rower to try and ensure a single manoeuvre up the sea wall.</p> <p>Ideally, there will be more than the minimum 6 rowers and cox to facilitate the gig recovery. Suitable footwear must be worn at all times, no bare feet are allowed.</p> <p>Recovery crews must be prepared to get wet feet and legs during the recovery process.</p> <p>The gig stern should be kept facing out to sea during recovery and not be allowed to rotate sideways to be broadside to incoming swells or waves.</p> <p>Metal running ramps can be used for the drop off from the sea wall onto the</p>	3	9
--	---	---	---	----	--	---	---

Hazard Identification and Risk Assessment Form

<p>Risk of tripping over launch trolleys and rollers left in the vicinity of the Old Stone Pier, Launch Beach and Sea Wall after boat launch or recovery.</p>	<p>3-4</p>	<p>Launch trolleys and rollers left on the Old Stone Pier, Launch Beach and Sea Wall are a potential risk to SSRC Members and the Public in terms of a trip hazard.</p>	<p>3</p>	<p>12</p>	<p>beach depending on the state of the tide.</p> <p>Launch trolleys must not be left unattended during the launch process, particularly on the Promenade and Seawall where they become potential trip hazards to the Public.</p> <p>After use the trolleys and rollers must be returned to the Boathouse Forecourt.</p>	<p>2</p>	<p>6</p>
---	------------	---	----------	-----------	---	----------	----------

Hazard Identification and Risk Assessment Form



Swanage Sea Rowing Club



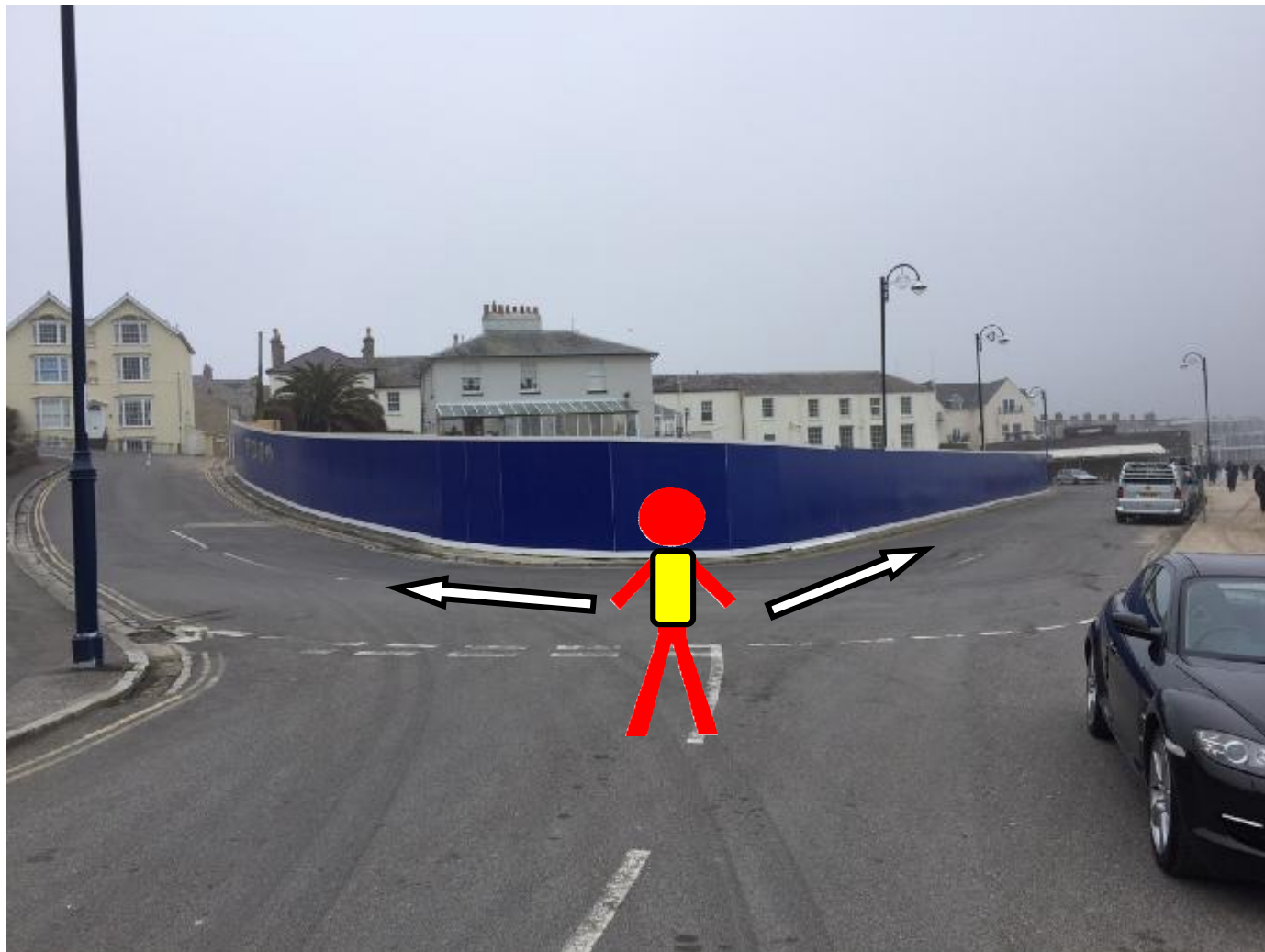
Hazard Identification and Risk Assessment Form



Launch trolleys and gig keel rollers used to assist the launch and recovery process.

After launch all trolleys must be returned to the Boathouse Forecourt and not left on the Seafront.

Hazard Identification and Risk Assessment Form



Pier Head construction fencing obscures the view of the seafront road from exiting the Boatshed Yard.

Traffic spotter in High Viz vest required to control gig manoeuvre out of Boatshed and potentially control traffic.

Hazard Identification and Risk Assessment Form



Launch and recovery area for gigs down sea wall slope.

Depending on the state of the tide, metal ramps can be used to make the step from the beach to the sea wall more manageable.

Slips and trips risk on wet slimy section of lower sea wall

Trip hazards from the launch trolley handles and rollers

SSRC Health and Safety
Officer:

Adrian Charters

17-04-2019

4.0 Method Statements for Safe Rowing and Exercise Activities at SSRC

Whilst this document seeks to identify specific hazards that may be present within the vicinity of a rower engaged in the launch and recovery of a gig, rowing at sea or the use of sports equipment in the SSRC Boatshed, it is recognised that there are a number of general safety measures that can be implemented to provide a safer rowing environment.

In order to ensure a safe working environment, the following general measures will be adopted when using SSRC Gigs or the Boatshed :

- i) All SSRC rowers shall familiarise themselves with this HIRA and Method Statement. This will be referred to in the SSRC Membership Manual to be issued to each rower (to be implemented and circulated in May 2018).
- ii) Within this document are Risk Assessments for the routinely undertaken tasks, however, if required additional task specific risk assessments may be needed and should be completed using the blank template enclosed.
- iii) By order of the Trustees no rower can use the gym equipment (weights etc) or the Concept Rowers without at least one other rower being present in the Boathouse at the same time. This is in case of a medical emergency.
- iv) It is every rower's responsibility to ask the nominated cox or available trustee about the use of appropriate clothing whilst rowing to reduce the effects of heat or cold exposure whilst rowing. Similarly, it is the rower's responsibility to also ask for guidance in the use of any unfamiliar equipment utilised by SSRC.
- v) At all times the nominated Cox will make the final decision on the safety to launch or to return to shore early due to changing sea conditions.
- ix) All accidents however minor, will be reported in both the HSE Accident Book and reported to SSRC Health and Safety Officer.

Document created by : **Adrian Charters**

Position in SSRC : Health and Safety Officer

Last review date : 17th April 2019

Appendix 1

Revision History of this Document

Revision History of this Document

1. Document Created 14-4-2018.
2. Update to include use of appropriate footwear in launch and recovery, issued 18-4-2018.
3. Update to include not leaving the launch trolley handles unattended during launch or recovery procedure and return of the launch trolleys and roller tubes to the Boathouse Forecourt after Launch or Recovery. Minimum number of seven people required for a launch (6 rowers and a cox). Issued 17-4-2019.

Appendix 2

Blank HIRA Form

Hazard Identification and Risk Assessment Form

TASK :	REGULAR TASK?
--------	---------------

ASSESSED BY:	DATE OF ASSESSMENT :	DATE APPLIED :
--------------	----------------------	----------------

GENERAL COMMENTS :

HAZARD	S	CURRENT CONTROL MEASURES	CURRENT		ADDITIONAL CONTROL MEASURES (if required)	FINAL	
			P	RR		P	RR

Trustee or SSRC H&S Officer's Signature :	SSRC Cox/Rower Signature :
--	-------------------------------



(End of Document)