

HAZARD ASSESMENT & MANAGEMENT PLAN

Otago University Rowing Club – Otago Harbour

Training Hazards Summary (Accompanied by Coach)		
Existing and Potential Hazards Associated with Rowing and the Otago University Rowing Club		
ID No	Risk to	Hazard Description and Potential Harm
1a	Rowers, Coxswains and Coaches	Rowing skiff or Coach boat capsizes. Risk of hypothermia, injury or drowning
2a		Rowing skiff collides with other rowing skiff. Risk of serious injury, capsizes, boat/gear damage
3a		Exposure to sun. Risk of sunburn. - Melanoma
4a		Exposure to wet and cold conditions. Risk of hypothermia
5a		Obstacles. Risk of injury from striking known obstacle (i.e. Poles, wharf, rocks, ramp)
6a		Recreational and commercial harbour users. Risk of being injured or being struck by pleasure craft, swamping from wave off commercial boat.
7a		Floating Obstacles. Risk of capsizes, injury or boat damage due to unseen obstacles, i.e. logs, floating with current.
8a		Coaching craft breakdown. Risk of current taking boat out to sea, boat striking side of harbour/harbour wall or obstacle.
9a		Rowing skiff becomes swamped. Risk of exposure to cold, injury, boat damage, drowning

Training Hazards Summary (Non - Accompanied)

Existing and Potential Hazards Associated with Rowing and the Otago University Rowing Club

ID No	Risk to	Hazard Description and Potential Harm
1b	Rowers, Coxswains	Rowing skiff or Coach boat capsizes. Risk of hypothermia, injury or drowning
2b		Rowing skiff collides with other rowing skiff. Risk of serious injury, capsizes, boat/gear damage
3b		Exposure to sun. Risk of sunburn. - Melanoma
4b		Exposure to wet and cold conditions. Risk of hypothermia
5b		Obstacles. Risk of injury from striking known obstacle (i.e. Poles, wharf, rocks, ramp)
6b		Recreational River Users. Risk of being injured or being struck by pleasure craft, commercial boat
7b		Floating Obstacles. Risk of capsizes, injury or boat damage due to unseen obstacles, i.e. logs, floating with current.
8b		Coaching craft breakdown. Risk of current taking boat out to sea, boat striking side of harbour/harbour wall or obstacle. Rowing skiff becomes swamped. Risk of exposure to cold, injury, boat damage, drowning

ID No	Hazard Identification	Hazard Management Procedure
1a	Rowing skiff or Coach boat capsizes. Risk of hypothermia, injury or drowning	i) All personnel in coaching craft shall wear approved life jacket. All coaches to be aware of safe operating procedures for coaching craft ii) All coaches to have completed basic first aid course iii) Coach craft shall be equipped with suitable number of PFD's for number of rowers coached iv) Coaching craft shall have first aid kit available, emergency blanket, rope v) Heel restraints in rowing skiffs to be regularly checked that they are well secured and in good condition vi) Rowers to be schooled in capsize procedure, taught to stay with boat and use that as floatation until coach arrives to assist vii) Squad members to be aware of capsize procedures
2a	Rowing skiff collides with other rowing skiff. Risk of serious injury, capsize, boat/gear damage	i) Coach to make squad aware of Habrour rules (as per plan on Clubroom wall) ii) Coach and crew to be vigilant in their efforts to look around to ensure safe and clear water in front of them
3a	Exposure to sun. Risk of sunburn. - Melanoma	i) Coxswain, coach and crew to ensure they have correct clothing ii) Sunscreen to be used if needed iii) Water bottles for hydration
4a	Exposure to wet and cold conditions. Risk of hypothermia	i) Coxswain, coach and crew to ensure they have correct clothing ii) Coaching craft to have emergency blanket on board
5a	Obstacles. Risk of injury from striking known obstacle (i.e. Poles, harbour wall)	i) Coach and crew to be vigilant in looking to ensure safe water in front of them ii) Coach and crew to be familiar with known hazards as marked on hazard map in clubroom
6a	Recreational River Users. Risk of being injured or being struck by pleasure craft, commercial boat	i) Coxswain, coach and crew to ensure they are aware of the position and direction of travel of other pleasure craft operating whilst they are on the water training ii) Ensure you stay out of path of pleasure craft, don't expect them to move for you iii) Coxswain, coach and crew to be vigilant in looking to ensure safe water in front of them to avoid getting caught on any obstruction
7a	Floating Obstacles. Risk of capsize, injury or boat damage due to unknown obstacles floating with current.	i) If heavy rain has and occurred and accompanying river/streams are in flood, consider whether or not to boat, and if you do so, extra care to be taken to avoid floating obstacles ii) Coxswain, coach and crew to be vigilant in ensuring safe and clear water in front of them
8a	Coaching craft breakdown. Risk of current taking boat out to sea, boat striking harbour wall or obstacle.	i) Coach to check sufficient fuel in tank before departing club ii) Regular maintenance on coaching craft to ensure reliable usage iii) Coach to carry mobile phone to raise alarm in event of emergency iv) Coach to ensure craft is equipped with; 1 st aid and emergency kit, bailer and oar before departing club v) All coaches to be trained in in safe operating procedures for coaching craft and understand the basics of engine maintenance for the craft
9a	Rowing skiff becomes swamped. Risk of exposure to cold, injury, boat damage, drowning	i) Crew to stop rowing, assess whether it is safe to gently row skiff back to shore (one half of crew row while others bail water) ii) If rowing cannot continue, crew to hop overboard to be collected by coach boat, skiff to be dealt with once rowers are safe and warm iii) Coxswain, coach and crew to be aware of swamping procedures

ID No	Hazard Identification	Hazard Management Procedure
1b	Rowing skiff capsizes. Risk of hypothermia, injury or drowning	i) PFD's to be carried in skiff for each rower ii) Stroke of crew to take responsibility for safety of crew iii) Heel restraints in rowing skiffs to be regularly checked that they are well secured and in good condition iv) Squad members to be aware of capsize procedures
2b	Rowing skiff collides with other rowing skiff. Risk of serious injury, capsize, boat/gear damage	i) Squad to be aware of river rules (as per plan on Clubroom wall) ii) Crew to be vigilant in their efforts to look around to ensure safe and clear water in front of them
3b	Exposure to sun. Risk of sunburn. - Melanoma	i) Coxswain and crew to ensure they have correct clothing ii) Sunscreen to be used if needed iii) Water bottles for hydration
4b	Exposure to wet and cold conditions. Risk of hypothermia	i) Coxswain and crew to ensure they have correct clothing
5b	Obstacles. Risk of injury from striking known obstacle (i.e. Poles, harbour wall)	i) Coxswain/crew to be vigilant in looking to ensure safe water in front of them ii) Coxswain/crew to be familiar with known hazards as marked on hazard map in clubroom
6b	Recreational River Users. Risk of being injured or being struck by pleasure craft, commercial boats	i) Coxswain, coach and crew to ensure they are aware of the position and direction of travel of other pleasure craft operating whilst they are on the water training ii) Ensure you stay out of path of pleasure craft, don't expect them to move for you
7b	Floating Obstacles. Risk of capsize, injury or boat damage due to unknown obstacles floating with current.	i) If contributing rivers are in flood and there is risk of high number of floating obstacles, no non-accompanied rowing shall take place
8b	Rowing skiff becomes swamped. Risk of exposure to cold, injury, boat damage, drowning	i) Crew to stop rowing, assess whether it is safe to gently row skiff back to shore (one half of crew row while others bail water) If rowing cannot continue, crew to hop overboard, and swim boat to shore iii) Coxswain and crew to be aware of swamping procedures

BEFORE DEPARTING FOR YOUR ROW

1	Think of all potential hazards and ensure that appropriate measures have been taken and correct equipment is carried
2	All coaches to carry a mobile phone in case of an emergency.
3	All rowers must fill out the rowers log, time of departure, direction on river and estimated return time
4	Ensure skiff is ready for use (rigged correctly, heel restraints suitable, bungs are in)
5	Ensure coaching craft has sufficient fuel for journey

ON RETURN TO CLUB

1	Sign off on rowers log to ensure no false alarm is raised in your absence
2	Report any damage or serious hazards identified during your training
3	Report any boat maintenance that is needed for rowing skiffs
4	Coaches to fill out motor craft log book and report any issues

HEALTH AND SAFETY MONITORING

The Club Safety Officer shall monitor the usage of club systems to ensure they are being correctly and consistently used. Safety training is to be arranged at a club level if there is an observation that coaches are not schooling their squads correctly on club procedures.

Any instance of a health and safety incident, is to be reported to the Club Safety Officer and if deemed necessary, an incident form is to be completed and presented to the committee. Health and safety procedures will be discussed and reviewed annually at the annual general meeting to ensure they are kept up to date and relevant.

While this document aims to reduce the risk of the obvious hazards involved with the sport of rowing, there will always be a level of risk or danger associated with participation in the sport. All members of the What Ever Rowing Club are advised of their responsibilities for their own safety and the safety of fellow club members.

EMERGENCY CONTINGENCY PROVISIONS:

Emergency	Response
Rowers overdue/passed the estimated return time	(a) Try to make contact to ensure it is not a case of forgetting to sign in (b) If no contact made, look to see if skiff has returned (c) If skiff is still out, contact emergency services and initiate search
Major Injury Accident	(a) Determine location and extent of injury (b) Alert emergency services (c) Initiate 1 st response, if qualified to preform 1 st aid (d) As soon as possible report the accident to the committee and a hazard/incident form is to be completed