

UQ Sport Affiliated Clubs - Risk Management Plan and Annual Risk Assessment

Club: University of Queensland Boat Club
Task Title: UQBC Risk Assessment
Location(s): Eric Freeman Boat House
Date of review: 3/12/2020
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Role(s): Club Safety Officer
Signature: 

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	Moderate	High

Hazard Context	Potential Risk	Likelihood	Risk Rating	Control measures	Immediate Mitigation Measures	Likelihood	Residual Risk	Accept Risk YES or NO	Assessment - Treatment	Assessment - Time frame
		Consequence				Consequences				
Rowing on the river - Collision with other vessels	Injury to rower	Possible	High	<ul style="list-style-type: none"> - All new rowers do induction that covers river waterway rules and safe water conduct, including familiarity with circuit requirements. - All members must be able to swim. - LTR and intermediate rowers supervised by coach. - All boats required to have complying lights after sunset and before sunrise. 	<ul style="list-style-type: none"> - Tinnies on water to assist. - Apply first aid as appropriate if injury has occurred to a rower. 	Unlikely	Low	Yes	Responsible person: Safety Officer - Completion of induction and assess swimming ability for new rowers [To-be-done by Jan. 2021] - River waterway rules and map displayed on notice board [To-be-done by Jan. 2021] - Incidents reported on RQ website and dealt with appropriately	In-pace or to-be-done by Jan. 2021
		Moderate				Moderate				
Rowing on the river - Adverse weather (foggy, heat etc)	Injury to rower	Possible	High	<ul style="list-style-type: none"> - Cancel rowing if conditions are unsafe, i.e. forecast severe weather conditions or excessive debris on river - Coaches are informed about the weather policy. - Rowing Coordinator ensures coaches use their judgment to assess safe rowing conditions. 	<ul style="list-style-type: none"> - Captain of Boats to make a decision on rowing cancellation which is communicated to coaches and rowers by email. - Rowers are not permitted on the water if visibility is less than 1km. - Coaches to monitor hydration of athletes in hot conditions. 	Unlikely	Moderate	Yes	Responsible person: Captain of Boats - Maintain email list of coaches, rowing coordinators and crew leaders to notify rowing cancellation or river warnings	In-pace
		Moderate				Moderate				
Rowing on the river - Capsizing	Drowning	Rare	Moderate	<ul style="list-style-type: none"> - All rowers must be able to swim. - All rowers advised they may hold onto the boat hull in the event of capsize - All rowers assessed to be competent in capsize drill - Weather policy in place to ensure rowers do not boat in unsafe weather conditions. 	<ul style="list-style-type: none"> - All tinnies are equipped with life jackets. Coach to throw life jacket at rower in need. - Apply first aid as appropriate if injury has occurred to a rower. - Security/Ambulance called when required. 	Rare	Moderate	Yes	Responsible person: Safety officer / Membership - Induction of all new rowers on river safety including knowing what to do if they fall out of boat [To-be-done by Jan. 2021] - Club maintains list of all new rows (and record of completion of induction) [To-be-done by Jan. 2021] - Club require members are familiar with capsize drill	In-pace or to-be-done by Jan. 2021
		Major				Major				
Rowing on the river - Medical conditions of rowers	Injury to rower	Unlikely	Low	<ul style="list-style-type: none"> - Medical details collected each year. - Coaches informed of medical conditions - Masters rowers row at their own risk and sign relevant waiver. 	<ul style="list-style-type: none"> - First aid administered if required. - Security/Ambulance called if required. 	Unlikely	Low	Yes	Responsible person: Membership - Have a current first aid certification [To-be-done by April 2021] - Notify coaches of LTR and intermediate programs of prior medical conditions with potential to affect health of rower	In-pace
		Minor				Minor				
Rowing on the river - Support boats	Injury to passengers	Possible	High	<ul style="list-style-type: none"> - Tinnies comply with Maritime Safety regulations, i.e. lights, safety equipment, etc. - Tinnie operators have current boat license - Tinnie operator is familiar with boat setup, i.e. seating position for tiller, etc. and capacity for boat 	<ul style="list-style-type: none"> - If operating an unfamiliar tinnie, operator must be familiar with boat manifest for that vessel and obtain instructions if needed. 	Possible	Moderate	Yes	Responsible person: Head coach - Ensure tinnie operators have current license - Ensure tinnie operators are familiar with boat manifest	In-pace
		Moderate				Minor				
Boat handling on-shore	Boats damaged by negligence	Possible	Moderate	<ul style="list-style-type: none"> - Coaches to enforce correct handling techniques. - Inductions held for new members on correct boat handling techniques. - Report damages to Captain of club boats - Private boats are the responsibility of owner 	<ul style="list-style-type: none"> - Do not use boat if damage affects safety 	Possible	Moderate	Yes	Responsible person: Captain of boats - Tag any damaged boats to NOT USE - Signage on club boats for use by row experience, i.e. beginner, intermediate, high-performance	In-pace
		Minor				Minor				
Coaching tinnies - Man overboard	Injury to operator or passenger	Possible	High	<ul style="list-style-type: none"> - Compliance with Maritime Queensland safety rules for tinnies, i.e. life-jackets for boat capacity, rear (white) and front (red/green) lights, paddle, bailing bucket, engine kill switch, etc. - All coaches to do tinnie induction 	<ul style="list-style-type: none"> - Get close, stop engine and paddle to person in water, throw life vest and render assistance - Call for assistance, Queensland Water Police or Emergency 000 	Possible	Moderate	Yes	Responsible person: Coaches - Mandatory coach induction - All coaches have mobile phone - Signage on boat for capacity - Ensure proper weight distribution	In-pace
		Moderate				Minor				
Coaching tinnies - Vessel emergencies such as engine fire, swamped, collision or grounding	Injury to operator or passenger	Rare	Moderate	<ul style="list-style-type: none"> - All coaches do have valid marine driver license and completed BoatSafe course - All coaches to do tinnie induction 	<ul style="list-style-type: none"> - Stop engine immediately - Phone to raise alarm with other coach or suitable person, or for emergency call 000 - Bailing bucket to bail water or fight fire 	Rare	Low	Yes	Responsible person: Coaches - Mandatory coach induction, and instruct on possible river rock obstacle at low tides within operating area - All coaches have mobile phone	In-pace
		Moderate				Minor				
Use of pontoon - Access carrying boat or docking	Injury to rower	Unlikely	Low	<ul style="list-style-type: none"> - Pontoon to be kept clean and build-up of algae removed - Induction to include safe procedures for docking and boat handling on pontoon 	<ul style="list-style-type: none"> - Apply first aid as appropriate if injury has occurred to a rower. 	Unlikely	Low	Yes	Responsible person: Coaches - Ensure new rowers are trained on safe procedures for docking and boat handling on pontoon	In-pace
		Minor				Minor				
Use of pontoon - Operating condition	Injury to rower such as tripping on deck or tapes to secure the structure	Likely	High	<ul style="list-style-type: none"> - Warning sign to users to be cautious - All members required to observe safety tape and wear shoes on the pontoon. - Pontoon fenced off when not in use during rowing times. - UQBC has contracted UQ Sport regarding the issues and inspections have taken place with remedial interim measures implemented to hold pontoon together pending its complete reconstruction. UQ Property and Facilities are presently designing and tendering for the work to be undertaken. Work expected to be completed in the first half of 2021. 	<ul style="list-style-type: none"> - Apply first aid as appropriate if injury has occurred to a rower. 	Possible	Moderate	Yes	Responsible person: Club committee - Presently engaging with UQ Sport (Ashley Lance) and Property and Facility (Terence Fredman). The pontoon presents as a trip hazard to members when utilising the pontoon. There are also serious concerns in regards to the numbers sharp edges and nails on the pontoon. It is recommended that the pontoon be replaced or repaired as soon as possible.	On-going
		Minor				Minor				
Using gym	Misuse of gym equipment causing injury	Unlikely	Low	<ul style="list-style-type: none"> - The gym has ergos, spin bikes and weights. It is possible for a member to injure themselves using this equipment. 	<ul style="list-style-type: none"> - Members are trained in how to utilise the equipment. - Members are not allowed to use the bench press unsupervised. - First aid administered if required. 	Unlikely	Low	Yes	Responsible person: Safety Officer - Signage in gym on proper use of equipment and safety requirements [To-be-done by Jan. 2021]	To-be-done by Jan. 2021

