

RISK ASSESSMENT FOR NEWHAVEN GIG ROWING CLUB (NGRC)

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ADDENDA SECTION 1.2 1.5 1.8 2.3 2.6 2.9 2.17 6.5 6.6

COMPLETED BY: PHIL THOMPSON 23/3/24

The club and its considerations

Newhaven Gig Rowing Club (NGRC) operates three Cornish Pilot rowing gigs from Newhaven Marina, one traditional wooden, “Amelie” and two GRP training gigs, “Aurora” and “John Carthew”. Newhaven provides a sheltered location in which to row a Cornish Pilot Gig in the river or sea. We are fully aware that Newhaven is a busy commercial port with very limited water sports, therefore special attention is made to understand the movements of the Newhaven Dieppe Ferry, the Rampion Wind-farm support vessels, the dredger, fishing fleet and RNLI lifeboat. Attention must also be paid to the Newhaven Swing Bridge Opening Times. The fact that the river runs at around 5 knots of flood in either direction at its strongest must also be considered. The gigs are usually moored on a floating “Tetra-dock” which is currently shared with Lewes Pilot Gig Club or alongside the Tetra-dock. The gigs can also be moved to dry land for longer term storage and maintenance. To do this gigs can only be launched and recovered from the slipway 2 hours either side of high water. Typically, a rowing session will last anywhere between 1 and 2 hours depending upon tidal access and crew capability. Depending upon weather conditions, other commercial vessels, Harbourmaster, and Coastguard instructions, there is a choice of whether to operate within the harbour, head up the river Ouse towards Lewes or go out into the outer harbour or to Seaford Bay. The decision on which route to take is made by the Cox. The waters are sheltered and experience has shown rowing is possible within the river in prevailing winds up to and including 25mph (22kts) and out at sea up to 17mph (15kts) with waves 2-3 ft high by most crews in the Gigs. Decisions on whether to row and what route to take will be made when waves are showing "white tops", in exceptionally heavy rain, sleet, fog, snow and high or low temperatures. The decision on where to row, for how long and under what conditions will be the judgement of the NGRC volunteer cox taking account of weather forecast, tides and crew competence.

The gig has a safety bag with, amongst other equipment, VHF radio, spare pins, throw-line, LED emergency light, a warning horn, a first aid kit, floating torch and a radio emergency procedures card. Communications can be made using hand held VHF Marine Mobile Band (MMB) transceivers or mobile phones. NGRC requires that life-jackets are worn by all rowers and coxes. Club owned lifejackets are tested and serviced annually and every 2 years for privately owned ones.

The Gig crews are the focus of the club. Prior to becoming a member and training to row, a medical questionnaire is completed to enable coxs to assess any health risk before novice training starts. Thereafter, all members are required to complete a health questionnaire annually. Novice rowers are given an induction

prior to rowing and, along with a safety brief. Trained by a qualified coxswain (cox), novice rowers are deemed as competent to row after a minimum of six training rows.

All Coxs will be trained by British Rowing qualified coaches, following a British Rowing cox training syllabus forming the core part of the training. This will be supplemented by training that is relevant to local conditions within the harbour, up the river Ouse, and out in Seaford Bay.

Whilst operating within the Newhaven Harbour Limits it is accepted that NGRC must abide by the Port rules and regulations. All directions given by the Harbour Authority must be obeyed by the Gig Coxswain. Failure to abide by these rules may result in criminal proceedings against both the Coxswain and the Trustees. More importantly, though, failure to do this could potentially cause psychological harm, injury or death to others or their property.

The club also operates a clubhouse and a storage facility from converted shipping containers from a site known as “The Sidings” just south of the swing bridge on the east side of the harbour.

Introduction

This assessment summarises the health and safety risks that may be encountered during Newhaven Gig Rowing Club's (NGRC) activities in Newhaven Marina and surrounds that affect its volunteer cox's, volunteer crew and the local port and harbour. It assesses the probability and the potential severity of these hazards; the actions NGRC puts in place to reduce the probability and severity.

Probability Scores

- 5 = Will probably happen more than once a year
- 4 = Will probably happen once a year
- 3 = Will probably happen every 1 - 2 years
- 2 = Will probably happen every 2 - 5 years
- 1 = Possible but unlikely

Severity Score

- 5 = Life threatening or likely to result in serious injury for one or more-person, major property damage, loss of boats
- 4 = Moderate injury or serious discomfort for one or more persons, significant property damage
- 3 = Minor injury or discomfort for one or more persons, moderate property damage
- 2 = Slight injury or minor discomfort for one or more persons, some property damage
- 1 = Very slight or no injury, trivial property damage

Residual Risk is indicated as the acceptable risk that remains if all NGRC practices are applied to reduce and contain the known risks inherent in Rowing. All NGRC Inductions include a Briefing on Health and Safety on the water and include reference to weather, tides, fitness, clothing and nutrition.

Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
1. ENVIRONMENTAL					
1.1 Poor sea conditions	<ul style="list-style-type: none"> • Capsize • Drowning • Sea sickness 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox on the day before the row. • Crew identified prior to day • Cox holds discretion to abandon row on day • Cox holds discretion not to allow individuals to participate if there is a risk of injury. • Gig not to leave harbour mouth if advised not to do so by harbour master • Cox holds discretion to reduce duration if deemed a risk. • Briefing for crew to be provided covering seasickness. • Non swimmers not to be on crew. Cox bag containing VHF radio, flares and sea anchor, first aid kit held in E Pack 	1	3	3
1.2 Cold Weather including ice and snow	<ul style="list-style-type: none"> • Hypothermia • Enhanced risk of environmental injury 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox on the day before the row and day of row. • Crew identified prior to day • Crew advised of need for cold weather clothing and suitable footwear by Cox. • Cox holds discretion to reduce duration if deemed a risk • Cox holds discretion to abandon row on day • Cox holds discretion not to allow individuals to participate if there is a risk of injury or if clothing is deemed unsuitable. • Cox bag containing VHF radio, flares and sea anchor, first aid kit held in E Pack. 	1	2	2

	<ul style="list-style-type: none"> Enhanced risk of injury through slippery surfaces 	<ul style="list-style-type: none"> All participants must bring sufficient to drink on all rows Trained first aider in crew, minimum of appointed person. Briefing for crew to be provided covering clothing and equipment. Cox completes online British Rowing course on risk assessment, Hypothermia and cold-water shock. Cox to hold VHF operators certificate Cox to advise crews to take care on pontoons and slipway These are generally gritted by marina staff in icy weather; however the <u>floating dock is not</u> and presents a significant slip hazard if ice forms. Cox must consider calling row off. 			
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<p>1.3 Hot Weather</p>	<ul style="list-style-type: none"> • Hyperthermia • Enhanced risk of environmental injury • Heat stroke • Exhaustion • Dehydration • Sunburn 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox • Crew identified prior to day • Crew advised of need for protective clothing drink breaks, enquire about the wellbeing of crew members and sun screen by Cox. • All participants must bring sufficient to drink on all rows • Cox holds discretion to abandon row on day • Cox holds discretion not to allow individuals to participate if there is a risk of injury. • Cox holds discretion to reduce duration if deemed a risk. • Cox carries additional water in E pack. • Cox bag containing VHF radio, flares and sea anchor, first aid kit held in E Pack. • Trained first aider in crew, minimum of appointed person. • Briefing for crew to be provided covering clothing and equipment. • Cox completes online BR course on risk assessment. 	<p>2</p>	<p>2</p>	<p>4</p>
<p>1.4 Strong Wind</p>	<ul style="list-style-type: none"> • Loss of control of boat • Enhanced risk of environmental injury. • Heavy seas 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox. • Crew identified prior to day • Oars not tossed aloft if deemed a risk by Cox. • Cox holds discretion to abandon row on day • Cox holds discretion not to allow individuals to participate if there is a risk of injury. • All participants must bring sufficient to drink on all rows • Cox bag containing VHF radio, flares and sea anchor, first aid kit held in E Pack • Gig not to leave harbour mouth if mean wind speed exceeds force 4 (11-16 kts 13-18 mph.) • Direction and effect of wind against tide to be anticipated by COX. 	<p>2</p>	<p>3</p>	<p>6</p>

		<ul style="list-style-type: none">• Cox to keep gig at least 200m off shore in strong onshore winds• Cox holds discretion to reduce duration if deemed a risk.• Briefing for crew to be provided covering clothing and equipment.• Cox completes online BR course on risk assessment.			
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<p>1.5 Heavy Rain</p>	<ul style="list-style-type: none"> • Hypothermia • Enhanced risk of environmental injury • Enhanced risk of injury through slippery surfaces 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox. • Crew identified prior to day • Crew advised of need for cold weather/waterproof clothing and adequate foot wear by Cox. • Cox holds discretion to abandon row on day • Cox holds discretion not to allow individuals to participate if there is a risk of injury or clothing is deemed unsuitable. • Cox holds discretion to reduce duration if deemed a risk. • Cox carries foil poncho in E Pack. • Cox bag containing VHF radio, flares and sea anchor, first aid kit held in E Pack. • Trained first aider in crew, minimum of appointed person. • Briefing for crew to be provided covering clothing and equipment. • Cox completes online BR course on risk assessment hypothermia and cold-water shock. • Cox to hold VHF radio operators certificate. 	<p>2</p>	<p>2</p>	<p>4</p>
<p>1.6 Lightning</p>	<ul style="list-style-type: none"> • Enhanced risk for craft of lightning strike on open water 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox on the day • All coxes to know and use 30/30 rule • Cox holds discretion to abandon row on day • Cox holds discretion not to allow individuals to participate if there is a risk of injury. • Cox holds discretion to reduce duration if deemed a risk. • Cox completes online BR course on risk assessment. • Cox bag containing VHF radio, flares and sea anchor, first aid kit held in E Pack 	<p>1</p>	<p>5</p>	<p>5</p>

<p>1.7 Fog/night time or poor visibility</p>	<ul style="list-style-type: none"> • Drowning, • Hypothermia • Damage to boat • Loss of equipment 	<ul style="list-style-type: none"> • Contact made with Port Control for information on risk prior to leaving mooring, leaving harbour mouth and re-entering harbour. • No rowing permitted in full darkness beyond the outer harbour unless bright moonlight and flat calm. • Navigational Lights present and working on boat. Red/green nav light to be shown at bow and white light to be visible at stern. In the event of a light failure a single tricolour is to be shown at the stern. • Cox must check operation of lights before leaving equipment store. • Spare batteries must be carried in kit bag • Cox and crew aware of surrounding vessels. • Cox capable of assessing dynamic situational risk. • Cox holds discretion to reduce duration if deemed a risk • Mobile phone available to contact Coastguard or RNLI if required. • Cox bag containing air horn to signal intention, LED flare, radio, first aid kit, floating torch. • Trained first aider in crew, minimum of appointed person. • Cox completes online BR course on risk assessment hypothermia and cold-water shock. 	<p>1</p>	<p>2</p>	<p>2</p>
<p>1.8 Waterborne viruses and pollution.</p>	<ul style="list-style-type: none"> • Crew sickness • Unknown potential severity 	<ul style="list-style-type: none"> • Cox to avoid obvious pollutants or areas appearing to be polluted. • Crew briefing on hygiene on the water. • Cox to try to be aware of potential reported risks and seek advice from Port Control • Hand sanitiser available in the Cox bag at the clubhouse. • Bird droppings are inevitable in the natural surroundings of the Harbour and Port. To reduce the likelihood of Cox and crew members contracting infections from Bird 	<p>1</p>	<p>1</p>	<p>2</p>

		<p>Droppings, the Boats and Boat covers must be kept clean and maintained regularly (See cleaning record).</p> <ul style="list-style-type: none"> • Cox holds discretion to reduce duration if deemed a risk. 			
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2. WORKING WITH THE BOAT					
2.1 Carrying equipment to boat	<ul style="list-style-type: none"> • Risk of slips, trips and falls • Risk of falling into water • Risk of tripping over poorly stowed equipment. • Risk of musculoskeletal injury 	<ul style="list-style-type: none"> • Advice sheet to be developed on manual handling including lifting technique and weights. • Life jackets to worn from clubhouse/car park or as soon as available on pontoon. • Spare set of appropriate loose clothing to be kept in the equipment shed in the event of a person falling into the water. • Oars to be carried spoon/blade first. • Follow route adjacent to fence, avoid walking between boats and on uneven ground particularly at night when torches should be used. • Good communication maintained between persons carrying oars. • Gate opener available where possible. • Supervision by cox on pontoon. 	2	3	6
2.2 Walking, working and waiting on pontoons	<ul style="list-style-type: none"> • Risk of slips, trips and falls • Risk of falling into water • Risk of tripping over poorly stowed equipment. 	<ul style="list-style-type: none"> • Brief participants prior to accessing pontoons. Explain safety procedures associated with floating dock: • Dock safety line must be secured before stepping onto dock and released once activities completed • Avoid stepping on blue areas and take extra care when dock is wet. Cox to give clear instructions for launch and recovery. 	2	3	6

	<ul style="list-style-type: none"> Enhanced risk of incident through horseplay 	<ul style="list-style-type: none"> Lines securing gigs to dock must not lie across dock but must be secured directly in front of bow. Cox and other responsible/experienced members to monitor activity on the pontoons. Horseplay to be identified and prevented. Cox or other experienced crew member to identify risks and take remedial action prior to crew attending craft. Boat to be bailed out and prepared for crew prior to launch. Oars to be passed into boat one by one to each rower Juniors (<18) to be accompanied by adult on a ratio of no more than 1 adult to 2 juniors. First aid kit held in Cox bag Trained first aider in crew, minimum of appointed person. Crew to wear appropriate shoes. Cox to complete online BR course on risk assessment 			
<p>2.3 Top 10 Safety Tips for rowers</p>	<p>Should be given to all new rowers</p>	<ul style="list-style-type: none"> 1. Carrying gear. Carry oars blade first. Don't walk too closely together 2. Don't step on floating dock unless wearing a life jacket. Keep off the blue blocks. 3. Don't step on floating dock until it has been pulled in and secured. 4. Wear weather appropriate clothing – no jeans or flip-flops. 5. Turn up ON TIME! Bring a drink, and sun cream when appropriate. 6. Follow cox's instructions when launching and recovering gig. 			

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| | <ul style="list-style-type: none">• 7. Don't step into gig until instructed to do so, and in the correct order.• 8. Don't get out of the gig until instructed and always take a hand.• 9. When carrying gear, make sure you can see your feet. Watch for trip hazards.• 10. Listen to cox at all times, follow instructions.
Remember – ONE COX ONLY! | | | |
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<p>2.4 Crew members entering or leaving boat</p>	<ul style="list-style-type: none"> • Risk of hand injuries between boat and pontoon • Risk of injury through slipping • Risk of falling into water • Risk of damage by crew treading onto thwarts. • Crew already in boat set off balance • Bow rower at risk as gig approaches mooring 	<ul style="list-style-type: none"> • Crew briefed on correct method of entry and egress. • Crew access or egress from boat one at a time. • Entry or egress is announced, “getting in/out” by each crew member prior to access or egress. • Crew accessing boat supervised and corrected, if required by Cox. • Remind crews that the Tetra-dock and Pontoon might be bouncy due to weather conditions. • Crew not to step on thwarts (seats) • Crew members to offer assistance when appropriate i.e. a hand up. • Cox holds discretion to stop activity if deemed a risk. • Crew not to enter boat by jumping, if crew are ashore and need to enter boat, then the boat should be brought alongside safely to allow access. • Trained first aider in crew, minimum of appointed person. • Crew to wear appropriate shoes. • Cox to complete online BR course on risk assessment 	3	3	9
<p>2.5 Crew members shipping oars</p>	<ul style="list-style-type: none"> • Risk of hand/head injuries • Risk of musculoskeletal injuries • Risk of damage to oars 	<ul style="list-style-type: none"> • Crew briefed on correct method of shipping oars. • Crew warmed up prior to entering boat. • Oars not tossed aloft in high winds. • Oars shipped by all participants simultaneously and/or under supervision of Cox. • Oars not shipped if potential for damage is present. • Cox holds discretion to stop activity if deemed a risk. • Cox to complete online BR course on risk assessment. • Trained first aider in crew, minimum of appointed person. 	2	2	4

<p>2.6 Tetradock launch and recovery</p>	<ul style="list-style-type: none"> • Risk of hand/leg/foot injuries • Risk of musculoskeletal injuries • Risk of falling into water 	<ul style="list-style-type: none"> • Crew briefed on correct method launch and recovery Launch - gig secured on fendered dock side, hauled off dock by stern and bow lines, secured to dock by standing dock line. Recovery – haul gig by bow line to centre line of blue floats. 2 persons dip the bow then lift and haul onto dock. Because of limited dock width, practice has shown that remaining stationary and handing gig along works best. Crew to only walk on the grey floats. The gig must be hauled on the dock straight and parallel to the pontoon. • Due to dock profile and tides the dock cannot be secured tightly to the pontoons therefore a slip and fall hazards exists • Cox must warn crew members, particularly inexperienced users to be aware of gaps when stepping on and off the dock loading and unloading equipment, especially in darkness. Crews must also be warned to avoid carrying equipment in a way that obscures their view of their own footfalls. • Avoid working on the dock when more than one crew is launching or recovering. • Consecutive rows should be programmed with a 15 minute gap to avoid overcrowding on launch and recovery • Crews should wait on pontoon rather than the floating dock. • Those not involved actively should stand away from the pontoon edge and ensure equipment is positioned on pontoon so as not to create a hazard. • Cox to complete online BR course on risk assessment. • Trained first aider in crew, minimum of appointed person. 	<p>3</p>	<p>3</p>	<p>9</p>
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<p>2.7 Boat leaving mooring</p>	<ul style="list-style-type: none"> • Risk of damage to boat • Risk of damage to oars • Risk of damage to other craft 	<ul style="list-style-type: none"> • Cox supervises all activities. • Cox to book out, call Newhaven Radio on VHF channel 12 or 01273612926 • Cox briefs crew prior to leaving pontoon on position, wind, tide and surroundings, potential damage to oars and command “mind oars” • Fenders in position. (outer pontoon) • All crew aware of position and surrounding obstacles. • In adverse wind, potential to be given to alter position of boat by lines from moorings. • Cox holds discretion to stop activity if deemed a risk. • Cox to complete online BR course on risk assessment 	3	2	6
<p>2.8 Rowing: person risk</p>	<ul style="list-style-type: none"> • Risk of musculoskeletal injury • Risk of heart attack • Blisters • Risk of fatigue 	<ul style="list-style-type: none"> • All rowers to complete health questionnaire annually, those with sufficient identified issues are to provide GP’s letter. • Cox to ensure all crew is well and un-injured • Nearest Defibrillator Inside Clubhouse and outside Dive centre, just North of marina car park. • Crew briefed on correct technique. • Cox to check all crew is wearing life jackets and correctly fitted. • Cox to ensure correct boat trim and balance boat with regard to rower strength and ability. • Crew warmed up by Cox prior to rowing. • Crew comfort observed and regularly checked verbally by Cox. 	3	2	6

		<ul style="list-style-type: none"> • Cox holds discretion to reduce duration if deemed a risk • Cox holds discretion to stop activity if deemed a risk. • Mobile phone available to contact coastguard or RNLI if required. • First aid kit held in Cox bag and club house • Trained first aider in crew, minimum of appointed person. • Cox to complete online BR course on risk assessment. 			
2.9 Spring Tides	<ul style="list-style-type: none"> • Risk of grounding • risk of impact with bridge 	<ul style="list-style-type: none"> • Spring tides of 6.9m and above HW, especially when ground water levels are high will reduce head height under the bridge to a hazard. LW below 0.8m will increase the risk of grounding or not being able to launch. <p>Cox to check tidal height when planning row and adjust times accordingly.</p>			

<p>2.10 Rowing: sinking</p>	<ul style="list-style-type: none"> • Drowning • Hypothermia • Damage to boat • Loss of equipment 	<ul style="list-style-type: none"> • Cox assesses condition of boat prior to leaving, giving attention to water levels whilst rowing. • All crew including Cox to don life jackets prior to entering craft, • ONLY MANUAL LIFE JACKETS may be used. There is a risk of being trapped under the boat if wearing an automatic life jacket. • All LTR rowers given instruction on how to fit life jacket and how to operate. • Mobile phone available to contact Coastguard or RNLI if required. • Air horn to summon assistance in cox bag plus hand flares, Radio and First aid kit. • Hand bilge pump and bailer to be carried in gig at all times. • Always check bung is in before launching gig • Trained first aider in crew, minimum of appointed person. • All crew to be familiar with latest RNLI guidance on position to be adopted when falling into water to avoid cold water shock • Cox to complete online BR course on risk assessment. • Spare set of appropriate loose clothing to be kept at the equipment shed 	1	4	4
<p>2.11 Rowing: collision with other craft/large buoys</p>	<ul style="list-style-type: none"> • Drowning • Hypothermia • Damage to boat • Loss of equipment 	<ul style="list-style-type: none"> • Contact made and commercial shipping movements with Port Control to receive information on risk prior to leaving mooring, leaving harbour mouth and re-entering harbour. • Cox competent in ColRegs (rules of the road) including lights, day signals and sound signals • Special attention is drawn to Rule 14 when vessels are meeting they should pass port to port. This is particularly important in darkness with poorly lit vessels. • Cox must be able to hear warning signals/shouted warnings from nearby/approaching vessels. Any music played in the boat must not be at excessive volume, especially in darkness. • Cox and crew aware of surrounding vessels. • Cox capable of assessing dynamic situational risk and have completed online BR risk assessment course. • Mobile phone available to contact Coastguard or RNLI if required. 	1	4	4

		<ul style="list-style-type: none"> • Observe radio message protocol as detailed on Radio Tip Card (Cox bag) • Air horn/whistle to signal intention in cox bag plus electronic hand flare, Radio and First aid kit. In Cox bag. • Trained first aider in crew, minimum of appointed person. 			
2.12 Rowing: running aground	<ul style="list-style-type: none"> • Drowning • Hypothermia • Damage to boat • Loss of equipment 	<ul style="list-style-type: none"> • Appreciation of tide and river bed. Submerged obstructions close to river banks. • Boat to enter no closer than 5m to sloping bank unless condition known or in emergency. • Bow crew used to assess presence of submerged obstacles if approaching bank in emergency. • Boat only beached if absolutely necessary due to emergency or poor conditions likely to offer unacceptable risk. • When at sea, particularly in onshore winds stay 200m clear of shore line. Beach shelves, wave height and shore break increase close to shore. • Mobile phone available to contact Coastguard or RNLI if required. • Observe radio message protocol as detailed on Radio Tip Card (Cox bag) • First aid kit held in cox bag. • Trained first aider in crew, minimum of appointed person. • Cox to complete online BR course on risk assessment. 	1	4	4
2.13 Rowing: Man over board	<ul style="list-style-type: none"> • Drowning • Hypothermia • Cold water shock 	<ul style="list-style-type: none"> • Man over board drill directed by Cox and practised by crew. • Designated spotter to be passed torch from cox bag in darkness. • Crew to return to nearest available safe mooring once crew member picked up. • Observe radio message protocol as detailed on Radio Tip Card (Cox bag) • Contact Port Control/Coastguard by VHF and advise situation. Medical help may be required immediately or on return to mooring. • All crew to be familiar with latest RNLI guidance on position to be adopted when falling into water to avoid cold water shock 	1	5	5

		<ul style="list-style-type: none"> • First aid kit held in Cox bag. • Trained first aider in crew, minimum of appointed person. • Cox to complete online BR risk assessment course • Air horn to summon help, hand held, VHF radio and flares in Cox bag. • Appropriate loose spare clothing to be held at equipment shed 			
2.14 Rowing: returning to mooring	<ul style="list-style-type: none"> • Risk of damage to boat • Risk of damage to oars • Risk of damage to other craft 	<ul style="list-style-type: none"> • Cox supervises all activities. • All crew aware of position and surrounding obstacles. • Fenders in position. • All Learn To Row (LTR) crews given instruction on how to ship the bow oar whilst approaching mooring, how to step off, how to secure using lines fore and aft. • All crews to be briefed on the correct method of securing Gig to outer pontoon • All crew briefed on potential for damage to oars. • Order given by Cox to “mind your oars” as required. • In adverse wind, potential to be given to bringing boat in by lines from moorings. • Cox holds discretion to moor elsewhere if deemed a risk. • Cox completes online BR course on risk assessment hypothermia and cold-water shock. • When mooring on outer berths approach mooring against tidal flow. 	3	2	6
2.15 Cox: reduced competence/ experience.	<ul style="list-style-type: none"> • Enhanced risk of inept actions given above circumstances • Enhanced risk of poor decisions. 	<ul style="list-style-type: none"> • All cox’s to be trained and assessed as competent within six months of first taking helm to the satisfaction of all Trustees • All Cox’s to be supervised by a competent Cox whilst in training prior to formal assessment. • External coxes to be deemed competent and briefed by one of the club coaches 	3	2	6
2.16 Crew: reduced competence/ experience	<ul style="list-style-type: none"> • Enhanced risk of injury through poor technique 	<ul style="list-style-type: none"> • Cox to provide additional instruction and supervision. • Cox to reduce speed and frequency of events in the boat as deemed necessary. • Cox to intersperse crew with more experienced members to provide additional coaching. 	3	2	6

	<ul style="list-style-type: none"> Enhanced risk of injury through reduced awareness 	<ul style="list-style-type: none"> At least 2 competent crew should be present on learn to rows. In this instance “competent crew” should be drawn from existing coxes or coxes in training or established rowers deemed competent for at least a year. Additional supervision provided whilst on pontoon and accessing/egressing from boat. 			
2.17 Crew: juniors	<ul style="list-style-type: none"> Enhanced risk of injury through poor technique Enhanced risk of injury through reduced awareness Enhanced risk though additional potential for horseplay 	<ul style="list-style-type: none"> 1. Parents and Carers No child under the age of 11 is permitted in the gigs 1.1 Ensure that your child is able to attend the induction programme 1.2 Keep coaches informed about any special needs, medical conditions or allergies that your child may have. 1.3 Ensure your child is appropriately dressed for the weather and activity, eg warm clothes, sun hat, sun protection, cream, drinks etc as appropriate. 1.4 Ensure that you keep the club up to date with any changes in contact details, especially emergency numbers 2. Coach must obtain 2.1 Parent, carer or guardian’s consent in writing to act ‘in loco parentis’ for the administration of emergency first aid or other medical attention if the need arises. 2.2 Personal contact details for emergency contacts. 2.3 Written consent given by a parent or carer before instruction commences. 2.4 Written consent given by a parent or carer before taking photographs or videos. 	3	2	6

		<ul style="list-style-type: none"> • 3. Coaches and Coxes • All coaches, coxes and comp crew must be DBS checked and must be familiar with the NGRC risk assessment • This should cover age, swim ability, man overboard, weather conditions, stream, current, hazards – other water users, skill level/experience, any known medical conditions or allergies, clothing – what to wear and what not to wear and why, cold water immersion and hypothermia. • Should also be familiar with Juniors Row Safe: A Guide to Good Practice in Rowing. 2008-V1 Engage in safety. • There should also be a Code of Conduct for juniors, parents/guardians. • 3.1 Ensure all juniors are effectively inducted into the club and taught safe rowing practice through a planned induction programme. • 3.2 Ensure a higher level of Duty of Care is promoted for all juniors. • 3.3 Support the principle that safety is everyone’s responsibility. Ensure the health, safety and welfare of the individual is the overriding principle. • 3.4 Be an excellent role model by maintaining appropriate standards of behaviour – lead by example. • 3.5 Adopt a zero tolerance policy towards skylarking and inappropriate language. • 3.7 Promote the ARA (Amateur Rowing Association) Safeguarding & Protecting Children Policy. 			
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		<ul style="list-style-type: none"> • 3.8 Monitor compliance with good safe practices for juniors. Swimming ability – provide advice on the level required • 4. Practical Considerations • 4.1 No more than 4 juniors under instruction in the gig at one time. • 4.2 No juniors left on the dock or pontoon unsupervised at any time. • 4.3 Juniors to wear life jackets before entering the marina walkways and to be accompanied at all times. • 4.4 Ensure sufficient adults present to assist launching and recovery of gigs. • 4.5 Only junior oars to be used. • 4.6 Rowing time to be strictly limited to avoid strain and overtiring. • 4.7 Strict adherence to weather guidance must be followed. • 4.8 Log books required to record progress of juniors, medical form to be completed prior to rowing 			
2.18 Risk from persons onshore	<ul style="list-style-type: none"> • Risk from antisocial behaviour (stone throwing etc) • Risk from fishing lines • Risk of cox/crew distraction 	<ul style="list-style-type: none"> • Cox to be aware of shoreside activities • Cox to anticipate probable position of fishing lines knife in cox bag to cut lines if necessary. • Crew briefing to include behaviour in the boat • Cox to report anti-social behaviour likely to cause risk, to harbour master. • Cox to maintain focus of crew if creating a risk 	1	2	2

<p>2.19 Launching and recovering gigs from slipway using launching dollies</p>	<ul style="list-style-type: none"> • Injury from slips/trips on slipway • Injury caused by poor maintenance of slipway. • Injury caused through unexpected boat movement on dollies 	<ul style="list-style-type: none"> • Crew briefing on clothing and equipment to be worn including appropriate foot wear. • One competent person to don waders to control/recover/fit dolly. Gig enters water stern first. • Launching/recovery only to be attempted an hour either side of high water. Expect the slipway to be slippery and avoid neap tides • Slipway and approach to be cleared of debris prior to use • Slipway to be jet washed as required to maintain a safe working surface • Minimum of 7 recommended for these activities. • At least 2 persons fully competent in this activity and equipment must be present • Launching/recovery should not be attempted in darkness unless slip way well illuminated • Life jackets must be worn by all participants. • Trained first aider on crew • First aid kit available 	3	3	9
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3. WORKING WITH THE BOAT OUT OF THE WATER

<p>3.1 Transporting and loading gigs on the road trailer and manoeuvring within the confines of the marina</p>	<ul style="list-style-type: none"> • Risk of collision with other vehicles/boats • Risk of damage to boat • Risk of injury handling boat • Risk of muscular/skeletal injury 	<ul style="list-style-type: none"> • Vehicle to have insurance and MOT. • Trailer must be inspected by a competent person once a year to ensure roadworthiness and certified. • Trailer must be checked over prior to use:- check operation of jacks, brakes, jockey wheel tow hitch lock and check tyre pressures including spare • Driver and passenger in tow vehicle to be knowledgeable of gig loading and towing. • Driver and passenger must be competent to change a trailer wheel. • No reversing or manoeuvring within the confines of the marina to be conducted without a banksman. • All coxes and drivers to be trained in loading and securing gig on trailer. • At least 10 persons required to lift gig on to trailer using dollies. • Lifting crew to be briefed in safe lifting techniques. • Wooden Gig only to be lifted from the thwarts (seats). • Briefing sheet to be available detailing actions to be taken in event of an issue roadside. • E pack to be carried including hi-vis jackets, orange lights, first aid kit and foldable cones. • Charged mobile phone to be carried in vehicle • Trained first aider available to provide advice by phone 	2	3	6
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4. BOAT MAINTENANCE

<p>4.1 Scrubbing marine growth from underside of gig</p>	<ul style="list-style-type: none"> • Risk of gig laying over • Infection from open cuts • Risk of infection from inhaling airborne spray 	<ul style="list-style-type: none"> • Wedge gig using “Frenchman” • Gloves to be worn • Crew to stand clear when spraying • Crew instructed to keep mouths closed when spraying • Avoid use of pressure washers when cleaning bird faeces 	3	1	3
<p>4.2 Sanding and scraping paint from gig</p>	<ul style="list-style-type: none"> • Inhaling dust • Dust in eyes • Splinters • Burns from hot air strippers • Reaction/burns from paint stripper • Electrocutation from power tools 	<ul style="list-style-type: none"> • Provide appropriate fitted face masks and gloves • Sand in well ventilated area • Provide MCB protection to electrical supply • First aid kit on hand • Clean water on hand 	5	1	5
<p>4.3 Painting and varnishing</p>	<ul style="list-style-type: none"> • Paint splashes • Paint splashes in eyes • Skin to paint/thinners • damage to clothing • fire risk from used paint rags 	<ul style="list-style-type: none"> • Work crew to be briefed on work method and precautions • Provide paint kettles • Wear old clothes/overalls • Provide gloves, protective overalls, eye protection • Good housekeeping – do not stuff rags soaked with oil-based products in the rubbish bin. Should be spread out and allowed to dry before disposal. • Provide C.O.S.H.H sheets for all chemical products in use. • Clean running water supply on hand with buckets. • If needed contact your GP, attend nearest hospital with an Accident & Emergency department or Urgent Treatment centre. 	5	1	5

5. CLUBHOUSE

<p>5.1 Use of ERGS (rowing machines)</p>	<ul style="list-style-type: none"> • Slips, trips and falls accessing clubhouse and equipment • Strains whilst moving equipment • Strains whilst using equipment • Risk of Cardiovascular incident during activity 	<ul style="list-style-type: none"> • Ensure all lighting is on both internal and external. • Ensure ERGS are working correctly and regularly maintained • Ensure instruction given in safe moving and lifting of ERGS • Ensure full warm up is completed and instruction on correct use of equipment is demonstrated. Followed by a warm down on completion of the session. • Participants must be without injury and reasonably fit and be hydrated. • There is to be no lone use of the equipment, a minimum of 2 persons to be in the clubhouse. • Participants must be supervised to ensure they do not exceed their capabilities. • Any participant who feels unwell during exercise should cease the activity immediately. • At least one participant should be trained in the use of the defibrillator kept within the clubhouse. • 	3	2	6
<p>5.2 Poor Housekeeping</p>	<p>Slips, trips and falls and fire hazards</p>	<ul style="list-style-type: none"> • Keep room free of clutter and dust • Keep clean & tidy 	1	3	3

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6. ACTION POINTS RESULTING FROM RISK ASSESSMENT

Ref	Action	Responsible Person	Target Timescale	Further Detail
1	All training to be recorded in a training log. Participants and trainer to sign off each section	Coxes	Immediate and backdated where applicable	These records form part of a file of evidence in the event of an accident or incident. Not completed but coxes now trained as BR coaches with all appropriate paperwork
2	All coxes to observe cold weather procedures whilst working on dock	All Coxes	Immediate	Recommendation following on from a near miss incident

3	All coxes to observe recommended procedures re trailing lines and carrying equipment on and off dock	All Coxes	Immediate	Following on from an accident
4	All Coxes to be familiar with content and recommendations of annual risk assessment review	All Coxes	As soon as convenient	All rowers and LTR's should be made aware of its location and encouraged to read it
5	First aid training course	All coxes and coxes in training	As soon as possible	Due 3 yearly
6.	Updated 2024 Risk Assessment NGRC must be uploaded to NGRC Website	Committee	Immediate	Annually reviewed

Serious injury call 999. Tell the operator the location of the injured party including Post Code Newhaven Marina; The Yacht Harbour; Fort Road; Newhaven; East Sussex; BN9 9BY

Minor injuries and illnesses can be treated at the surgery during opening hours or by the Urgent Treatment Centre (UTC)at Lewes Victoria Hospital, Nevill Rd, Lewes BN7 1PF (open 8am-8pm everyday Telephone 01273 402504

**Nearest Accident & Emergency Unit is Located in: Royal Sussex County Hospital
Address: Eastern Road, Brighton, BN2 5BE
Phone: 01273 696955**