

**Richmond Canoe Club  
RISK ASSESSMENT FORM**

**Safety launch**

08-Dec-23

PRINT NAME and SURNAME

Signature

Completed by: Robert Ames

Robert Ames

Date: 08-Dec-23

Reviewer:

Safety officer: Robert Ames

Robert Ames

Severity (S)

Likelihood (L)

Risk Factor: Worked out by: S x L = R

S x L = R

1 Negligible - all in a day's work
2 Minor - minor injury with short term effect
3 Severe - major injury/disability (reportable)
4 Extreme - fatal

1 Improbable
2 Remote - unlikely
3 Possible - may or could well occur
4 Probable - expected to occur, several times

<4 Risk may need to be controlled LOW
4-6 Risk must be controlled MEDIUM
7-9 Hazard must be controlled HIGH
>9 Hazard must be avoided VERY HIGH

= Beginner/improver
= Improver/Intermediate
= Advanced
= No one

Hazard Ref.	Hazard Description	People at risk	Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent
			Severity	Likely	Risk		Severity	Likely	Risk	
1 - 29	ON THE WATER/PADDLERS	Paddlers and Coaches				Detailed for individual item				Detailed for individual item
30 – 50	CLUB HOUSE, GYM AND BOAT SHEDS	Club members and visitors				Detailed for individual item				Detailed for individual item
51 – 58	SAFETY LAUNCH OPERATIONS	Paddlers, Coaches and Safety Boat				Detailed for individual item				Detailed for individual item
PC1 – PC18	JUNIOR PADDLE CAMPS	Paddle camp juniors				Detailed for individual item				Detailed for individual item

**IF IN DOUBT, DO NOT GO OUT**

	SEE MAP OF RISKS AND DANGERS FOR: LOCATION	People at Risk	To be revised on an ongoing basis. See folder in clubhouse.			Prevention controls	To be reviewed on an ongoing basis. See folder in clubhouse.			Contingent actions, if the risk comes to pass. What to do to minimise the effect.
Hazard Ref.	Hazard Description		Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent
51	The club safety launches provide a safety function and if they are not operated properly, they may not help any incident and may even make the situation worse.	All	4	3	12	<p>Only designated and qualified launch drivers may operate/drive launches.</p> <ul style="list-style-type: none"> <li>- All launch drivers must carry an appropriate form of communication device to summon help where necessary (eg, mobile telephone or marine VHF). Launch drivers must know emergency frequencies or numbers in case of an emergency (these can be laminated and stuck inside the launch).</li> <li>- If carrying a marine VHF radio, the operator must hold a Short Range Certificate (SRC) and follow correct radio procedure at all times</li> <li>- All launch drivers must be aware of the rules of the water upon which they are operating and at all times, adhere to the speed limits in place on that stretch of water</li> <li>- In dark or low visibility situations, launches must follow anti-collision regulations by following the necessary navigation rules, and displaying the correct navigation lights on all waters as specified by PLA</li> </ul>	3	2	6	<p>To deal with emergencies, launch drivers should ensure they carry as a minimum:</p> <ul style="list-style-type: none"> <li>- First Aid kit in a waterproof bag, checked monthly</li> <li>- A throw line or equivalent grab line</li> <li>- A safety knife with rope cutter</li> <li>- foil blankets or “Bivvi bags” enough for the passenger load capacity of the launch</li> <li>- spare Buoyancy Aid</li> <li>- length of spare rope</li> <li>- anchor and line appropriate for the conditions (if necessary)</li> <li>- spare kill-cord for use in the event of the driver over board</li> <li>Audio signalling device: air horn, loudhailer, megaphone etc</li> <li>- bailer</li> <li>- paddle</li> <li>- for Inflatables or Rigid Inflatable Boats (RIBs), a pump for the sponsons plus a spare valve, valve cap, and a repair kit (if necessary)</li> <li>- spare fuel</li> <li>- simple handholds fixed to the side of the launch to provide assistance to a person being rescued and to provide self help should the driver fall overboard</li> </ul>
Hazard Ref.	Hazard Description		Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent
52	Launch driver falling in water	All	4	2	8	All Safety launch drivers are approved by the Committee and have attended the appropriate RYA course.	3	2	6	Buoyancy aid to be worn by all boat drivers Kill cord to be attached to driver Boat to be equipped per safety code
Hazard Ref.	Hazard Description		Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent
53	Fire risk from storage of fuel for launches	All	4	3	12	Fuel to be stored in a separate fire resistant facility. Fire extinguishers to be accessible	4	3	12	If fuel or oil is spilled it must be cleaned up immediately. If a fire starts, make one quick attempt with a fire extinguisher and press the fire alarm and call emergency services.
Hazard Ref.	Hazard Description		Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent

54	Slipway/pontoon launching and recovery of launches have potential for injury to those involved.	All	3	3	9	There must be sufficient numbers of hands/lifters to lift boat onto/off trolley or pontoon. There must be a clear Supervisor/Co-ordinator for the lift and they must give clear and loud instructions. Safe lifting techniques must be known and used by all involved. The Crew must understand and be experienced with launch and recovery procedures. Launches must be safely and properly secured after outings.	3	2	6	If an incident occurs, stop operations. There is a list of club first aiders on the club notice board. Report incidents through the online reporting system.
Hazard Ref.	Hazard Description		Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent
55	Risk of collision with another river user or a fixed obstacle.		3	3	9	All round observation is essential while carrying out safety boat operation. If in any doubt about your ability to do this, consider bringing a crew member.	3	3	9	If a collision occurs, check; Damage assessment for your boat. Damage assessment for the other craft. Provide first aid where necessary. If emergency services are required, call 999 immediately. Call Richmond cc club house to arrange support/tow in.
Hazard Ref.	Hazard Description		Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent
56	Risk of running out of fuel while on the water		2	3	6	Check fuel before set off. Check your fuel line to ensure no leaks. Know the hourly rate of fuel consumption for your engine. Plan your fuel accordingly. Bring a spare can of fuel. Plan to finish with a good margin of fuel.	2	2	4	Use paddle(s) to reach the shore. Call Richmond cc clubhouse to request another can of fuel. Instruct your students to wait with you (so you can still supervise them, even if you cannot follow them).
Hazard Ref.	Hazard Description		Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent
57	Risk of engine breakdown while on the water		2	3	6	Boat engines must be regularly maintained. Carry our full pre-launch checks on engine and fuel before setting off (arrive early and allow time to do this properly). If an engine breaks down or has problems, it should be reported at the first opportunity.	2	2	4	Use your paddle(s) to reach the shore. Call Richmond cc clubhouse to request a tow back. Instruct your students to stay with you until return to pontoon.
Hazard Ref.	Hazard Description		Initial Assessment			Control Measures – Prevention	Residual Risk			Actions – Contingent
58	Pouring fuel indoors for engines, creates a serious risk of fire.		4	3	12	Fuel for engines must only be poured outdoors and must never be poured indoors at any time. Ensure that there is a fire extinguisher to hand, when pouring. To pour, always use the funnel which is dedicated for pouring fuel into engines.	2	2	4	If an incident occurs when pouring, use the fire extinguisher to make one quick put any fire out. If the fire cannot be put out within 1 minute, call 999 for Fire Service.