



East Anglia Youth Rowing Risk Management Policy

Version 1.0

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Policy Statement

East Anglia Youth Rowing (EAYR) is committed to providing a safe and supportive environment for all participants. This Risk Management Policy outlines our approach to identifying, assessing, and managing risks associated with our activities.

Objectives

- To ensure the safety and well-being of all members and participants.
- To minimise the risk of accidents and incidents during rowing activities.
- To comply with relevant health and safety legislation.
- To promote a culture of safety awareness and continuous improvement.

Scope

This policy applies to all EAYR activities, including training sessions, competitions, events, and any other organised activities. It covers all participants, including rowers, coaches, volunteers, and spectators.

Risk Identification

We identify risks through the following methods:

- Regular Safety Audits: Conducted by EAYR's designated Safety Officer based on British Rowing protocols
- Risk Assessments: Carried out before any new activity or event.
- Incident Reports: Reviewing past incidents to identify potential future risks.
- Feedback: Encouraging input from members and stakeholders.

Risk Assessment

Each identified risk will be assessed based on:

- Likelihood of Occurrence: How often the risk might occur.
- Severity of Impact: The potential consequences of the risk.

A risk matrix will be used to categorise risks as Low, Medium, or High.

Risk Mitigation

For each identified risk, appropriate mitigation strategies will be implemented:

- High Risks: Immediate action to eliminate or control the risk. This may include changing procedures, improving safety equipment, or increasing supervision.

- Medium Risks: Actions to reduce the risk to an acceptable level, including regular monitoring and training.
- Low Risks: Managed through standard operating procedures and routine safety practices.

Specific Risk Management Strategies

Water Safety

Swimming Competency: All participants will wear buoyancy aids by default when engaging in rowing activities, and must pass an EAYR supervised swimming competency test before engaging in rowing activities without buoyancy aids.

Buoyancy Aids: Mandatory for all beginners, non-swimmers and coxswains; available for all participants.

Safety Boats: Where location risk assessment requires, these will be equipped and on standby during all water activities. Where motorised safety launches are used, coaches operating these will be required to hold an RYA Level 2 Powerboat qualification.

Throw Lines: All activity locations will be supplied with appropriate floating throw ropes of a minimum 15m length, all coaches will be trained in the use and maintenance of these. Where possible participants will also be trained in the use of throw lines.

Equipment Safety

Regular Inspections: All rowing equipment will be inspected regularly for wear and damage.

Maintenance reporting: EAYR will work with partner rowing club policies and procedures to promptly report any damage or maintenance requirements to equipment.

Safe Storage: Proper storage of equipment to prevent damage and accidents.

Health and Medical

Medical Information: All EAYR activities will be carried out with a member of staff from the partner School/Organisation present. The partner staff member is responsible for collection of health information from all participants, including emergency contact details and any relevant medical conditions. All coaches will be provided with an emergency contact number for the Partner staff member(s) and School/Organisation.

First Aid: Lead Coaches will be qualified first aid personnel and present at all activities, with readily accessible first aid kits. The location and contents of First aid kits provided by Partner rowing clubs/Schools should be checked by EAYR coaches as part of initial activity planning.



Emergency Procedures: Clear procedures for handling medical emergencies, including communication with emergency services. See EAYR Emergency Response Plan and site-specific risk assessments.

Training and Supervision

Qualified Coaches: All coaching staff are assessed during recruitment (see EAYR Safer Recruitment policy) and must hold relevant experience and/or qualifications and undergo regular training. Lead Coaches will be required to hold a minimum Level 2 coaching qualification, or to provide a Coaching Portfolio detailing equivalent experience which must be signed off by EAYR prior to employment.

Supervision Ratios: Adequate supervision ratios to ensure participant safety, especially for younger or less experienced rowers. Appropriate ratios will be assessed for specific activities and sessions, but should not exceed 1:8.

Ongoing Education: Regular safety briefings and training for all participants.

Environmental Conditions

Weather Monitoring: Regular monitoring of weather conditions, with clear guidelines for activity cancellation/alternative provision in adverse weather.

Water Conditions: Assessment of water conditions, including current, tides, and potential hazards.

Safeguarding

Child Protection Policy: Adherence to safeguarding policies to protect young and vulnerable participants.

Background Checks: Mandatory DBS checks for all coaches and volunteers working unsupervised with young people.

Code of Conduct: Clear code of conduct for all participants to promote respectful and safe behaviour.

Communication

Safety Briefings: Regular briefings before activities to inform participants of potential risks and safety measures.

Incident Reporting: EAYR will both comply with Partner School/Club incident reporting procedures, and keep internal records of all incidents and near misses from which to identify future potential risk.

Review and Improvement

Annual Reviews: The Risk Management Policy will be reviewed annually to ensure it remains effective and up-to-date.



Feedback Mechanism: Regular collection of feedback from participants and stakeholders to identify areas for improvement.

Continuous Improvement: Ongoing assessment and enhancement of risk management practices.

Conclusion

EAYR is dedicated to maintaining a safe environment for all participants. By implementing and adhering to this Risk Management Policy, we aim to mitigate risks and ensure the safety and enjoyment of rowing for all involved.

Appendix A

ALA Equivalence

Rowing activities are specifically excluded from the Adventure Activities Licensing Regulations 2004, regulation 2(1) by the clause:

excluding rowing-boats propelled or steered by oars

Nonetheless EAYR has identified the importance of the safe provision of activities for under 17s and identifies the following as best-practice guidelines in setting internal risk management policy and safe operating procedures.

ALA Guidelines for reference:

6. 1 a(i) *[the license-holder] has made a suitable and sufficient assessment of the risks to the safety of the young persons and other persons who will be engaged in the adventure activities in respect of which the application is made or whose safety may be affected thereby;*

(ii) identified the control measures he needs to take in consequence of that assessment to ensure, so far as is reasonably practicable, the safety of those persons;

(iii) made the arrangements referred to in regulation 9(1)(a) and (b);

(iv) appointed competent persons to advise him on safety matters or has competence in such matters himself

9. (1) *The licensing authority shall attach the following conditions to all licences—*

(a) that the licence-holder shall maintain such arrangements as are appropriate for the review of the assessment referred to in regulation 6(1)(a)(i) and for the effective implementation, control, monitoring and review of the control measures referred to in regulation 6(1)(a)(ii);

(b) that the licence-holder shall maintain suitable and sufficient arrangements—

(i) for the appointment of a sufficient number of competent and adequately qualified instructors;

(ii) for the giving of safety information to instructors and participants;

(iii) for the provision of such equipment as is needed to ensure that the activities are carried out safely;

*(iv) for the maintenance of that equipment in an efficient state and in good repair;
and*

(v) for the provision of first-aid, for the summoning of medical and rescue services in the event of an emergency, and for otherwise dealing with an emergency