

# Risk Assessment

Offsite – Site Specific Risk Assessment



This risk assessment form must be completed by coaches who are taking groups on a trip on water away from the waterways local to the club boathouse (ie. not Osney to Sandford, Godstow, Cherwell and the Canal Circuit etc)

Stage 1: Identify the venue and look for any hazards

Stage 2: Decide who might be harmed and how

Stage 3: Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done

Stage 4: Sign the Assessment to show you have considered all hazards, precautions and required actions

Stage 5: Provide a copy of the Risk Assessment to the Safety Officer for review and approval prior to the trip.

Name of Coach		Signature	
Venue of trip		Date of trip	
Safety Officer signature		Approval Date	

When planning an offsite trip the coach will, in the first place, assess all the risks outlined on the clubs generic Risk Assessment form. However, there may be risks specifically associated with the offsite location and these are addressed on this form.

List of Hazards	People at risk	Risk control	Further action/comments
Unfamiliarity of location	All participants	Coach/ organizer to ensure that they are familiar with the local water and associated hazards	
Inappropriate instruction	All participants	Instructors to hold appropriate and current BCU Coaching qualifications for the prevailing conditions including first aid award Supervision levels to be appropriate to the size and competence of the group Large groups to be split into smaller manageable groups	
Water and weather conditions	All participants	Coach to explain that participants are not allowed on the river when red flag	Coach to check weather and water conditions before session
Other Events on the Water	All participants	Coach to be aware of planned events and plan session accordingly	

