Risk Register part 1 – risk identification

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| Risk Reference | The Risk:    What can happen?      A description of the risk | Source    How can this happen?      Drivers to the risk  Contributor or source of the risk | Impact /Outcome    What will be the outcome or effect, if what can happen does happen?  Impact on the business objectives  Impact from the event happening  Consequence | Risk Owner –  the officer responsible for  managing the  risk |
| 1. | COVID-19 transmission at   1. regattas 2. training | Failure to adhere to DBACT return to play COVID-safe plan and local and federal government regulations regarding Covid-19 | Possible widespread and potentially fatal virus | A) DBACT Safety Officer B) Club safety officers/ coaches |
| 2. | Inadequate insurance cover | Incorrect information provided to insurance company when arranging cover  Participants at training and/or regattas are non- financial | Financial loss for DBACT or third parties; legal implications if injury occurs | President / Treasurer / DBACT and club membership  officers |
| 3. | Heat or cold related illnesses at   1. regattas 2. training | Extreme weather (hot/cold; rain, wind); lack of water; lack of shelter; lack of heating/cooling devices | Illness of participants | A) Events Officer / Chief Official / club managers  B) Club coaches |
| 4. | Collision with other lake users’ boats | Failure to follow traffic guidelines, poor steering or reaction | Injury and/or property damage | Sweeps, Sweeps coordinator, Safety Officer |
| 5. | Falls into lake at   1. regattas 2. training | 1. Regatta goes ahead in rough weather   Collision or loss of control of boat during racing   1. Training goes ahead in rough weather   Collision or loss of control of boat during training | Injury to person(s) including drowning or hypothermia | A) President / Events Officer / Chief Official /sweeps  B) Club coaches/ sweeps |
| 6. | Wind/ storm/electrical storm affects paddlers and boats at   1. regattas 2. training | 1. Lack of consultation with BOM or meteorological source; no shelter or ‘bad weather’ plan 2. Lack of consultation with BOM or meteorological source; | Delay or cancellation without notice.  (see also risk 3) | A) President / Events Officer / Chief Official  B) Club coaches |
| 7. | Failure of dragon boats, sweep oars or dragon heads and tails | Lack of care being moved to/from the water  Lack of care during loading/unloading of crews  Collision with another boat or object in the water. | Delays, reduced amount of safe equipment available for use. Cost of repairs. | Coaches / sweeps/ Equipment Officer |
| 8. | Drums drummer seats or dragon heads come loose during regatta | Failure to secure drums, drummer seats or dragon heads securely. May become loose with use | Injury to drummer, damage to equipment | Chief Wrangler/ Equipment Officer / Chief Official |
| 9. | No safety/rescue boat during regatta | Not booking licensed boat driver; lack of available licensed boat driver | May need to cancel/postpone boating; inability to respond quickly in case of water-based emergency | Vice President / Events Officer / Chief Official |
| 10. | Collision with in-water debris at:   1. regattas 2. training | Tree branches and other litter float in lake especially after a storm.  A) Failure to check regatta course for debris before/during regatta.  B) Failure to keep look-out during training. | Damage to boats or injury to paddlers due to collision, capsize | A) Chief Official / Water umpires / Safety Officer  B) Club sweeps |
| 11. | High toxic effects of cyanobacteria (“blue-green algae” at:   1. regattas 2. training | Failure to check NCA sources for latest information on water quality. | Illness for paddlers | A) President / Events Officer / Chief Official  B) Club coaches |
| 12. | Damage to boats by third parties | Vandals/drunks finding boats stored outside at Grevillea Park | Fewer boats for training/regattas while repairs carried out or boats replaced. Possible increased insurance costs (or cost of repairing/replacing boats if insurance not accepted). | Equipment Officer |
| 13. | Interference with pedestrians and cyclists using the lakeside footpath | Boats being moved between boat storage and the lake have to cross the public footpath | Annoyance by the public if they have to wait for boats to be moved across the path. Possible injury or damage if a cyclist collides with a boat | Set-up/pack-down supervisors at regattas. Club coaches at training. |
| 14. | Annoyance to Boathouse Restaurant or to visitors and staff at Clare Holland House | Dragon Boaters parking in restaurant or hospice car parks. Noise during functions at restaurant. | Poor relations with neighbours | DBACT Committee / club managers |
| 15. | Damage to the lakeshore | Moving boats in and out of the water | Possible erosion at water’s edge | DBACT Committee / club coaches |

Risk Register part 2 – risk assessment, risk evaluation and risk treatment

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| Risk no. | Risk Controls which are currently in place      This field is for the risk controls that already exist and are currently  managing the risk | Risk rating | | | Control effect-iveness rating | Action to be taken  Can include further risk treatment strategies or a rationale behind no further action where rating is rated as “Room for improvement” or” inadequate.” | Risk treat-ment owner | Risk rating following additional risk controls | | | Monitoring and  reviewing |
|  |  | Cons-equence  1-5 | Likeli-hood  1-5 | Inherent risk |  |  |  | Cons-equence  1-5 | Likeli-hood  1-5 | Inherent risk |  |
| 1. | Published COVID plan (see current plan) and regular reminders to all DBACT members. Provision of sanitiser etc at regattas. Sanitising of boats between use. Modifications to regatta processes. | 4 | 2 | medium | adequate |  | Safety Officer, Chief Official, club safety officers |  |  |  | President, Safety Officer, Chief Official, club safety officers |
| 2. | Ensure members are financial before participating. Ensure insurance cover is renewed with accurate information. | 3 | 1 | low | adequate |  | Club membership officers,  Treasurer, |  |  |  | DBACT Membership Officer, President |
| 3. | Recommend participants bring appropriate gear for hot/cold weather; provide water, sunscreen; space blankets in case of accidental capsize | 2 | 2 | medium | adequate |  | Events Officer, club coaches |  |  |  | Safety Officer, club safety officers |
| 4. | Maintain sweep accreditation, provide pre-racing briefing to all sweeps. Lights on boats after sunset | 2 | 2 | medium | adequate |  | Sweep Coordinator, Chief Official, club sweeps |  |  |  | Sweep Coordinator, club safety officers |
| 5. | Regattas and training cancelled in rough weather. PFDs compulsory for all boat crew between 1 May and 1 September, and at any time of year between sunset and sunrise. At all times, compulsory for all junior paddlers and any other paddlers untested for 50m swim and tread water for 10 minutes. Reminder of safety rules at regatta briefing and safety boat on hand. Safety procedures briefed to crews by sweeps at training and regattas | 4 | 1 | medium | adequate |  | Safety Officer and club safety officers, club sweeps, Chief Official, President |  |  |  | Safety Officer, club safety officers and coaches |
| 6. | Check BOM weather report on days beforehand. Postpone or cancel if warranted. On regatta/training day, monitor conditions, get off water if conditions deteriorate. | 3 | 2 | medium | adequate |  | Chief Official, President, club coaches |  |  |  | DBACT Committee, club committees |
| 7. | Check equipment prior to boating; ensure equipment fit for use; monitor equipment on site and provide mechanism to report failures. | 1 | 2 | low | adequate |  | Equipment Officer, Chief Wrangler at regattas, club sweeps at training |  |  |  | DBACT Committee |
| 8. | Check seats and heads prior to each race / heat; ensure any equipment failures/damage is reported; retire any equipment not fit for purpose on the day. | 1 | 2 | low | adequate |  | Head Wrangler |  |  |  | Equipment Officer |
| 9. | Book safety boat and driver.  Ensure safety boat is available for duration of boating | 1 | 2 | Low | adequate |  | Events Officer |  |  |  | Committee |
| 10. | Check regatta course for debris before/during regatta.  Sweeps keep look-out during training | 1 | 3 | medium | Room for improve-ment | Ask sweeps to report any large debris they spot during racing/training | Safety Officer, Water Umpires, sweeps | 1 | 2 | Low | Safety Officer |
| 11. | Monitor and follow NCA water quality warnings, including cancellation of boating if necessary. Advise paddlers to rinse in fresh water in the event of any accidental contact. | 3 | 1 | medium |  |  | Safety Officer At regattas: President, Chief Official  At training: club coaches, club safety officers |  |  |  | Safety Officer |
| 12. | Storage of trolleys behind locked gates to make it difficult to move boats. Covers on boats. | 2 | 3 | medium | Room for improve-ment | Consider movement activated lighting of boat storage area | Committee | 1 | 3 | low | Committee |
| 13. | Floodlighting of the area between the boats and the shore when moving boats in the dark. Clubs to warn members to watch out for pedestrians and cyclists when crossing the public path. | 1 | 2 | low | Adequate | Periodic reminders to members and clubs to watch out when moving across the path. | Safety Officer, club safety officers, club coaches | 1 | 2 | low | Safety Officer |
| 14. | Members asked not to park in those carparks. Parking marshals to reinforce this on regatta days. Maintain good communication with restaurant and respect requests for quiet periods (eg during wedding ceremonies) when drums will not be used on boats. | 2 | 2 | medium | room for improvement | Consider stronger measures if persistent breach of the parking ban by particular members | Events Officer, President, club coaches | 1 | 2 | low | Committee |
| 15. | Use of tyres under front of boats pulled up at the shore. Monitoring of lakeshore for signs of erosion. Early consultation with NCA Lake and Dam Management if early signs | 2 | 1 | low | adequate | Consider further measures, in consultation with NCA, if erosion is evident | Committee | 1 | 1 | low | Committee |