

## IGSA Sport Rowing Regatta Risk Assessment

This document is to be used to assess the level of risk associated with a hazard. It will also provide help to prioritise control measures and treatment times. Firstly, consider the **Consequences** and **Likelihood** for each of the identified hazards and use the table to obtain the risk level. Once the level of risk has been determined identify the **Treatment Threshold** and **Hierarchy of Control** required for corrective action.

### Step One: Risk Matrix

Matrix Category	Likelihood / Frequency				
Impact/ Consequence	Rare	Unlikely	Possible	Likely	Almost Certain
<i>Catastrophic</i>	Medium (30days)	High (7 days)	High (7 days)	Extreme (1 Day)	Extreme (1 Day)
<i>Major</i>	Medium (30days)	Medium (30days)	High (7 days)	High (7 days)	Extreme (1 Day)
<i>Moderate</i>	Low	Medium (30days)	High (7 days)	High (7 days)	High (7 days)
<i>Minor</i>	Low	Low	Medium (30days)	Medium (30days)	High (7 days)
<i>Insignificant</i>	Low	Low	Medium (30days)	Medium (30days)	High (7 days)

### Step Two: Treatment Thresholds Times

<b>Extreme</b>	Immediate corrective actions required to eliminating or minimising the level of risk. Corrective action is to be completed within a <b>24 hour period</b> to eliminate or minimise risk to a reasonably practicable level. Escalate identified risk to Executive Director via management hierarchy and to the Sport and Recreation WHS Advisory committee chairman. Workplace risk inspection should review control measures on a quarterly basis to ensure that control measures is still reasonably practicable.
<b>High</b>	Initiate corrective actions required to eliminating or minimising the level of risk. Corrective action is to be completed within a <b>1-week period</b> to eliminate or minimise risk to a reasonably practicable level. Workplace risk Inspection assessment should review previous high risks item on a quarterly basis to ensure that control measures are still reasonably practicable.
<b>Medium</b>	Take reasonable steps to eliminate or minimise the risk of harm. Corrective action is to be completed within a <b>1-month period</b> to eliminate or minimise risk to a reasonably practicable
<b>Low</b>	Check, monitor and effectively manage controls through routine procedures and appropriate internal controls. Workplace risk inspections or reviews should assess control measures on a 6-12-month period to ensure measures are still reasonably practicable.

### Step Three: Hierarchy of Control Measures

<b>Elimination</b>	Eliminate the hazard completely
<b>Substitution</b>	Provide an alternative product that is capable of performing the same task safely.
<b>Isolate or Engineering controls</b>	Implement or construct a physical barrier or guard.
<b>Administrative Controls</b>	Develop procedures in consultation with workers to minimise risk associated with hazards. Provide consultation, training, safework method statements, instruction and supervision about the controls to minimise the risks associated with the hazard.
<b>Personal Protective Equipment</b>	Specify appropriate personal protective equipment to be use.

# IGSA Sport Rowing Regatta Risk Assessment

<b>Description of Hazard:</b>	IGSA Sport Annual Rowing Regatta		
<b>Name of assessor(s):</b>	Kate Howitt	<b>Location:</b>	SIRC
<b>People consulted:</b>	Donna Baker	<b>Date assessed:</b>	19 December 2025
<b>Reviewed by:</b>	Kate Howitt	<b>Date of event:</b>	8 February 2026

Hazard	Existing Controls	Existing Risk			Corrective action (Additional Controls measures required)	Corrective action delegated to (Name & Workgroup)
		Consequence	Likelihood	Risk & Treatment threshold		
Collision of two or more boats on the warm-up lake	School staff and coaches to monitor warm up lake	Minor	Possible	Medium	All schools to be briefed prior to the regatta regarding traffic flow. Diagrams to be distributed. Marshalling boat will be on water during the event monitoring warm up area and tunnel	Individual school coaches and staff  Designated school staff
Illness or injury during race to competitors e.g. asthma attack.	School staff and coaches to provide adequate training, medical advice and ensure individual medication is available to their students.	Minor	Possible	Medium	Rescue boat will be on water ready when and if required. MediFAST and SLS will be available on the day.	Race Officials  First Aid & Aquatic Rescue officers
Injury or illness to spectator	First Aid / Medical assistance available (MediFAST/SLS)	Minor	Unlikely	Low		
Adverse Weather	Monitor weather and any changes. Monitor water conditions and promote use of sunscreen and shelter.	Minor	Possible	Medium	Halt races if necessary. Cancel regatta if required. Girls only allowed to race in one event.	Race referee and Regatta Director
Accidents unloading boats in set down area.	Brief schools prior to event regarding safety. All care and responsibility to be undertaken by relevant staff when unloading and setting up boats and loading in and out of the water.	Minor	Possible	Medium	Schools instructed to allow ample space and make use of all facilities available to them.	Individual school coaches and staff

Hazard	Existing Controls	Existing Risk			Corrective action (Additional Controls measures required)	Corrective action delegated to (Name & Workgroup)
		Consequence	Likelihood	Risk & Treatment threshold		
Bicycle accidents	Brief schools on bicycle etiquette around lake. Encourage safety gear to be worn. Riders encouraged to keep to the left of track. Helmets are compulsory.	Minor	Unlikely	Low	Briefing sent to all schools prior to the regatta.	School staff to monitor use of bike track on the day.
Animals – dogs not on leash or snakes in reeds or grass.	Request schools not to bring pets. Any dogs brought on the day must be kept on a lead. Snakes have been seen around the venue; be aware.	Minor	Possible	Low	School staff to monitor own spectators. All staff and officials to keep an eye out for snakes.	School staff and IGSA staff
Hard or sharp objects around the centre e.g. broken glass	Venue and safety audit conducted on the day prior to the start of the regatta.	Minor	Possible	Low	SIRC staff to conduct centre venue audit.	SIRC staff, IGSA staff, school staff to report
Sun sense & dehydration	Information sent to schools prior to the regatta regarding prevention of such injuries/illnesses. Individual schools to supply their own water and ice.	Moderate	Possible	Medium	Individual school to provide their own first aid kits plus MediFAST/SLS will be employed on the day.	School staff
Lightning & hail	Competitors advised to return to shelter immediately at the first sign of hail, thunder or lightning. Organisers to sweep the course to ensure compliance.	Major	Possible	High	Regatta will be suspended with announcement to be broadcast over the PA immediately. 30 min lightning rule to be enforced.	Race referee and Regatta Director.
Ignorance of rules and procedures	School staff to brief competitors prior to regatta. SIRC water rules to be circulated to all schools.	Minor	Unlikely	Low	NSW Boat Race Officials to provide guidance on the day	BROs, school staff and IGSA staff

Hazard	Existing Controls	Existing Risk			Corrective action (Additional Controls measures required)	Corrective action delegated to (Name & Workgroup)
		Consequence	Likelihood	Risk & Treatment threshold		
Competitor trapped in overturned rowing boat.	Individual schools to provide adequate training prior to the regatta. Notify competitors regarding quick release shoes, ensure heels are tied down.	Minor	Unlikely	Low	NSW Boat Race Officials to monitor all boats during races and inspect craft where necessary.	BROs and school staff

<b>Name of Event Manager:</b>	Kate Howitt	<b>Signature:</b>	<i>KHowitt</i>	<b>Review valid until (12 months from sign-off):</b>	19/12/26
<b>Name of Risk Assessor:</b>	Kate Howitt	<b>Signature:</b>	<i>KHowitt</i>	<b>Risk Status (Open or Closed):</b>	Closed