

BEDFORD AMATEUR REGATTA 2017 RISK ASSESSMENT CHECKLIST

Before each event the organising committee must consider the following risk factors, and the degree of risk involved in each. Based on British Rowing guidelines, the degree of risk due to conditions has been given a score. Should the total score be above a certain level, adjustments to procedures must be made, and/or certain classes of competitors excluded.

DURING THE EVENT, COMMITTEE, MARSHALS AND UMPIRES MUST ASSESS THE FOLLOWING POTENTIAL HAZARDS, BOTH SEPARATELY AND IN COMBINATION:

= ASSESSED LIKELIHOOD & SEVERITY AFTER CONTROL MEASURES APPLIED, OPERATING UNDER BRITISH ROWING RULES OF RACING AND THE GUIDE TO SAFE PRACTICE IN ROWING

	HAZARD	CONSIDERATIONS	L#	S#	Risk#	ACTION TO MITIGATE RISK
1.	Anticipated stream and wind conditions.	Wind or fast stream (or a combination) affecting boating, marshalling and steering.	1	2	2	Safety advisor and Chief Umpire to assess conditions prior to racing and in the event of changes throughout the day, advising umpires and marshals by radio of any necessary variations to the issued circulation plan if required.
2.*	Crews entered.	Consider numbers and abilities given river conditions.	2	1	2	Committee to consider with regard to Hazard Assessment sheet prior to the event.
3.*	Obstacles.	Trees on course and in marshalling areas; bridges (especially Town and Hitchen Bridges). Projections – eg: Goose Island, Monkey Island, Schools’ “hard”. Weed growth in the river.	1	2	2	Safety advisor to check the course prior to the event. Committee to arrange clearance. Umpires to be stationed accordingly; consider marker buoys.
4.	Floating debris	Arrangements for clearance or marking.	2	1	2	<u>On the day:</u> all check course and inform control of problems. Control to liaise with Safety Boats concerning clearance.
5.	Visibility.	Limits for safe boating and racing as well as race control.	1	1	1	<u>On the day:</u> Committee to consider whether visibility is sufficient for safety as well as monitoring and timing. Consider delaying or cancelling racing.

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6.	Limits to access for providing aid._	For example, the river walls at St Mary's Gardens.	2	2	4	Make Umpires, Safety Boats and competitors aware of potential extra difficulties in the event of a capsize. Arrange Umpires near narrow/hazardous sites IDENTIFIED: Hitchin Bridge, Town Bridge, BRC Pontoon/Monkey Island, Weirs, Schools Boathouse protruding "hard".
7.*	Danger to pedestrians on Mill Meadows and Longholme Meadows	Reference Bedford Borough Council 'Conditions relating to events held within the Park' with respect to vehicle movements.	1	3	3	Clubs to be advised of parking and driving instructions by post and website before the event. Parking marshals to remind drivers upon entry to site and enforce conditions, including requirement to keep pavements clear for pedestrians and emergency vehicles. It is hoped that Police Community Support Officers will be on site throughout the day to assist with monitoring.
8.*	Damage to meadows from vehicles	Good weather conditions normally present for the May regatta, checks to be made by Site Manager in conjunction with Borough Council nominated staff before the event to review arrangements.	1	1	1	Clubs to be advised of parking and driving instructions by post and website before the event. Parking marshals to remind drivers upon entry to site and enforce conditions, including and advise of other sensible precautions such as marshalling trailers when detached from towing vehicles if grass is slippery/wet.
9.	Handling equipment.	<u>Event equipment</u> : check potential hazards; knowledge of safe lifting (officials).	2	2	4	Safety advisor and Regatta Secretary to consider any potential hazards from race equipment before event and advise as needed.
10.*	Capsize or sinking.	Consider procedures for rescue and recovery.	2	3	6	Instruct crew to remain with boat. Section UMPIRE to alert Safety Boat, Start to delay racing if necessary and Control to request emergency services as needed.
11.	Other river traffic	<u>Including Safety Boats</u> : consider amount and potentially unorthodox manoeuvres (eg: at the lock).	2	3	6	Safety Boats to be advised: Umpires to be responsible for any call-out. Safety Boats to have regard to effects of boat wash. Umpires to be alert for any traffic through the <u>lock</u> . Start Marshals similarly for traffic from upstream.

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12.*	Collision potential.	Consider procedures for Marshalling Areas; traffic between Boating Areas and Start and Finish.	2	3	6	Committee to arrange traffic plan. Marshals to ensure no practise starts in the marshalling area. Umpires to instruct crews when to stop, proceed or cross the river. Crews refusing to comply to be disqualified following warning.
13.*	Boating Facilities.	Trailer and vehicle traffic to and on boating sites.	2	1	2	Trailer Marshal to ensure that trailers are parked in an orderly fashion, throughways are kept clear and if possible, cars are parked away from the trailer area.
14.*	Injuries.	First Aid facilities on site; procedure for calling Emergency Services (sites of telephones).	3	2	6	Committee to arrange First Aid cover with Ambulance Response Services Ltd. Safety Plan to be circulated to all clubs and officials before the event to advise of positions of First Aid facilities and public telephones. Officials to be in radio contact with first aiders either directly (race umpires) or via control (others).
15.*	Defective equipment checking.	Procedures and responsibility for checking especially bow-balls, heel restraints, buoyancy compartments, security of fittings, lifejackets (do wearers know how to use them?).	3	1	3	Control commission Umpires to be allocated to check compliance. All Umpires and Marshals to be required to observe for any infringements and report such to Control.
16.	Potential dangerous situations in and around boating areas.	Include boats on trestles, solvents, trailing leads and other trip hazards, passers-by (pedestrians & cyclists).	4	2	8	Check beforehand by Safety advisor and others ; remove or sign. Periodic checks during event. General awareness of good housekeeping.
17.	Fire risk from barbecue activity.	Liquid Petroleum Gas cooker operated by Friends of Bedford School (FoBS). The ventilated environment of the refreshment tent is such that build-up of flammable gasses is highly unlikely.	1	3	3	FoBS nominated supervisor and Safety advisor to ensure that Inflammables are stored in suitable containers in ventilated areas away from sources of ignition; fire extinguishers and means of calling fire service are available. Users to be briefed in location of cut-off valves, extinguishers etc. Replacement cylinders to be stored off-site and transported to the enclosure as and when required through the day.
18.	Regatta Enclosure layout.	Potential hazards from equipment, wiring, structures, vehicles accessing site.	1	3	3	Site Manager to consider layout in conjunction with Safety advisor to avoid, protect or mark hazardous areas and to monitor for occurrence during event. Parking wardens to ensure that only essential service and delivery vehicles access Mill Meadows throughout the day. Access for service and emergency vehicles to be adequate and maintained clear.

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19.	Regatta Enclosure during the event.	Any occurrence during the event which may lead to a potential hazard.	2	2	4	<p>Committee to arrange adequate staffing briefed to control access, observe crowd behaviour and be alert for any potential hazards that may arise.</p> <p>Committee to arrange a procedure for evacuation in an emergency.</p> <p>Safety advisor to ensure means of communication with emergency services.</p>
20.	Rubbish accumulation on site	Regatta enclosure and boating areas	3	1	3	<p>Committee to arrange for DSD to deliver and collect additional wheelie-bins for enclosure and boating areas for the day. Site litter pick after the event. Safety boat to perform a final sweep of the river at Longholme after racing to ensure no litter trapped in the river. A skip is provided for all rubbish to be deposited.</p>
21.	Erection and removal of enclosure structures.	Risks as on any construction site.	2	2	4	<p>Site Manager to liaise with constructor to ensure that an adequate scheme of work has been prepared and is employed. Method statements to be checked before work commenced. Site Manager to check compliance during construction and recovery works. All construction work to be reviewed and signed off by Site Manager prior to public admission.</p> <p>All construction vehicles to adhere to a maximum speed limit of 5 mph and use hazard warning lights when travelling between Duckmill Bridge and the Enclosure.</p>
22.	Trailer and towing vehicles access to Longholme	Potential hazard from vehicle/trailer in public area	2	2	3	<p>Parking Marshals to ensure that all vehicles entering the vicinity of Longholme adhere to a maximum speed of 5 mph and use hazard warning lights when travelling between the white bridge and the parking space. Marshals to ensure that trailers are parked in a manner that doesn't cause any overhang onto the public thoroughfare. Likewise boats should be erected and stored so that they don't overhang the public thoroughfare. Periodic inspections by Regatta Officials to take place to ensure that boats and trailers are correctly positioned.</p>

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23.	Vechile access to Mill Meadows	Potential hazard of vehicles parking in Mill Meadows.	1	1	1	Competitors and spectators to be asked via the regatta literature to drive carefully in Mill Meadows and to park sensibly.

CONSIDER WHO MAY BE AT RISK – INCLUDING THIRD PARTIES.

CONSIDER SAFETY AIDS AVAILABLE.

Throwing lines.

Accompanying safety boats.*

Location of First Aid kits.*

Locations of telephones for emergency services.*

* To be included in instructions to crews and to officials.

AMBIENT TEMPERATURE (To be drawn to crews' attention).

Take into account wind strength (wind chill).

Less than/equals 10° C. and wet/windy	Ensure adequate clothing. Ensure coxes have waterproof clothing. Watch for hypothermia.
10° C – 18° C.	Ensure adequate clothing.
Above 22° C.	Ensure competitors have access to adequate drinking <u>water</u> and minimise overheating.

Based on British Rowing guidelines.