

APPENDIX 5
Risk Assessment for Burton Head, 6th October 2019 (Ver.4.0)

Risk Estimator - Row Safe Guide Modification of British standard 8800 2004

	SEVERITY OF HARM		
LIKELIHOOD OF HARM	Slight harm	Moderate Harm	Extreme Harm
Very unlikely	Very low Risk	Low Risk	Low Risk
Unlikely	Low Risk	Medium Risk	Medium Risk
Likely	Medium Risk	Medium Risk	High Risk
Very likely	Medium Risk	High Risk	Very High Risk

Risks and Actions

CATEGORY OF RISK	ACCEPTABILITY	ACTION AND TIMESCALE
Very Low Risk	Acceptable	No further measures should be taken other than to ensure that the controls are maintained.
Low Risk	Risks should be reduced so that they are acceptable if reasonably practical to do so	No additional controls are required unless these can be implemented easily (in terms of time, money and effort). Actions which will further reduce these risks are given low priority. Ensure that all controls are maintained.
Medium Risk	Risks should be reduced so that they are acceptable if reasonably practical to do so	It should be considered whether the risks can be lowered to an acceptable level. However the costs and additional risk of reduction measures should be taken in to account. The risk reduction measures should be implemented within a defined time period. Ensure that all controls are maintained, particularly if the risk levels are associated with harmful consequences
High Risk	Risks should be reduced so that they are acceptable if reasonably practical to do so	Substantial efforts should be made to reduce the risk. Risk reduction measures should be put in place immediately within a defined time period and it may be necessary to consider suspending or restricting the activity until this has been completed. Considerable resources may have to be allocated to any additional control measures. Ensure that all controls are maintained, particularly if the risk levels are associated with very harmful or extremely harmful consequences.
Very High Risk	Unacceptable	These risks are unacceptable. Substantial improvements to risk control are necessary in order to reduce the risk to a tolerable or acceptable level. The activity should be suspended until risk controls are implemented that will reduce the risk to an acceptable level. If this is not possible then the activity should remain prohibited.

Note: Where the risk is associated with extremely harmful consequences further assessment is necessary to increase confidence in the actual likelihood of harm.

POTENTIAL HAZARD	PERSONS AT RISK	PROBABILITY VU/U/L/VL	SEVERITY S / M / E	RISK LEVEL	PLANNED ACTION TO CONTROL HAZARD TO AN ACCEPTABLE LEVEL
PRE HEAD DATE					
Potential conflict with other river users, lack of emergency cover	All	Very unlikely	Extreme Harm	Low Risk	All River and Local Authorities, Emergency Services and local Clubs (Canoe, Angling, Speed Boat, Sea Cadets) that use the River Trent in the area of the Head course, informed of the event. Third Party on site First Aid services secured for the event.
Failure of PA and/or radio communications	All	Unlikely	Moderate harm	Medium Risk	Systems to be tested the week prior to the event and on the day prior to racing. All officials' mobile phone details recorded and issued as a back up for use in the event of communication failure.
Stationary objects on the course and/or near banks. Weed growth restricting boats and launches	Launch Personnel,	Unlikely	Moderate harm	Medium Risk	Fallen trees and overhanging branches removed where necessary and floating debris cleared - Volunteers will clear course where necessary in week prior to event.
	Competitors	Unlikely	Moderate harm	Medium Risk	
Competitors, Coaches, Launch Personnel, Marshals - unaware of safety and circulation arrangements	Launch Personnel, Competitors	Unlikely	Slight harm	Low Risk	Safety and circulation documentation available on website prior to event. All visiting clubs e-mailed with all the relevant safety documentation. Printed documentation available on the day. Launch personnel and marshals attend safety briefing prior to commencement of the event.
WEATHER AND ENVIRONMENTAL CONDITIONS					
Difficult weather or water conditions leading up to event	Officials and Competitors	Unlikely	Moderate Harm	Medium Risk	Observation of local Weather Authority forecasts will be carried out during the week prior to the event. On the Saturday (or earlier if conditions dictate), prior to commencement of the event, a decision will be made to run or cancel the event. In the event of cancellation all Clubs and Officials will be informed by Saturday at the latest.
Sudden bad weather causing difficult and/or dangerous conditions	Officials & Competitors	Unlikely	Moderate Harm	Medium Risk	Once racing has started, the Event Safety Adviser and Race Committee Chair will be in control of decisions over safety of racing. If considered necessary, racing may be: Suspended until conditions improve; limited to specific classifications; or cancelled.
Severe storm, thunder and lightning	Officials & Competitors	Unlikely	Extreme Harm	Low Risk	Use the 30/30 rule to suspend or cancel as advised in Row Safe 2019.
Debris on landing stages and/or restricted access	Officials Competitors Spectators	Unlikely	Moderate Harm	Medium risk	Clean landing stages using appropriate equipment and ensure clear access onto stages.
Waterborne diseases	Officials Competitors	Unlikely	Moderate Harm	Medium Risk	Cover all broken skin with dressings and seek first aid. Clubs advised – coxes, novice winners or other competitors should not be thrown into water.

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SAFETY LAUNCH PREPARATION, EQUIPMENT AND PERSONNEL					
Low water level restricting depth of river	Officials Competitors	Very Unlikely	Moderate harm	Low Risk	Shallow areas to be marked on course map and buoyed if considered necessary and feasible.
Low temperatures, risk of hypothermia	Officials Competitors Volunteers	Unlikely	Moderate Harm	Medium Risk	It is the responsibility of competitors and officials to ensure they are adequately dressed and equipped for the prevailing weather conditions. Competitors must dress suitably for the weather conditions. It is the responsibility of the individual and their Club Officials to ensure they are adequately dressed for and protected from the prevailing weather conditions. Announcements of any advised precautions to take will be made.
High temperatures, risk of dehydration, sunstroke	Officials Competitors Volunteers	Very unlikely	Moderate harm	Low Risk	Event run in Autumn so unlikely to be an issue. However, temperatures to be monitored and if unseasonably high competitors and officials should be encouraged to cover up and drink water. Competitors must dress suitably for the weather conditions. It is the responsibility of the individual and their Club Officials to ensure they are adequately dressed for and protected from the prevailing weather conditions. Announcements of any advised precautions to take will be made.
Injury to persons lifting launch and attaching engine to backboard.	Officials Volunteers	Unlikely	Moderate harm	Medium Risk	Ensure sufficient personnel using the appropriate lifting technique to lift launch onto water. Minimum of two people to hold the launch with another to control the engine. Minimum of two people to pass the engine to the person in boat.
Unable to respond effectively to an incident due to insufficient or missing safety equipment	Officials Competitors	Unlikely	Moderate harm	Medium Risk	Launch personnel check that all relevant safety equipment is in place (Throwline, thermal blanket, spare lifejacket/PFD, kill cord, first aid kit, megaphone). Kill cord attached to launch driver at all times while on the water. All launches in radio contact with all other course officials and Race Control. All launch personnel must wear lifejackets and hi-vis jackets/vests.
Poor launch driving – Losing control of launch	Officials Competitors	Unlikely	Extreme Harm	Medium Risk	Launches to be driven by qualified drivers with good knowledge of the river and experience of rowing events. Use of all safety devices as outlined above.
Person falling out of a launch	Officials Volunteer	Unlikely	Moderate Harm	Medium Risk	All non-rowing personnel ‘on the water’ must wear life jackets (safety launches). All course officials issued with throw bags, thermal blankets and radios to alert all areas of course. Safety launches to be located on the course for quick response.
Launch engine failure and/or loss of steering control .	Officials Competitors	Unlikely	Extreme Harm	Medium Risk	All safety launches fully serviced prior to the event. In the event of a launch becoming incapacitated, the nearest launch will go to its assistance and either: tow it to its operating location; tow it back to the boathouses; take over its safety duties; or arrange for a bank official at its location, dependant on circumstances.

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TRANSPORTATION OF BOATS ONTO THE WATER					
Capsize during embarking from stages	Competitors	Unlikely	Moderate Harm	Medium Risk	Ensure all boats are held on stages by at least one person. Ensure oars are fitted correctly in place with gates locked before disembarkation. Stage marshals in place to assist.
Competitors in the water (at all stages)	Competitors	Unlikely	Moderate Harm	Medium Risk	Under British Rowing guidelines all competitors must be competent swimmers or wear a PFD. Coxswains must wear life jackets that confirm to EN standards, and carry CE mark of approval. Coxswains in a bow loader must wear manually operated life jackets. All course officials issued with throw bags, thermal blankets, and radios to alert all areas of course. Safety launches positioned strategically on the course.
PROCEEDING TO THE START/START AREA					
Potential aggravation of capsize or collision incident due to poorly maintained equipment	Officials Competitors	Unlikely	Moderate Harm	Medium Risk	All clubs must supply properly and regularly maintained equipment for their members, following British Rowing standards and the recommendations of Row Safe 2018. Random checks as well as visual checks will be carried out by Control Commission officials. Crews may be stopped from boating until the recommendations are met.
Officials and safety launches not in place	Competitors	Very Unlikely	Moderate Harm	Low Risk	All course officials and safety launches to report to Race Control stating that they are in position and that the course is clear and safe. Racing will not commence until all are in place.
Capsize proceeding to start area/at start area	Competitors	Unlikely	Moderate Harm	Medium Risk	Course monitored throughout length by bank umpires and safety launches. Safety launches positioned to effect recovery. All course officials in radio contact and issued with throw bags and thermal blankets.
Collisions between crews racing and crews proceeding to the start	Competitors	Very Unlikely	Moderate Harm	Low Risk	Racing will not commence until all crews are in the marshalling areas. Course monitored throughout its length by safety launches and bank based officials who ensure course clear.
Collisions with boats other than those taking part in the Regatta	Competitors & Public	Unlikely	Moderate Harm	Medium Risk	All officials & safety launches informed of other river traffic on course. Other river users have been informed prior to race day outlining the timetable of the day. Race control to be informed and if necessary racing suspended until unauthorised river activity stopped or moved to safe location.
Collisions between crews in the marshalling area above the start	Competitors	Unlikely	Moderate Harm	Medium Risk	Crews informed of the marshalling procedures. Start Marshals direct crews to their holding location. Safety launch nearest to start to monitor crew movement in marshalling area, returning to its downstream location prior to start of racing.

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RACING					
Incident causing blockage of racing course	Officials Competitors Public	Unlikely	Moderate Harm	Medium Risk	Course monitored throughout with radio communication to race control who can halt racing via the course officials and safety launches. Racing will be suspended until blockage cleared. Emergency procedure activated if necessary.
Incident through sudden difficult weather or water conditions	Officials Competitors Spectators	Very Unlikely	Moderate Harm	Low Risk	Weather and water condition assessed and either: restrict to specific classifications; suspend racing; or stop racing. Contact between Race Control and all areas of the course.
Collisions between racing crews	Competitors	Unlikely	Moderate Harm	Medium Risk	Crews under control of bank monitors and launch umpires. Safety launches in strategic locations. Crew instructions designate overtaking rules. Emergency procedure activated if necessary.
Capsize during the race	Officials Competitors	Unlikely	Moderate Harm	Medium Risk	Course monitored throughout length by launch umpires and bank monitors. Safety launches positioned to assist recovery. Emergency procedure activated if necessary. All course officials in radio contact and issued with throw bags and thermal blankets.
Collisions with stationary objects (e.g. bank, debris) trapping, damaging or injuring boats/crew	Competitors	Unlikely	Extreme Harm	Medium Risk	Crews warned of potentially hazardous areas Course monitored throughout length by launch umpires and bank monitors. Safety launches positioned to effect recovery. Emergency procedure activated if necessary. All course officials in radio contact. First Aid services alerted
RACE FINISH					
Capsize at the finish area	Officials Competitors	Unlikely	Moderate Harm	Medium Risk	Finish area monitored by finish officials. First aid services close by. Safety launches positioned to effect recovery. All course officials in radio contact and issued with throw bags and thermal blankets.
Collision between finishing crews.	Competitors	Unlikely	Moderate harm	Medium Risk	Crews monitored by finish officials and instructed to continue rowing beyond the finish line to avoid collisions with other, fast finishing, crews.
Collision between finishing crews and Ferrybridge pillars	Competitors	Unlikely	Moderate harm	Medium Risk	Finish officials to monitor finishing crews beyond the finish line and warn where necessary.

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RACE FINISH (Continued)					
Capsize during disembarkation at boat stages	Officials Competitors	Unlikely	Moderate Harm	Medium Risk	Ensure boat is held on boat stage by at least one person. Boat stage marshals available to assist. First Aid close by.
Collapse of athlete (e.g. asthma attack; hypothermia) or injury/illness	Competitors	Unlikely	Moderate	Medium	Call local medical help. Dr. Michael Wilcox, first aid services, in attendance near Finish area and qualified first aiders at the Boathouses. Phone numbers on notice board - 999 or Queens Hospital, Burton.
HYPOTHERMIA					
Hypothermia (non-immersion)	Competitors	Very Unlikely	Extreme Harm	Low Risk	Competitors and coaches responsible for ensuring suitable clothing is worn. Competitors considered at risk may be withdrawn from event. Look for early signs of hypothermia and seek first aid support. Event held in Autumn when extreme conditions unlikely but possible.
Hypothermia (immersion) e.g. Falling out of boat or launch.	Competitors Officials Volunteers	Unlikely	Extreme Harm	Medium Risk	Quick response by safety launch and bank officials (all in radio contact with throw bags and thermal exposure and/or warm blankets). Event held in Autumn when water temperatures can be cold.
TRAILER UNLOADING, LOADING, AND BOAT HANDLING					
Damage or injury resulting from collision with personnel unloading/loading boats and equipment.	Officials Competitors Public	Unlikely	Extreme Harm	Medium Risk	Dedicated teams of marshals in hi-vis jackets to assist with safe and quick unloading/loading of trailers on the road outside the club entrances. Stopping of traffic to allow boats to be carried across the road when necessary. Traffic cones to warn motorists of unloading trailers. Safety procedure outlined in Event Road Safety Plan.
Blocking of public paths and trailer park access.	Officials Competitors Spectators Public	Unlikely	Slight Harm	Low Risk	Trailers parked in designated trailer areas only as indicated on pre-race instructions. Marshals to monitor and keep access ways and paths clear.
MOTOR LAUNCH RETURN					
Injury to persons removing engine from backboard and lifting launch into Boathouse.	Officials	Unlikely	Moderate harm	Medium Risk	Remove petrol tank from launch and place in a secure petrol store. Remove Engine from launch securing in boathouse and lift boat from water ensuring sufficient number of people to carry out these operations safely. Employ Kinetic Technique when lifting. Report and record any damages and defects.

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SITE HAZARDS, WELFARE, ANTI-SOCIAL ISSUES					
Anti-social behaviour from local or other people	Officials Competitors Public	Unlikely	Moderate harm	Medium Risk	Race Control to be notified, who will immediately call the Police and, dependant on the circumstances, consider whether necessary to suspend or cancel racing.
Abuse or bullying of children or vulnerable adults	Competitors Public Spectators	Very unlikely	Moderate harm	Low risk	Visiting clubs responsible for welfare of children in their care. All marshals and volunteers briefed on need to be vigilant and report any incidents or concerns to Race Control who will ensure they are taken seriously and investigated by the Event Welfare Officer.
Slip or trip incident	Officials Competitors Spectators Public	Unlikely	Slight Harm	Low risk	Any protrusions or trip hazards in high traffic areas should be marked for increased visibility. Marshals to warn crews of slippery or muddy areas to be avoided in wet conditions

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2019 review carried out by Richard Gipson. Minor amendments made to text and layout.

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