

Tyne Rowing Club

Risk Assessment for Ponteland Junior Head Race on the River Tyne

Location: Tyne Rowing Club, The Boathouse, Water Row, Newburn, Newcastle upon Tyne NE15 8NL

Revised 04 March 2012

	Potential source of risk	Risk Identified	Who/what at risk	Seriousness	Probability	Acceptable risk ?	Action to address risk
				Extreme, High, Moderate or Slight	Very likely, likely, unlikely, very unlikely	<div> Very low or low risk - no action needed. Medium risk - reduce if practicable. High/very high risk - needs action to reduce. </div>	
1	Prior to race day						
1.1	Outdoor weather and river conditions	Unsuitable / deteriorating weather	All participants and spectators especially Competitors, marshals, launch crews	High	Likely	High - no	Regularly check weather forecasts especially wind speeds over 15mph and gusts over 20mph wind direction and inspect water conditions.
1.2		Bad weather forecast (high winds, storms, snow, ice)	All incl trailer drivers and trailers/boats	Medium	Moderately likely in winter less likely in spring	High - no	Cancel event the day before if severe weather is forecast, so crews and trailers do not travel abortively.
1.3	Entries	Too few entries	Tyne RC	Slight	Very unlikely	Low - yes	Agree a minimum entry in advance. Cancel the event a week before if necessary.

1.4		Too many entries, particularly inexperienced and crews/coxes under 15.	Tyne RC, competitors	Moderate	Unlikely	Medium	Agree maximum entry per category in advance. Ensure sufficient assistance available to boat. Include warnings about competence in race information. Marshals to refuse to let incompetent crews/or coxes boat if they consider they will be a danger to themselves or others.
1.5	River conditions	Unsuitable river/current/tidal conditions	Competitors	High	Unlikely	Medium - no	Check tide tables before event. Check wind direction and recent rainfall levels. Inspect water conditions regularly.
1.6		Excessive amounts of debris in river, of a size likely to damage boats	Boats, blades	High	Very unlikely	Medium - no	Monitor river conditions along the entire course and marshalling area at least every two days during the fortnight before the event. Request removal of hazardous stranded debris by Port of Tyne at least 10 days before the event. Use launches to remove smaller items in the days leading up to the race. issue warnings to crews on race day if necessary.
1.7	Clubhouse and facilities	Clubhouse facilities or steps not fit for use	All participants and spectators	High to extreme	Unlikely	Medium-no	Maintain in good state of repair, secure and clean, kitchen and toilets, heating and lighting in working order in advance of event. Steps cleared of debris, mud, ice and snow and other hazardous materials as far as possible. Junior crews to use new steps.
1.8	Organisation	Too few volunteers to help on the day	Competitors, marshals, Tyne RC	Moderate	Likely	High - no	Ensure sufficient assistance is signed up and confirmed at least 2 days in advance, with a co-ordinator and clear instructions to follow.

1.9		Inadequate organisation & planning	Club, competitors, race officials	Moderate	Unlikely	High - no	Establish a race organisation committee with a designated manager to plan and deliver the event, starting at least 2 months in advance with competent individuals and strict performance monitoring to ensure all tasks are carried out. Check and follow all relevant BR and local guidance.
2	On land pre race						
2.1	Portaloos	Blocked and/or insufficient for numbers attending	All participants	Slight to Moderate	Unlikely	Medium - no	Ensure sufficient provision, in place and check in working order the day before event and order from reputable supplier.
2.2	Club House, including entrances, stairs and storage areas, boat houses.	Bumps/slips/falls/trips	All participants	Slight	Likely	Medium - no	First aid kit available. St John Ambulance in attendance. Tidy up premises in advance. Warning signs if necessary
2.3	Club grounds & car park, trailer parking area, boat trailers and boats	Bumps/slips/falls/trips	Ditto plus members	Ditto	Ditto	Ditto	Display warning notices, directions to safe paths for Hadrian's Way users. Warnings if very slippery. Use salt/grit if necessary. Marshals to instruct crews to keep Public Right of Way clear of trailers and boats and blades etc. Equipment and blades to be stored in safe locations clear of steps and access ways.

2.4	Slow/inexperienced or very young/physically small crews on steps	Bumps/slips/falls/trips/musculo-skeletal injuries	Competitors, race timetabling, Tyne RC				Marshals to direct prompt boating and turn back crews if necessary. Set boating times with agreed tolerance and time penalties. No crews to boat beyond stated tolerances or after race start time. All crews to wear boots or other suitable footwear and adjust feet on the water. Warnings/instructions to be included in race information. Advice to coaches that crews must be capable of rowing/sculling at least 6 kilometres and able to cope with 1 hour or more on the water in early spring conditions. Ensure crews have sufficient help to lift and carry boats.
2.5	Boating steps	bumps/slips/falls/trips	Competitors, helpers, marshalls	Ditto	Low		Sufficient marshals present to assist at boating times. Marshals to be briefed before event. Steps to be kept clear of blades and other items. No boating until safety launches in position.
2.6	Newcastle University steps and grounds	Ditto	Ditto	Moderate; high at low tide.	Low		Ditto and marshals to caution extreme care on slippery steps
2.7	Tyne United steps and grounds	Ditto plus becoming stuck in deep soft mud, loss of footwear, infections from contamination with mud.	Ditto	Slight	Likely		Ditto including advice on keeping clear of known areas of very soft mud.
2.8	Unsafe boats	Drowning, capsize, collision, loss of blades, loss damage to boat or boat parts	Competitors	Slight to moderate	Likely	Medium - no	Race official to check basic boat safety (bowball, shoe restraints, etc). Unsafe boats and/or crews with inadequate clothing/footwear not to be allowed to boat unless made safe.

2.9	Unaccompanied and inexperienced juniors	Collisions and other mishaps if permitted in boats. Race management delays/difficulties, harm to participants . Inability to carry out allotted task because having to ensure care of junior.	Competitors, Tyne RC, race officials, Tyne members, juniors	Moderate; high at low tide.	Likely	High - no	Parental guidance to be issued in advance. Coaches to ensure all participants are capable of rowing and/or sculling at least 6 kilometres in early spring conditions, able to cope with possible 90 minutes or more on the water. Normal training sessions to be clearly cancelled by written notices in club and verbal / email / text warnings. Unaccompanied juniors to be referred to Club Welfare officer to be escorted from the premises to a place of safety.
2.10	Kitchen	Slips, falls, burns, scalds, contamination of foods, fire, gas escape. Theft/loss of takings.	Kitchen users including juniors	Moderate	Very likely	Very high - no	Kitchen helpers to be co-ordinated and briefed on tasks and hygiene prior to event. No more than 6 people in kitchen. Race participants not allowed access to kitchen. Water etc for bottles to be available outside the kitchen. Secure locations for cash trays and for large notes. No under 14s to help or have access to the kitchen. Check electric appliances, fire extinguishers and fire blanket before start of event.
2.11	Newburn Bridge and Road	Accident with vehicle/cycle. Obstruction of traffic flow.	spectators, members of the public, motorists	Low to Medium	Low		Marshall present on bridge during races. Race warning signs. Police notified in advance

2.12	Launches and other craft	Going adrift. Capsize. Engine failure, damage to steps, muscular injury, failure to safeguard competing crews.	Launch crews, boats	Ditto	Ditto		Tie up launches securely especially on rising tide. Check equipment before event. Ensure sufficient numbers and types of launches to provide adequate levels of rescue and safety on race day, including professional water rescue services as necessary. Ensure sufficient assistance to carry launches without dragging over steps. Ensure proper outboard and fuel handling and storage during event. Select suitably qualified launch crews with rescue training and full briefing on their role during the event. Ensure all communications devices are in full working order and crews trained in their use.
3	On land during race						
3.1	<i>All same as pre-race except less people are located at the club so risk is less</i>						
3.2	Premises	Theft/vandalism	All participants, vehicles, belongings	Slight	Unlikely		Ensure working communication with race officials and emergency services and support services. Ensure vigilance during the event.
4	On land after race						
	<i>Same as above with following additions:</i>						
4.1	Effects of racing/attending the race	Tiredness	Competitors	Slight	Weather dependant	Medium	Indoor seating with warm food and drinks

4.2	Ditto	Coldness/hypothermia	Competitors & marshalls. Launch crews/spectators	Slight	Medium according to outdoor temperatures	Low	Ensure crews and other participants have warm clothing. Include warnings in race instructions. Clubhouse to be kept warm. Warm showers, warm food and drinks, spare clothing available. Keep waiting times before and after race to a minimum, especially for junior crews. Adjust start times as necessary well before event.
4.3	Ditto	Race injury	Competitors	Medium	Likely	Low	Ditto plus first aid kit, stretcher, fleece and space blankets available. First aid (St John Ambulance or other) personnel to hand if needed. Call emergency services if serious.
4.4	Overcrowding in clubhouse	Slips, falls, burns, scalds	All participants within club house	Medium	Likely	Low	Ditto
4.5	Race impacts	Damage to boats	Boats	Slight to moderate	Likely	Medium	Ensure assistance to place damaged craft on trailers or safe location.
5	On water before race						
5.1	Crews adjusting clothing and feet etc	Collisions with other craft, bridges, banks, obstacles. Damage to boats, blades, crews.	Competitors	Medium to high, depending on water conditions			Ensure vigilant marshalling and sufficient launches. Provide good crew instructions and guidance.
5.2	Crews warming up		Boats and equipment				Keep waiting time to a minimum and indicate warm-up area on river plan.
5.3	Boats drifting						Ensure vigilant marshalling and sufficient launches.
5.4	Inexperienced crews and coxes	See above.	Ditto plus delays to race start.	Moderate	Likely	High	Marshalls to give clear instructions, direct to crew if necessary.

5.5	Late/slow boating	See above.					Set limits, publicise these in advance and send back and or disqualify crews who fail to meet requirements.
6	On river between boathouse and race start area						
6.1	Waiting at start	Capsize, swamping of boat	Competitors	Moderate to extreme	Unlikely but weather dependent (see above) unless conditions change after boating	Medium	Rescue and marshalling launches and professional water rescue services deployed and in position well before start of boating. Regular checks on weather and water conditions. Launch crews to report back to race control. Launches to have emergency kit: throw lines, first aid, space blankets, life jackets in launch safety bag.
6.2		Chill/hypothermia	Competitors, launch crews, race officials	Moderate to high	Likely	Medium to high	Check on departure that crews and participants have adequate clothing for winter conditions, marshals to instruct tops off for crews as late as possible. Coxes to keep crew members moving in turn to keep warm. Consider revision to usual boating order so the slowest and most vulnerable crews are not inactive on the water for the longest period.
6.3	Deterioration in weather/tidal flow/current	Ditto plus panic	Competitors, other participants	Moderate to high	Likely	Medium to high	Instructions issued to marshals from the Chief Marshal. Marshals to sound horns and wave red flags. Marshals to instruct crews on the water to postpone starts and or abandon the race. Have an emergency action plan ready for marshalls/officials/launch crews in event of abandonment or postponement
6.4	Boat not watertight	swamping/sinking	Competitors	Moderate	Unlikely		See above re safety checks. Rescue launch available.

6.5	Jetskiers/other motor craft, including rescue/race launches	Wash causing swamping. Collisions	Competitors , boats, blades	Low	Low	Low - yes	Pre race instructions to notify of this. Launches to control wash and deflected wash except in more extreme emergency.
6.6	Cold weather	Chill/hypothermia	Competitors	Moderate	Very likely		See above. Race instructions to insist competitors dress for the wintry conditions.
6.7	Collisions and other incidents	Injury to competitor or race official	Competitors	Low	Low		Professional and voluntary rescue launches and club launches deployed. Ensure launch crews have appropriate rescue training and appropriate levels of CRB clearance for working with under 18s. Phone for an ambulance if serious or return person to clubhouse to be attended by St John's Ambulance personnel.
6.8		Illness of competitor or race official	Ditto	Low	Low		Ditto
6.9		Collision with another boat or obstruction in the river	Competitors	Moderate	Unlikely		Ditto. Coxes/steers to be made aware of hazards in pre-race information and briefing, also local navigation rules. Launches to check for river debris and warn race control if necessary, remove debris if possible.
6.10		Breakdown of launch	Launch crew, other participants, delay to race timetable	Moderate	Low to medium		Ensure that all launches, fuel and engines are checked before event day to ensure they work/are sufficient. Provide for back-up launch /engine.
7	On water during race						
	<i>Same as above with following additions:</i>						
7.1	Mud/shingle banks						Pre-race briefings and include in race information. Launches and marshalls positioned at appropriate locations and to warn crews.

7.2	Obstacles in/near edges of river						Ditto
7.3	Boats in trouble (swamping or capsize etc)	Collision between racing crews, through bad overtaking, bad steering, not allowing opponent sufficient water etc	Competitors				Pre race instructions issued to crews. Rescue launches at regular points on course. Establish effective communication between marshals/launches/race control. Call emergency services if large numbers of competitors involved, serious injuries, very cold conditions, far from boathouse.
7.4	Failure of radio/telephone communications		All participants				Check equipment before hand. Train launch crews and marshals. Have spares and mobile phones, preset with necessary numbers. issue instructions where possible
7.5	Other collisions, causing obstruction forcing crews to halt.	Bad coxing	Competitors, boats				Launches available. Race instructions and coxing/steering guidance..
7.6		Stopping on finish line	Competitors, boats	Moderate	Unlikely	Medium - no	Launch at finish to push crews through and well beyond the finish line. Clear race instructions.
7.7		Turning/crossing path of racing craft	Competitors, boats	High	Likely	High - no	Sufficient launches and marshals to prevent unauthorised movement and crossings. Instructions about crossing points in race information and briefings.
8	On water after race						
8.1	Crossing path of crews still racing to reach Newcastle & TURC steps (if applicable)	As above					Clear instructions on circulation landing and boating

8.2	Queue for landing at steps	Chill/hypothermia, tiredness, lack of concentration	Competitors, boats	Moderate	Likely	High - no	Launch and marshals on the bank to monitor and instruct progress. Advise crews to put on warm clothes and feet out of shoes in readiness.
9	After the event						
9.1	Litter	Full bin bags, litter blowing, health hazard if left.	Public, members, visiting crews, pets, wildlife.	Low	Unlikely	Low - yes	Have a task group to clear up during and after the event.
9.2	Kitchen	Dirty equipment and cooking facilities, dish cloths/towels, leftover food,	Members	Low	Unlikely	Low - yes	kitchen users to leave premises in clean condition. Sufficient helpers in kitchen, all with food hygiene training prior to event.
9.3	Clubhouse	Dirty conditions, fire risk, toilets blocked/fouled	Members,	Moderate	Likely	Medium - no	Check facilities during the event. Organise cleaning etc as necessary. Have task force to clear up after event
9.4		Minors in or using the bar	Club	Moderate	Likely	Medium - no	No under 18s to serve alcohol behind the bar and an adult must be present to supervise sales of hot and cold soft drinks. Members to be vigilant and parents to supervise juniors.
9.5	Car park	Overcrowding, theft/vandalism, bumps, scrapes	Members, visitors, cars	Slight	Likely	Medium - no	race information to advise on parking locations. Members only in club car park. No car parking on grassed areas.
9.6	Trailer parking	Mud, rutted surface, trailers bogged down.	Visiting crews, boats	Moderate	Likely	Medium - no	Have helpers to push trailers. Grit/gravel to use if necessary
9.7	Boat loading	Slips, trips, bumps scrapes, poorly secured boats.	People, passers by, boats, blades	Slight	Unlikely	Low - yes	Ensure no blades, clothes or other equipment left on steps, grounds. Warnings to public path users. Ensure racing ends well before darkness.

9.8	Launches and engines	Left on steps, going adrift. trespass by members of public, theft, dropping engines, fuel/oil leaks, water in engine.	Boats, engines, equipment	Slight	Unlikely	Low - yes	Ensure all launches and engines not left unattended and safely put away after use. Engines to be correctly handled and stored after use.
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