

# BEDFORD ROWING CLUB

## RISK ASSESSMENT CHECKLIST - HEAD RACES

Before the event the Events Committee and during the event the marshals and monitors must assess the following potential hazards, both separately and in combination. Based on the assessment taking into account the conditions at the time the appropriate action should be taken.

PRIOR TO HEAD EVENT				
SERIAL	TYPE	HAZARD	CONSIDERATION	ACTION
1	Course	Projections	Trees or council work such as scaffolding or moored work boat which will affect the normal navigation of the river. Stretches of particular interest: start and finish marshalling areas, Goose Island and The Suspension Bridge.	<b>Events Safety Adviser</b> to check the course prior to the event. <b>Events Committee</b> to arrange clearance where able. If unable to clear when to provide visual means of warning to crews by either buoyage, notification in events pack or hazard signage.
2	Course	Sluice	The new hydroelectric power station immediately upstream of the Schools Boathouse	The sluice is guarded by a permanent chain of buoys. <b>Events Safety Adviser</b> to check these are in place prior to event, and liaise with Bedford Borough Council if necessary.
3	Natural	Floating Debris	Floating debris masses.	Should be cleared from course prior to event. (see Serial 1)
4	Natural	Flood	Separately or combined each will affect the capability of crews to boat, the ability to safely marshal a large number of boats in a small area at the start and finish and effective steering the course.	See Hazard assessment sheet.  In addition, possibly shorten the course at the finish.
5	Natural	Fast Stream	Separately or combined each will affect the capability of crews to boat, the ability to safely marshal a large number of boats in a small area at the start and finish and effective steering the course.	See Hazard assessment sheet.  In addition, possibly shorten the course at the finish.
6	Natural	Weir	Racing crews steering too close to the Weir that there is a risk that they get into difficulties.	<b>Events Committee</b> to arrange buoying off of the approach to the area.
7	Equipment	Safety Boat	Boat and engine to be checked.	<b>Launch Driver:</b> To check that boats are in good

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				order generally. Engines are fit for purpose. Boat first aid kits and safety lines are present and correct and present.
8	Natural	Extreme Low Temperature / Ice	Should the weather deteriorate suddenly after the event draw and conditions on the river become such that significant ice forms in the river or the Met Office have an Amber weather warning in place for the time of the event.	<b>Events Committee</b> to consider cancellation of event. If cold weather forecast, but no ice <b>Events Committee</b> to review volunteer rota, and minimise time outside for those without shelter <b>Events Committee</b> to review draw for competitors racing in back to back divisions and recommend to coaches that this be minimised
9	Equipment	Safety Boat Equipment	First Aid Kit and towing lines.	<b>Launch Driver:</b> Boat first aid kits and safety lines are present and correct and have sufficient thermal blankets for the type of event to take place.
10	Equipment	Event Lifejackets	Life vests that are to be used by safety boat crews to be fit for purpose.	<b>Events Safety Adviser:</b> To check webbing and environmental cover for wear.
11	Crews	Entry Numbers	Consider numbers, age and likely capability of the crews entered.	<b>Events Committee</b> to consider start order and possible refusal for the entry with regard to Hazard assessment sheet prior to the event.
12	Crews	Access from the bank when aid is required	Places where access to crews is restricted through natural or manmade features; Double Bridges, Hitchin Bridge (centre arch), from Prebend to Town Bridge (width of river and built up banks), Monkey Island (no access), Weirs (access only once crews past hazard).	<b>All Race Officials / Safety Boat Crews and Competitors</b> are made aware of the potential extra difficulties in the event of a capsize in these sections of the river. To reduce the risk Monitors are placed at intervals whereby the whole course is visible at any time. Radios are carried. The Safety Boat would be called to expedite aid to the crew in difficulties.

DURING EVENT				
SERIAL	TYPE	HAZARD	CONSIDERATION	ACTION
13	Natural	Floating Debris	Large logs and clumps of reed can dislodge and become a hazard during the racing.	<b>Monitors/Marshals:</b> To clear a good visual lookout for floating obstructions and call for the safety boat to remove them when required throughout the day. If necessary racing must be delayed until the obstruction is clear of the course.
14	Natural	Flood	Separately or combined each will affect the capability of crews to boat, the ability to safely	See Hazard assessment sheet.

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			marshal a large of number of boats in a small area at the start and finish and effective steering the course.	In addition, possibly shorten the course at the finish.
15	Natural	Fast Stream	Separately or combined each will affect the capability of crews to boat, the ability to safely marshal a large of number of boats in a small area at the start and finish and effective steering the course.	See Hazard assessment sheet.  In addition, possibly shorten the course at the finish.
16	Natural	Extreme Cold Weather	Should the weather deteriorate suddenly during the day, consider that boated crews and many race officials do not have access to cover should extreme cold weather such as hail.	<b>Events Committee</b> to consider cancellation or delaying of the event until conditions improve, there is a far higher risk of hypothermia.
17	Natural	Visibility.	Reduction of visibility through whatever means whereby it is considered unsafe for the numbers of boats involved in the Event to boat.	<b>Events Committee</b> to consider delaying the event to allow fog/mist to clear sufficiently that all race officials and crews can see enough of the course that boats/officials are able to avoid collision. In the unlikely event that the fog does not lift, the Committee should consider cancellation.
18	Natural	Floating Debris.	Arrangements for clearance or marking.	<b>All Officials/Control</b> to liaise with <b>Safety Boats</b> concerning clearance. Racing to be stopped or delayed if the hazard is deemed to be dangerous.
19	Natural	Lightning & Thunder.	Consider unsafe locations for competitors & spectators during lightning.	<b>Events Committee</b> to consider delaying/stopping racing whilst the storm passes. Encourage people to move to a safer location and not to boat.
20	Crews	Entry Numbers	Consider numbers, age and capability of the crews entered.	<b>Monitors/Marshals:</b> To report any crew to Race Control which in their opinion is unfit to start because of technique or bad steering. Where appropriate consider changing the start order when one crew is clearly faster than another.
21	Crews	Boat / Equipment	The state of the boat being used to race. Essential on all boats are bow-balls, heel restraints and buoyancy compartments.	<b>All Monitors / Marshals:</b> To observe crews when boating, carrying out stop checks on the boats. Any boat found in breach of the BR Safety Code and Rules will not be allowed to boat / race.
22	Crews	Coxes	Ensure that coxes are familiar with the correct operation of their lifejacket or buoyancy aid.	<b>Marshals:</b> Those in boating areas to spot check coxes for the state of lifejackets. No cox wears an automatic inflation lifejacket in a front-loader.

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				<b>All Monitors/Marshals:</b> Any crew infringing the rules will be stopped and turned back to the boating area.
23	Crews	Collision	With the large number of boats on the water at any one time there is a high risk that a collision between crews particularly within the start and finish marshalling areas and at choke points along the river such as bridges.	<b>Monitors/Marshals</b> to enforce the Event Navigation Rules. Boats turning 'illegally' according to the Event rules will initially be warned and then should they fail to comply with further instructions, be disqualified. <b>Monitors/Marshals:</b> Where racing crews show a disregard for the safety of other should intervene.
24	Crews	Capsize or sinking.	Consider procedures for rescue and recovery.	<b>Monitor/Marshal:</b> Instruct crew to remain with boat. Call for the Safety Boat/s. Stop racing if necessary. The crew/s and boat/s should be removed from the water as soon as possible, to a warm and secure place. Inform Race Control if/when racing can re-start..
25	Crews	Boating Facilities.	Trailer and vehicle traffic to and on boating sites.	<b>Parking/Trailer Marshals</b> 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. To also assist in parking where necessary. These marshals shall also monitor/deal with litter, as they will be within the competitor hotspots.
26	General	Safety Boat	When undertaking normal manoeuvres consider amount of wash.	<b>Safety Boats</b> to have regard to effects of boat wash as they go about their duty. <b>First Safety Boat:</b> Remains at Hitchin Bridge(inside arch) after observing crews past Star <u>10 minutes</u> before Division start time. <b>Second Safety Boat</b> to be positioned at Town Bridge, so able to see approx 1300 metres of course and follow crews down last 1000 meters of course if needed.
27	All	Tow Path Cycling	When cycling on the tow path beware of low bridges.	<b>Cyclists</b> are recommended to dismount for Hitchin Bridge due to its LIMITED height and restricted visibility. Also to be wary when riding in other areas where the general public have access, wear the necessary hi visibility/safety equipment.
28	All	Other river traffic	Motor boats and canoeists and other craft not associated with the event.	<b>Monitors:</b> To radio Control of any traffic through the lock. <b>Start Marshals</b> similarly for traffic

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				approaching from upstream.
29	All	Injuries.	First Aid facilities on site; procedure for calling Emergency Services (sites of telephones).	<b>Event Literature:</b> Positions of public phones, emergency numbers, First Aid stations are clearly marked on event literature. Also place posters in the necessary areas on events day. If in doubt alert Control by the quickest means possible, calling BRC or by radio, held by Marshals and Monitors.
30	All	Boating areas.	Potential dangerous situations caused by boats on trestles, paints, solvents, trailing leads and other trip hazards, passers-by & cyclists.	<b>Event Safety Adviser / All:</b> Through periodic checking ensure that boats/trestles/blades etc do not block in any way public access and right of way. General awareness of good housekeeping and other people when carrying equipment around the boating areas..
31	Crews	Boating Facilities.	Trailer and vehicle traffic to and on boating sites.	<b>Marshal on the White Bridge:</b> control vehicular access
32	Crews	Trailer parking on The Embankment	Potential dangerous situations caused during boats being unloaded/loaded on the road side	<b>Event Literature / Event Marshals:</b> Remind competitors that The Embankment is not closed and that care should be taken.

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## **Covid 19 Precautions:**

To reduce the transmission of Covid 19, the Bedford Rowing Club Events Committee shall monitor the situation closely, and abide by all HM Government guidelines/restrictions. We shall also maintain close communication with British Rowing as our governing sporting body.

Ablutions shall be provided by way of individual, portaloos, with hand sanitiser stations positioned at the entrance of each individual unit. We do not provide showering facilities to visiting clubs, unless of a capsized (BR guidelines).

We also have 2 mobile first aid units provided by us.

This event is held outside in the open air, and as such, we shall maintain plenty of spacing when the boats are on the river in all areas.

Any club member coming to our event, regardless of role, would be advised not to attend, if they exhibit any Covid 19 symptoms.

## **Further Welfare Considerations:**

Parking is amply supplied through the town car parks, and via Aspects Leisure Park. A parking suspension has been granted by Bedford Borough Council, from Newnham Avenue to Rothsay Avenue, the parking suspension has been clearly marked.

Catering facilities are available through Bedford town centre/Aspects Leisure Park. These include options for most dietary requirements. Supermarkets are also available during their Sunday trading hours.

## **Outside Contractors:**

Outside contractors, which are mainly the audio and ablution suppliers, will be met/supervised by a member of the organising committee, when setting up and taking down of their obligations. Reference will be made to the speed limit (5mph) of their vehicles and of course the grassed areas, as to not damage any property.

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## ASSESSING RISK.

Before and during each event the Events Committee must determine the likelihood, severity and risk rating of the experience of the crews, boat type and for the following activities, consider the following risk factors. Based on British Rowing guidelines, the degree of risk 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.

### AMBIENT TEMPERATURE.

Responsibility of ALL – competitors and the Events Committee should take into account the local weather and temperatures conditions throughout the racing programme. Chill factor caused by a wind;

TEMPERATURE	CONSIDERATION
≤3° C	Consider cancellation of event.
3° C ≤10° C and wet/windy	Ensure adequate clothing. Ensure coxes have waterproof clothing. Watch for hypothermia.
10° C ≤ 18° C	Ensure adequate clothing.
≥ 22° C	Ensure ALL persons involved in the event have access to adequate drinking <u>water</u> and try to minimise overheating.

### RIVER CONDITIONS CONTROL PLAN.

EVENTS COMMITTEE – Certain types of hazards can be monitored throughout the day and therefore the risk be kept to a minimum. However wind conditions is a potential hazard that the Committee cannot plan against in advance. Constant monitoring throughout the event, taking into account wind direction and the force of gusts and the allowance for the type of boat and degree of competence of the cox and crew can reduce the risk of an incident occurring to manageable levels. The flood state of the river is in the control plan as this is considered prior to race day and is unlikely to alter significantly on the actual day.

RISK RATING	CRITERIA	ACTION	
1	TRIVIAL	Probability close to zero	No action is required.
2	TOLERABLE	A conceivable occurrence	Consider withdrawing inexperienced and younger crews, according to the perceived level of risk.
3	MODERATE	Possible	
4	SUBSTANTIAL	Probable	Withdraw less experienced crews and consider shortening or altering course
5	INTOLERABLE	Highly probable	Postpone or cancel event. <b>Committee</b> to review situation in the run up to the event in light of weather forecasts and Environment. Agency high river warnings.

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## ANTICIPATED RIVER CONDITIONS.

### Risk level ratings.

	POTENTIAL SEVERITY OF OUTCOME.		
<u>PROBABILITY OF ACCIDENT.</u>	<u>SLIGHT HARM.</u>	<u>HARMFUL.</u>	<u>EXTREME HARM.</u>
HIGHLY UNLIKELY	TRIVIAL RISK (1)	TOLERABLE RISK (2)	MODERATE RISK (3)
UNLIKELY	TOLERABLE RISK (2)	MODERATE RISK (3)	SUBSTANTIAL RISK (4)
LIKELY	MODERATE RISK (3)	SUBSTANTIAL RISK (4)	INTOLERABLE RISK (5)
EXTREMELY LIKELY	SUBSTANTIAL RISK (4)	INTOLERABLE RISK (5)	

Competent experienced crews.      ADD ONE POINT FOR LOW VISIBILITY (e.g. fog).

	LEVEL OF STREAM			
<u>WIND STRENGTH</u>	<u>LOW</u>	<u>MODERATE</u> (Edge of Hard)	<u>HIGH</u> (Above Hard)	<u>TURBULENT AND/OR DEBRIS</u>
LOW	1	1	2	3-4
MODERATE	1	2	3	4
FRESH	2	2	3-4	Boating permitted at the discretion of the Captain/Safety Adviser
STRONG/GALE	No Rowing	No Rowing	No Rowing	No Rowing

Inexperienced crews other than small-boats/scullers.      ADD TWO POINTS FOR LOW VISIBILITY (e.g. fog).

	LEVEL OF STREAM			
<u>WIND STRENGTH</u>	<u>LOW</u>	<u>MODERATE</u> (Edge of Hard)	<u>HIGH</u> (Above Hard)	<u>TURBULENT AND/OR DEBRIS</u>
LOW	1	2	3-4	No Rowing
MODERATE	2	3	4	No Rowing
FRESH	No Rowing	No Rowing	No Rowing	No Rowing
STRONG/GALE	No Rowing	No Rowing	No Rowing	No Rowing



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Inexperienced small-boats/scullers

	LEVEL OF STREAM			
<u>WIND STRENGTH</u>	<u>LOW</u>	<u>MODERATE</u> (Edge of Hard)	<u>HIGH</u> (Above Hard)	<u>TURBULENT AND/OR DEBRIS</u>
LOW	2	3	No Rowing	No Rowing
MODERATE	2-3	4	No Rowing	No Rowing
FRESH	No Rowing	No Rowing	No Rowing	No Rowing
STRONG/GALE	No Rowing	No Rowing	No Rowing	No Rowing