

Tyne Rowing Club

Risk Assessment & Safety Action Plan for head races and regattas

Last reviewed and updated on 20 November 2013

Location: River Tyne between Newburn and Scotswood

Note on roles

The *Club Committee* ensures that the overall planning process for events is in place each year after the AGM and that the clubhouse and grounds are in a safe and clean condition before each event.

The *Organising Committee* for an event is responsible for the overall planning and coordination of the event and for operations on the day. Actions can and will be delegated to individuals - a checklist for tasks needing doing will normally be used.

The *Race Committee* for an event has a very limited remit - essentially it is made up of the umpires on the day of the event, but with the chair appointed well in advance by the regional umpiring committee chairman. The Race Committee deals primarily with umpiring issues, including disqualification etc. However, the chair of the Race Committee will be consulted in advance on overall arrangements and in the immediate run-up on possible cancellation due to weather conditions, etc.

	Potential source of risk	Risk Identified	Who/what at risk	Seriousness	Probability	Acceptable risk ?	Action to address risk	By whom?	By when?	Notes
				Extreme, high, moderate or slight	Very likely, likely, unlikely, very unlikely	Very low or low risk - no action needed; medium risk - reduce if practicable; high/very high risk - needs action to reduce				
1	Prior to race day									
1.1	Outdoor weather and river conditions	Unsuitable / deteriorating weather	All participants and spectators especially competitors, marshals, launch crews	Moderate	Unlikely to likely	Medium	Regularly check weather forecasts and inspect water conditions.	Organising committee, safety adviser	Week in advance	Check daily from 5 days before
1.2		Bad weather forecast (high winds, heavy rain, snow, etc)	All, including trailer drivers and boats on trailers	Moderate	Unlikely	Medium	Cancel event the day before if severe weather is forecast, so crews and trailers do not travel abortively.	Organising committee, race committee chairman, safety adviser	Day before	
1.3	Entries	Too few entries	Tyne RC	Slight	Likely	Very low	Agree a minimum entry in advance. Cancel the event a week before if necessary.	Organising committee	Week in advance	
1.4		Too many entries, particularly inexperienced crews	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 boat if they consider they will be a danger to others.	Organising committee	Month in advance onwards	Write guidance for marshals
1.5	River conditions	Unsuitable river/current/tidal conditions	Competitors	High	Unlikely	Medium	Check tide tables before event. Check wind direction and recent rainfall levels. Inspect water conditions regularly.	Race organiser	During week before	
1.6		Excessive amounts of debris in river, of a size likely to damage boats	Boats, blades	High	Very unlikely	Medium	Monitor river conditions and cancel event if necessary.	Organising committee, race cttee chairman, safety adviser	Day before and on day	
1.7	Clubhouse and facilities	Clubhouse facilities or steps not fit for use	All participants and spectators	High to extreme	Very unlikely	Medium	Ensure clubhouse is secure and clean, kitchen and toilets, heating and lighting in working order in advance of event. Fire extinguishers, alarms and fire blankets in place and in working order.	Club committee	Day before	
1.8	Personnel	Too few volunteers to help on the day	Competitors, marshals, Tyne RC	Moderate	Likely	Medium	Ensure sufficient assistance is signed up and confirmed at least 2 days in advance.	Organising committee with club committee and squads	Month in advance onwards	
2	Pre-race - on land									
2.1	Portaloos	Blocked and/or insufficient for numbers attending	All participants / Tyne RC	Slight to moderate	Unlikely	Medium	Ensure sufficient provision, in place day before event; order from reputable supplier.	Organising committee	In place day before	Order month in advance
2.2	Club House, including entrances, stairs and storage areas, boat houses.	Bumps / slips / falls / trips	All participants / Tyne RC members	Slight	Likely	Medium	First aid kit available. St John Ambulance or other provider in attendance. Tidy up premises in advance. Put up warning signs if necessary, if dangers etc are present.	Organising committee	Week in advance	Book 3 months in advance
2.3	Club grounds Car park Trailer parking area, Boat trailers Boats	Bumps / slips / falls / trips	All participants / Tyne RC members of public	Slight	Likely	Medium	Notices, directions to safe paths for Hadrian's Way users. Higher usage by walkers and cyclists to be anticipated in summer/good weather. 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.	Organising committee	On day.	Check notices and ties are ready one day in advance

2.4	Slow/inexperienced crews on steps	Bumps / slips / falls / trips	Competitors, race timetabling, Tyne RC	Slight	Likely	Medium	Set boating and starting times with agreed tolerances and time penalties. Marshals to ensure prompt boating. Time limits to be enforced for getting on to stake boats or lining up for starts at start official's discretion. Advise crews of delays at regular intervals (no less than hourly). All crews to wear boots or other suitable footwear and adjust feet on the water. Warnings / instructions to be included in race information.	Organising committee, race committee, safety adviser	On day	
2.5	Boating steps	Bumps / slips / falls / trips	Competitors, helpers, marshalls	Ditto	Likely	Medium	Sufficient marshalls present to assist at boating times. Steps to be kept clear of blades and other items.	See 1.7	On day	
2.6	Newcastle University steps and grounds	Bumps / slips / falls / trips	Competitors, helpers, marshalls	Moderate; high at low tide.	Likely	Medium	Sufficient marshalls present to assist at boating times. Steps to be kept clear of blades and other items. and marshals to advise caution & extreme care on slippery steps and ramp.	Organising committee	On day	Only applies if NU steps used
2.7	Tyne United steps and grounds	Bumps / slips / falls / trips	Competitors, helpers, marshalls	Slight	Likely	Medium	Sufficient marshalls present to assist at boating times. Steps to be kept clear of blades and other items. and marshals to advise caution & extreme care on slippery steps.			
2.8	Unsafe boats	Drowning, capsize, collision, loss of blades, loss damage to boat or boat parts	competitors	Slight to Moderate	Likely	Medium	Race information to underline need for clubs to check boats before event; race official may check basic boat safety (bowball, shoe restraints, hatches, buoyancy). Boats known to be unsafe will not to be allowed to go on water.	Organising committee	Before boating	
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 of having to ensure care of junior.	Competitors, Tyne RC, race officials, juniors	Moderate; high at low tide.	Likely	High	Guidance to be issued in advance to all parents of juniors. Coaches to ensure event day sessions are advertised as cancelled by written notices in club and verbal /email/text warnings. Unaccompanied juniors to be asked to leave club premises by welfare officer. Welfare officer or agreed deputy to be present during the event.	Organising committee, welfare officer, junior coaches	Week in advance	
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 juniors under 14 in the kitchen/food serving area. All juniors in the kitchen to be named on kitchen rota. Kitchen to be out of bounds to all other members and juniors not on the rota. Maximum 6 persons in kitchen at any time. Ensure system for secure deposit of takings as the day proceeds. Safe box or similar. Serving helpers to avoid handling money at same time as direct contact with food. Serving/kitchen helpers to wash hands frequently. Use correct equipment particularly chopping boards. Ensure all warmed food is	Organising committee, kitchen co-ordinator	On day	
2.11	Launches and other craft	Going adrift. Capsize. Engine failure, damage to steps, muscular injury	Launch crews, boats	Slight to moderate	Unlikely	Medium	Tie up launches securely especially in windy conditions or on rising tide. Check equipment before event. Ensure sufficient assistance to carry launches without dragging over steps.	Organising committee	On day	
3 During race - on land										
3.1	As per pre-race Items (2.1 to 2.11)	All same as pre-race except less people are located at the Club so risk is less								
3.2	Boats & trailers, changing facilities, car park, club	Theft / vandalism	All participants, vehicles, belongings	Slight	Unlikely	Low	Ensure vigilance during the event.	Organising committee	On day	
4 After race - on land										
4.1	As per pre-race Items (2.1 to 2.11)									
4.2	Effects of racing/attending the race	Tiredness	Competitors	Slight	Weather dependant	Medium	Seating with warm food and drinks.	Organising	On day	
4.3		Coldness / hypothermia	Competitors / marshalls / launch crews / spectators	Slight	Unlikely to likely, depending on temperature	High	Ensure crews and other participants have warm clothing and/or sunscreen. 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.	Organising committee, club committee	On day	Consider having a separate division for junior crews
4.4		Race injury	Competitors	Moderate	Likely	Low	As 4.3, plus ensure first aid kit, stretcher, fleece and space blankets available. St John Ambulance or other provider to hand if needed. Call emergency services if serious.	Organising committee	On day	
4.5	Overcrowding in clubhouse	Slips, falls, burns, scalds	All participants within club house	Moderate	Likely	Low	Monitor numbers and place marshalls on doors if necessary to direct people to other sheltered spaces.	Organising committee	On day	
4.6	Race impacts	Damage to boats	Boats	Slight to moderate	Likely	Medium	Ensure assistance to place damaged craft on trailers or safe location.	Organising committee	On day	
5 Before race - on water										
5.1	Crews adjusting feet etc	Collisions with other craft, bridges, banks, obstacles. Damage to boats, blades, crews.	Competitors	Moderate to high, depending on water conditions	Likely	Medium	Ensure vigilant marshalling and sufficient launches.	Organising committee	On day	Advance planning to assist
5.2	Crews warming up	As 5.1	Boats and equipment	Slight	Likely	Medium	Monitor crews warming up on water and ensure in place in good time for start.	Organising committee	On day	

5.3	Boats drifting	As 5.1	Boats and equipment	Moderate to high, depending on water conditions	Likely	Medium	Marshals to give clear instructions, direct to crews. Keep waiting time to minimum.	Organising committee	On day	
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. Time limits for attaching to stake boats/positioning on start line (regattas only). Clear guidance given to start umpire before race.	Organising committee	On day	
5.5	Obstacles in / near edges of river. Newburn Spit / navigational buoys	Shallow areas and/or navigational markers	Competitors, Boats, Launch crews	High	Likely	Medium	Competitors and launch drivers to be advised of any navigation issues during safety brief / safety instructions.	Organising committee	On day	
6 On river - boathouse to race start area										
6.1	Waiting for race start	Capsize, swamping of boat, damage / collisions to boats, loss of race number.	Competitors	Moderate to extreme	Low but weather dependent - more probable in very poor conditions	Medium	Clear instructions to crews lining up for start. Rescue launches (Red Seal, Sea Cadets or other provider) and marshalling launches (club) deployed and in position before start of boating. Regular checks on weather and water conditions; launch crews to report back to race control on water conditions. Launches to have emergency kit: throw lines, first aid, space blankets, life jackets in launch safety bag.	Organising committee	On day	
6.2	Deterioration in weather, tidal flow and top water current	Ditto plus panic	Competitors, other participants	Moderate	Unlikely	Medium	Instructions issued to launch crews to postpone starts and or return competitors to club house. Have an emergency action plan ready for marshalls / officials / launch crews in event of cancellation or postponement with competitors returning to Club house.	Organising committee	On day	
6.3	Boat not watertight	Swamping or sinking	Competitors	Moderate	Unlikely	Low	See above re safety checks. Rescue launch available.	Organising committee	On day	
6.4	Jetskiers/other motor craft, including rescue/race launches	Wash causing swamping. Collisions	Competitors , boats, blades	Slight	Unlikely	Low	Pre race instructions to notify of this. Launches to control wash and deflected wash except in more extreme emergency.	Organising committee	On day	
6.5	Cold weather	Chill or hypothermia	Competitors	Moderate	Unlikely	Low	See above. Race instructions to insist competitors are equipped for chilly/unseasonal conditions.	Organising committee	On day	
6.6	Weather / fitness / race impacts	Injury to competitor	Competitors	Slight	Unlikely	Low	Safety and club launches deployed backed up by St John Ambulance or other provider.	Organising committee	On day	
6.7		Illness of competitor	Ditto	Slight	Unlikely	Low	Ditto	Organising committee	On day	Advance planning to assist
6.8	Inexperienced crews and coxes	Collision with another boat or obstruction in the river	Competitors	Moderate	Unlikely	Low	Coxes/stersman to be made aware of hazards in pre-race information, also local navigation rules. Launches to check for river debris and warn race control if necessary, remove debris if possible. Use temporary marker buoys for obstructions and advise all crews.	Organising committee	On day	Have an emergency abandonment plan for safe return of all
6.9	Equipment	Breakdown of launch	Launch crew, other participants	Moderate	Unlikely to likely	Low	Ensure that all launches, fuel and engines are checked before event day to ensure they work/are sufficient. Provide for back-up launch / engine.	Organising committee	Day before	In competitor instructions also
6.10	Obstacles in / near edges of river. Newburn Spit / navigational buoys	Shallow areas and/or navigational markers	Competitors, boats, launch crews	Moderate; high at low tide	Likely	Medium	Competitors and launch drivers to be advised of any navigation issues during safety brief / safety instructions.	Organising committee	Day before	
7 On water during race (same as above with following additions)										
7.1	Mud/shingle banks						Pre-race briefings and include in race information. Launches and marshalls to warn crews.	Organising committee	Week before and on day	
7.2	Obstacles in / near edges of river. Newburn Spit / navigational buoys	Shallow areas and/or navigational markers	Competitors, Boats, Launch crews	Moderate / high at low tide	Likely	Medium	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	Moderate	Likely	Medium	Pre race instructions issued to crews. Rescue launches at regular points on course. Radio contact with marshalls/launches/race control. Call emergency services if large numbers of competitors involved, serious injuries, very cold conditions, far from boathouse.	Organising committee	On day	
7.4	Failure of radio communications	Launch / marshalls losing means of communication	All participants	Slight	Unlikely	Low	Check equipment before hand. Have spares and mobile phones, preset with necessary numbers. issue instructions where possible.	Organising committee	Day before and on day	
7.5	Other collisions, causing obstruction forcing crews to halt.	Bad coxing	Competitors, boats	High	Unlikely	Medium	Launches available. Race instructions. Have an agreed warm-up area and instructions /marshalling.	Organising committee	On day	
7.6	Competitors	Stopping on finish line	Competitors, boats	Moderate	Likely	Medium	Safety launch at finish to push crews through and well beyond the finish line. Clear race instructions.	Organising committee	On day; instructions issued in advance	
7.7		Turning and crossing path of racing craft	Competitors, boats	High	Likely	High	Sufficient launches and marshalls to prevent unauthorised movement and crossings. Instructions about crossing points in race information.		On day; instructions issued in advance	Have a circulation plan for crews landing

8 On water - after race										
8.1	Queue for landing at steps	Chill, hypothermia, tiredness, lack of concentration	Competitors, boats	Moderate	Likely	High	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.	Organising committee	On day	
9 After the event										
9.1	Litter	Full bin bags, litter blowing, health hazard if left.	Public, members, visiting crews, pets, wildlife.	Slight	Unlikely	Low	Have a task group to clear up during and after the event. Lost property to be collected, cleaned and dried.	Organising committee	On day	Helpers rota agreed in advance
9.2	Kitchen	Dirty equipment and cooking facilities, dish cloths/towels, leftover food	Members	Slight	Unlikely	Low	Kitchen users to leave in clean condition. Sufficient helpers in kitchen.	Organising committee	On day	Helpers rota agreed in advance
9.3	Clubhouse	Dirty conditions, fire risk, toilets blocked or fouled	Members	Moderate	Likely	Medium	Have task force to clear up after event.	Organising committee	On day	Helpers rota agreed in advance
9.4	Trailers leaving	Mud, rutted surface, trailers bogged down.	Visiting crews, boats	Moderate	Likely	Medium	Have helpers to push trailers in very wet or icy conditions. Have grit / gravel to use if necessary.	Organising committee	On day	Helpers rota agreed in advance
9.6	Boat loading	Slips, trips, bumps scrapes, poorly secured boats.	People, passers by, boats, blades	Slight	Unlikely	Low	Ensure no blades, clothes or other equipment left on steps, grounds. Warnings to public path users. Ensure racing ends well before darkness.	Organising committee	On day	Helpers rota agreed in advance
9.7	Launches	Left on steps, going adrift, trespass by members of public, theft	Boats, engines, equipment	Slight	Unlikely	Low	Ensure launches not left unattended and safely put away after use.	Organising committee	On day	Helpers rota agreed in advance