

Dover Regatta & Viking Shield Risk Assessment

	Dover Rowing Club Craig Burn	Date:	Apr-26
Author		Rev:	9

No:	Hazard	Reduce probability of a Hazard causing a Hazardous Event		Hazardous Event	Reduce the Severity of Harm		Harm	Severity (1-5)	Probability (A-E)	Level of Risk (L/M/S/I)	Action Owners			
		Barriers	Action to maintain barriers		Controls	Action to maintain controls					Club Captain	Club Safety Officer	Club Regatta Secretary	Helpers
Weather														
1	Adverse weather (excessively cold, windy, foggy, etc.)	cancel regatta if conditions unsafe	Umpires and water safety official to decide if conditions unsafe	Swamping of boats due to adverse weather, capsizing, collision	Use knowledge of capsizing drill and 'rough sea landing' procedure. AND ensure Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Ensure all rowers have done a swim test and a capsizing drill AND teach the 'rough sea landing' drill AND maintain first aid training and equipment	Rowers get wet and cold, risk of hypothermia	1	C	Low	X	X		
2	Hot weather	Wear suitable headgear and put on sun block. AND drink plenty of water AND stay undercover when not racing	Safety briefing prior to start of regatta	Rowers suffer hyperthermia, heatstroke, sunburn or dehydration	ensure that rowers carry drinking water Provision of first aid	Maintain First Aid training AND ensure qualified first-aiders are present	Rowers become dehydrated Suffer Heatstroke Sunburn	1	C	Low	X	X		
3	Lightening	No racing during lightning Bring boats off water Use the 30/30 Rule Follow the 30/30 rule. If the time between seeing the flash of lightning and hearing the thunder is less than 30 seconds, take shelter. You are in a strike area. Remain in shelter for 30 minutes after the last flash of lightning.	Umpires and water safety officials to decide if conditions unsafe and either postpone or cancel regatta	Injury from contact with blades / boat during lightning strike	Provision of first aid / remove to Buckland Hospital (quicker to use own transport if available, otherwise dial 999)	Maintain First Aid training AND ensure qualified first-aiders are present	Major burns / shock/ possibly fatal	5	B	Substantial	X	X		
Around the boathouse														
4	Slipping / Tripping up	Place boats/equipment in safe places and out of line of walking. Use yellow non-slip painted area for walking and keep this area clear at all times. Lead management. Clear up any spills immediately. Site inspection throughout the day.	Develop and publish an action list for the regatta day with roles and responsibilities and a list of do's and don'ts for helpers/club members. Discuss and communicate to all before the event	Injury caused by tripping over boats/equipment / items for the regatta (sound system, trestle tables, urns, food brought in for sale etc.,)	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Maintain First Aid training AND ensure qualified first-aiders are present	minor injury bruising / cuts	2	C	Low	X	X	X	X
5	Hot surfaces / burns	Position urn out of reach of general public and on stable/secure surface and restrict access to competent members only. Competent members only to serve from BBQ.	Develop and publish an action list for the regatta day with roles and responsibilities and a list of do's and don'ts for helpers/club members. Discuss and communicate to all before the event	Injury from contact with hot water or tea urn from direct contact or spills. Injury from contact with barbecue	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Maintain First Aid training AND ensure qualified first-aiders are present	Minor injury, scalds or burns	2	C	Low	X	X		X
6	Electrical	All electrical equipment to be PAT tested (Portable appliance tested) and visually inspected before use. Batteries, suitable robust and sealed Electrical equipment to be kept sectioned off from public. Do not operate with wet hands.	To be tested and used by trained competent club members	Electric shock from: - Contact with live parts of equip. - Damaged faulty equipment - Earth fault on equipment - Contact with equipment, whilst wet/damp - Use of 12 V Lead acid batteries for PA system	Turn off (not with wet hands) Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Maintain First Aid training AND ensure qualified first-aiders are present	Minor to more severe burns / extreme harm	4	A	Low	X	X	X	X
7	Fire	Trained members operating barbecue, access restricted to members & Fire extinguishers locally available and inspected annually	Roles and responsibilities established before event. Fire extinguishers inspected	Fire from use of BBQ	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Maintain First Aid training AND ensure qualified first-aiders are present	Minor to moderate injury - damage to equipment	3	A	Low	X	X		X

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8	Trophy table / Food tables	Ensure tables are erected in sheltered position (out of wind) Ensure tables are strong enough to hold trophies (JS4 trophy to be placed on floor) / food (bottles of drink to be stored on the ground in buckets)	Develop and publish an action list for the regatta day with roles and responsibilities and a list of do's and don'ts for helpers/club members. Discuss and communicate to all before the event - ensure it is someone's responsibility to test table stability	Table collapses with all the glass trophies / food	Use proper equipment to clear up broken glass (do not pick up with uncovered hands) Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Maintain First Aid training AND ensure qualified first-aiders are present	Broken trophies Glass cuts	2	B	Low		X			X
On the beach															
9	PA system	Qualified electrician Test prior to event with sufficient time to fix if not working Dig in wires properly - lead management	Develop and publish an action list for the regatta day with roles and responsibilities and a list of do's and don'ts for helpers/club members. Discuss and communicate to all before the event	Electrocution Doesn't work Tripping over wires	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Maintain First Aid training AND ensure qualified first-aiders are present	Minor to moderate injury	3	C	Moderate	X	X	X		
10	Umpires tent	Suitable experience members to erect tent ensuring holes dug deep enough for poles to keep tent erect in rain or windy conditions. Any exposed securing lines or poles to be clearly marked. Tent checked periodically during course of day.	Develop and publish an action list for the regatta day with roles and responsibilities and a list of do's and don'ts for helpers/club members. Discuss and communicate to all before the event	Tent falls over Chairs / tables collapse Trips over exposed securing lines	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Maintain First Aid training AND ensure qualified first-aiders are present	minor injury , bruising	2	B	Low	X	X			X
11	Boat rigging	Use curved trestles or slings (not flat trestles) cut bolts short and cover with dome nuts Check rigging is secure and gates and bolts are tightened	Ensure members know correct use of trestles and experience members to rig boats or check rigging before launch	Wind blowing boats off trestles Long bolts used without dome nuts Capsize due to incorrectly rigged boat	Provision of first aid	Maintain First Aid training AND ensure qualified first-aiders are present	Damage to boats / minor injury to rowers from catching on bolts / rowers capsize wet and cold, risk of hypothermia	2	D	Moderate		X			
On the water															
12	Putting out and retrieving turns / 5 mtr buoys	Strong competent DRC members to put out/retrieve turns AND Plenty of helpers AND lift with legs, not back AND wear gloves AND two boats to carry turns (with more than one person in each boat wearing life jackets). The first buoy is set in line with the white marker lines for the swimmers on the barrels at the East and then every 18m (60ft) apart towards the breakwater. The line is set from just before the 3rd Lamppost on the promenade from the Eastern Docks end and line up with the white markers on the breakwater. Note, the line will not be parallel with the barrels when set up (see plan). Marker buoys will be deployed & retrieved on the same day as the event, the buoys are made up of heavy weights and do not have anchors which will dig into the seabed. Shock cord is used to attach to the weights and buoys which are measured to ensure the buoys are visible at all states of the tide. All buoys and weights etc will be retrieved at the end of the event.	Develop and publish an action list for the regatta day with roles and responsibilities and a list of do's and don'ts for helpers/club members. Discuss and communicate to all before the event	Swamping of boat if too many turns in the boat Falling in the sea	Provision of first aid	Maintain First Aid training	Back injury Rope burns Hypothermia / cold & wet	3	C	Moderate	X	X			X

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13	Launching / landing boats - rogue waves, wind, obstacles (other boats, buoys)	Awareness Ensure sufficient and experienced people to assist launch and landing boats	Safety briefing before regatta starts	Capsize / damage to boats and/or helpers	Knowledge of rough sea landings Provision of first aid	Maintain First Aid training AND ensure all members have knowledge of rough sea landings	minor injury, bruising, cuts	3	C	Moderate		X		
14	Racing	Two x Safety Boats with radio contact with Regatta control and Umpires boat. All occupants to wear lifejackets. AND Umpires with radio contact with Regatta control and safety boats. All occupants to wear lifejackets. AND Boats have heel restraints, buoyancy aids, lifejackets (routine inspection) for coxswains and non swimmers AND Regatta not permitted in high wind conditions – Force 4 max. unless NE or E wind then force 3 max. AND Regatta rowed under CARA RULES AND Awareness AND Map of harbour and stationery hazards to be issued to each competing club AND No inexperience coxswains to be used in rough conditions or with inexperienced crews AND No inexperienced scullers / doubles/pairs rowers in rough conditions	Liaison with clubs prior to regatta day Safety briefing before regatta starts Equipment subject to CARA and BR Water Safety audit	Capsize	Two safety launches to be on standby and patrolling the racing area AND Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Ensure all competitors have done a swim test and a capsize drill AND more than one safety launch AND if more than two rescues required, rescue rowers and leave boats for later retrieval AND ensure safety launch has first aid kit for immediate use AND ensure safety launch personnel know how to rescue boats without damaging remove boats from racing for repair	minor injury, bruising, cuts	1	E	Moderate		X		
15				Multiple capsizes			minor injury, bruising, cuts	1	C	Low		X		
16				Collision with buoys			minor boat damage	1	E	Moderate		X		
17				Collision with other racing boats			Minor injury / possible boat damage	2	D	Moderate		X		
18				Collision with other harbour users			Minor injury	3	C	Moderate		X		
19				Damage to boats from safety launch during rescue.			Minor damage	2	A	Low		X		
20				Injury due to boat collision or sinking or due to heart attack or due to overexertion/exhaustion			Minor injury to possible heart failure	4	A	Low		X		
21	Safety launches / Umpires' boat	Wear life jacket take extra clothes and food/water and use sun block test communication equipment before launch	Develop and publish an action list for the regatta day with roles and responsibilities and a list of do's and don'ts for helpers/club members. Discuss and communicate to all before the event	Crew fall in water Crew are cold and/or hungry, thirsty, get sunburnt, communication (with land) failure)	Safety launches return to land to be restocked (food, water, clothes etc.,)		Minor injury / possible discomfort	2	B	Low	X	X		
22	Safety launches / Umpires' boat	Use well-maintained boats which have had regular engine checks and are checked prior to regatta		Any craft with an engine is capable of becoming disabled / malfunctioning or catching fire	Raise the alarm on the safety /umpires' radio AND Extinguish the fire using the fire extinguisher on board AND If possible, make way to the shore/Tow disabled craft to shore AND If necessary, make preparations to abandon the craft		Minor injury but potentially significant boat damage	3	A	Low	X	X		
On the seafront														
23	Road accident	Sufficient and proficient marshals Maps in advancer to club captains Slow traffic	Good liaison with competing clubs Request clubs to keep speed to minimum and be patient when departing. Responsible Dover club members to act as marshals and to carry mobile phone and megaphone and wear hi-vis garment.	Arrival of 8 x 30' boat trailers and towing vehicles and possible road accidents due to long vehicles and one-way system	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta) If necessary call emergency services immediately	Qualified first-aiders / St John's Ambulance to be present	Moderate injury / potential damage to vehicles / boats	3	C	Moderate	X	X		X

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24	Accident while unloading and transferring boats to beach	Carriers each side of boats to provide visibility of both sides Spotters for traffic and pedestrians as well as pavements of other trip hazards	Good liaison with competing clubs prior to event	boat unloaders being hit by traffic when unloading boat carriers hitting pedestrians or tripping up pavements or down steps	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta) If necessary call emergency services immediately	Qualified first-aider / St John's Ambulance to be present	Moderate injury / potential damage to vehicles / boats	3	C	Moderate		X		
25	Wet pedestrian area between seafront and beach	Prior warning especially if raining	Good liaison with competing clubs prior to event	Slipping over on the pedestrian between the seafront and the beach which is particular slippery when wet	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta)	Qualified first-aider / St John's Ambulance to be present	Minor injury to possible strains / broken bones	3	C	Moderate		X		
26	Marshalling	Responsible DRC members with awareness Don't stand in the road Wear Hi-Vis jacket At least two marshals with mobile phones and megaphones	Develop and publish an action list for the regatta day with roles and responsibilities and a list of do's and don'ts for helpers/club members. Discuss and communicate to all before the event	Marshal being hit by a vehicle	Provision of first aid AND qualified first-aiders present from start of day (and not just from start of regatta) If necessary call emergency services immediately	Qualified first-aider / St John's Ambulance to be present	Possible life-threatening injury	5	A	Moderate	X	X		X
General														
27	Food poisoning	Food hygiene - ensure food is prepared in hygienic conditions and any cooked food is cooked thoroughly and then kept chilled Do not handle food and money	Prior briefing to all concerned. Supply gloves and/or napkins and/or tongs with which to handle food. Provide hand washing facilities	Food poisoning	Provision of first aid	Maintain First Aid training AND ensure qualified first-aiders are present	Moderate discomfort	3	A	Low		X		X
28	Alcohol	There will be no sale of alcohol and members will be discouraged from bringing their own	Communicate this to everyone	Unruly behaviour which could lead to accidents	Anyone displaying 'drunken behaviour' will be asked to leave the regatta			2	A	Low	X	X	X	X