



# STAR CLUB REGATTA 2024 RISK ASSESSMENT CHECKLIST

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Note: Before each event the organising committee must consider the following risk factors, and the degree of risk involved in each. Based on British Rowing guidelines, the degree of risk due to conditions 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.

DURING THE EVENT, COMMITTEE, MARSHALS AND UMPIRES MUST ASSESS THE FOLLOWING POTENTIAL HAZARDS, BOTH SEPARATELY AND IN COMBINATION:

**# = ASSESSED LIKELIHOOD & SEVERITY AFTER CONTROL MEASURES APPLIED, OPERATING UNDER BRITISH ROWING RULES OF RACING AND THE GUIDE TO SAFE PRACTICE IN ROWING**      **L = Likelihood**      **S = Severity**

## Risk Assessment - General

	HAZARD	CONSIDERATIONS	L#	S#	Risk#	ACTION TO MITIGATE RISK
1.	Anticipated stream and wind conditions.	Wind or fast stream (or a combination) affecting boating, marshalling and steering.	1	2	2	<b>Safety advisor and Chief Umpire</b> to assess conditions prior to racing and in the event of changes throughout the day, advising umpires and marshals by radio of any necessary variations to the issued circulation plan if required.
2.*	Crews entered.	Consider numbers and abilities for given river conditions.	2	1	2	<b>Committee</b> to consider with regard to Hazard Assessment sheet prior to the event.
3.*	Obstacles.	Trees on course and in marshalling areas; bridges (especially Town and Hitchin Bridges). Projections – e.g.: Goose Island, Monkey Island, Schools’ “hard”. Weed growth in the river.	1	2	2	<b>Safety advisor</b> to check the course prior to the event. <b>Committee</b> to arrange clearance. <b>Umpires</b> to be stationed accordingly; consider marker buoys.
4.	Floating debris	Arrangements for clearance or marking.	2	1	2	<u>On the day:</u> all check course and inform control of problems. <b>Control</b> to liaise with <b>Safety Boats</b> concerning clearance.
5.	Visibility.	Limits for safe boating and racing as well as race control.	1	1	1	<u>On the day:</u> <b>Committee</b> to consider whether visibility is sufficient for safety as well as monitoring and timing. Consider delaying or cancelling racing.

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6.	Limits to access for providing aid.	For example, the river walls at St Mary's Gardens.	2	2	4	Make <b>Umpires, Safety Boats</b> and <b>competitors</b> aware of potential extra difficulties in the event of a capsize. Arrange Umpires near narrow/hazardous sites IDENTIFIED: Hitchin Bridge, Town Bridge, BRC Pontoon/Monkey Island, Weirs, Schools Boathouse protruding "hard".
7.*	Danger to pedestrians on Mill Meadows and Longholme Meadows	Reference Bedford Borough Council 'Conditions relating to events held within the Park' with respect to vehicle movements. Extra footfall due to Kite Festival being held in Russell Park.	1	3	3	<b>All Clubs</b> to be advised of parking and driving instructions by email and website before the event. <b>Parking marshals</b> to remind drivers upon entry to site and enforce conditions, including requirement to keep pavements and Butterfly Bridge clear for pedestrians and emergency vehicles.
8.*	Damage to amenity grassland from vehicles	Good soil conditions normally present for the June regatta, checks to be made by <b>Site Manager</b> in conjunction with Borough Council nominated staff before the event to review arrangements.	1	1	1	<b>All Clubs</b> to be advised of parking and driving instructions by email and website before the event. <b>Parking marshals</b> to remind drivers upon entry to site and enforce conditions, including advise of other sensible precautions such as marshalling trailers when detached from towing vehicles if grass is slippery/wet.
9.	Handling equipment.	<u>Event equipment</u> : check potential hazards; knowledge of safe lifting (officials).	2	2	4	<b>Safety Advisor and Regatta Secretary</b> to consider any potential hazards from race equipment before event and advise as needed.
10.*	Capsize or sinking.	Consider procedures for rescue and recovery.	2	3	6	Instruct crew to remain with boat. Section <b>UMPIRE</b> to alert <b>Safety Boat, Start</b> to delay racing if necessary and <b>Control</b> to request <b>emergency services</b> as needed.
11.	Other river traffic	<u>Including Safety Boats</u> : consider amount and potentially unorthodox manoeuvres (eg: at the lock). <u>Possible need to pause racing</u>	2	3	6	<b>Safety Boats</b> to be advised: <b>Umpires</b> to be responsible for any call-out. <b>Safety Boats</b> to have regard to effects of boat wash. <b>Umpires</b> to be alert for any traffic entering, traversing or leaving the <b>lock</b> . <b>Start Marshals</b> similarly for traffic from upstream.

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12.	Collision potential	Consider procedures for Marshalling Areas; traffic between Boating Areas and Start and Finish.	2	3	6	Committee to arrange traffic plan. Marshals to ensure no practise starts in the marshalling area. Umpires to instruct crews when to stop, proceed or cross the river. Crews refusing to comply to be disqualified following warning.
13.	Boating Facilities	Trailer and vehicle traffic to and on boating sites.	2	1	2	Trailer Marshal 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.
14.	Injuries	First Aid facilities on site; procedure for calling Emergency Services (sites of telephones).	3	2	6	Committee to arrange First Aid cover with Ambulance Response Services Ltd. Safety Plan to be circulated to all clubs and officials before the event to advise of positions of First Aid facilities and public telephones. Officials to be in radio contact with first aiders either directly (race umpires) or via control (others).
15.	Defective equipment checking	Procedures and responsibility for checking especially bow-balls, heel restraints, buoyancy compartments, security of fittings, lifejackets (do wearers know how to use them?).	3	1	3	Control commission Umpires to be allocated to check compliance. All Umpires and Marshals required to watch for any infringements and report such to Control.
16.	Potentially dangerous situations in and around boating areas.	Include boats on trestles, solvents, trailing leads and other trip hazards, passers-by (pedestrians & cyclists).	4	2	8	Check beforehand by Safety advisor and others; remove or sign. Periodic checks during event. General awareness of good housekeeping.
17.	Fire risk from barbecue activity.	The ventilated environment of the refreshment tent is such that build-up of flammable gasses is highly unlikely.	1	3	3	Safety advisor to ensure that Inflammables are stored in suitable containers in ventilated areas away from sources of ignition; fire extinguishers and means of calling fire service are available. Users to be briefed in location of cut-off valves, extinguishers etc. Replacement cylinders to be stored off-site and transported to the enclosure as and when required through the day.

	HAZARD	CONSIDERATIONS	L#	S#	Risk#	ACTION TO MITIGATE RISK
18.	Regatta Enclosure layout.	Potential hazards from equipment, wiring, structures,	1	3	3	<b>Site Manager</b> to consider layout in conjunction with

		vehicles accessing site.				<b>Safety Advisor</b> to avoid, protect or mark hazardous areas and to monitor for occurrence during event. <b>Parking wardens</b> to ensure that only essential service and delivery vehicles access Mill Meadows throughout the day. Access for service and emergency vehicles to be adequate and maintained clear.
19.	Regatta Enclosure during the event.	Any occurrence during the event which may lead to a potential hazard.	2	2	4	<b>Committee</b> to arrange adequate staffing briefed to control access, observe crowd behaviour and be alert for any potential hazards that may arise. <b>Committee</b> to arrange a procedure for evacuation in an emergency. <b>Safety advisor</b> to ensure means of communication with emergency services.
20.	Rubbish accumulation on site	Regatta enclosure and boating areas	3	1	3	<b>Committee</b> to arrange for <b>Bedford Borough Council</b> to deliver and collect additional wheelie-bins for enclosure and boating areas for the day. Site litter pick after the event. Safety boat to perform a final sweep of the river at Longholme after racing to ensure no litter trapped in the river. BBC will arrange for collection of bins provided
21.	Trailer and towing vehicles access to Longholme	Potential hazard from vehicle/trailer in public area	2	2	3	<b>Parking Marshals</b> to ensure that all vehicles entering the vicinity of Longholme adhere to a maximum speed of 5 mph and use hazard warning lights when travelling between the white bridge and the parking space. Marshals to ensure that trailers are parked in a manner that doesn't cause any overhang onto the public thoroughfare. Likewise boats should be erected and stored so that they don't overhang the public thoroughfare. Periodic inspections by <b>Regatta Officials</b> to take place to ensure that boats and trailers are correctly positioned.
	<b>HAZARD</b>	<b>CONSIDERATIONS</b>	<b>L#</b>	<b>S#</b>	<b>Risk#</b>	<b>ACTION TO MITIGATE RISK</b>
22.	Vehicle access to Mill Meadows	Potential hazard of vehicles parking in Mill Meadows.	1	1	1	Drivers to be asked via the regatta literature to drive carefully in Mill Meadows and to park sensibly.

23.	Trip hazard due to items being left on the landing stages at the Schools Boathouse.	Injury to rowers, and/or damage to equipment	2	1	1	Marshals to ensure that no equipment is left lying around. In the boating area. Blade storage is provided to keep blades off the hard. Shoes to be cleared from the stages by coaches and marshals.
24.	Toilets	Personal hygiene for staff and competitors	2	1	1	Flushing portaloos to be provided at Longholme & Mill Meadows with pumped cold water, hand santiser and paper towels
25.	Injury or collision to persons on Butterfly Bridge	Injury to rowers, general public and/or damage to equipment	2	1	1	Marshals to ensure that no boats are taken across the Butterfly Bridge. Signage to be applied at either end of the bridge

CONSIDER WHO MAY BE AT RISK – INCLUDING THIRD PARTIES.

CONSIDER SAFETY AIDS AVAILABLE. Throwing lines and thermal blankets.

Accompanying safety boats.\*

Location of First Aid kits.\*

Locations of telephones for emergency services.\* \* To be included in instructions to crews and to officials.

AMBIENT TEMPERATURE (To be drawn to crews' attention). Take into account wind strength (wind chill).

Less than/equals 10° C. and wet/windy	Ensure adequate clothing. Ensure coxes have waterproof clothing. Watch for hypothermia.
10° C – 18° C.	Ensure adequate clothing.
Above 22° C.	Ensure competitors have access to adequate drinking <u>water</u> and minimise overheating.

Based on British Rowing guidelines.

**- BBQ**

	HAZARD	CONSIDERATIONS	L#	S#	Risk#	ACTION TO MITIGATE RISK
1.	Contaminated meat	Food borne illness/food poisoning affecting customers (especially vulnerable persons – minors, elderly)	1	2	4	<p>Fresh meat purchased from Browns of Stagsden on morning of the event. All meat stored in Star boathouse refrigerators until needed. Meat for cooking covered and stored in shaded area. Meat cooked on demand, turning regularly. All products checked to ensure they are cooked through.</p> <p>Gas to be used to ensure heat is spread evenly across the grill</p>
2.	Inappropriate bread products	Stale bread affecting customers	1	1	1	<p>Fresh burger baps and hot dog rolls to be delivered on site by Gunns Bakery.</p>
3.	Unhygienic practices	Food borne illness/food poisoning affecting customers (especially vulnerable persons – minors, elderly)	1	2	2	<p>Staff with experience to be used wherever possible. Hygienic-practice reminders to be clearly displayed.</p> <p>Hand washing facilities to be provided. Hands to be washed between handling uncooked meats and cooked foods and regularly throughout the day.</p> <p>Strict division of duties between food preparers and servers. Food handlers to keep cuts covered and must not participate if they have suffered food related illnesses within 48 hours</p> <p>Separate utensils for handling fresh and cooked foods. Utensil washing facilities to be available with ready supply of hot water and cleaning fluids.</p> <p>Cash handlers to be different persons from food handlers.</p> <p>Clean aprons to be used by all staff.</p>

## Risk Assessment –

	HAZARD	CONSIDERATIONS	L#	S#	Risk#	ACTION TO MITIGATE RISK
4.	Hot surfaces, utensils and equipment	Burns and scolds	1	4	2	<p>Gas BBQ to be used and maintained in good condition by experienced persons. Checks for leaks to be conducted before operation. Gas cylinders to be turned off before disconnection and changed in the open air</p> <p>BBQ to be sited away from customers on a firm flat position.</p> <p>Fire fighting and first aid equipment to be available on site.</p> <p>Long handled utensils to be used. Oven gloves to be available for lifting hot trays.</p>
5.	Spillages	Slips, trips and falls	1	2	2	<p>Food spillages to be cleared up as they occur.</p> <p>Site to be maintained in a tidy condition with appropriate storage containers for all equipment and food.</p> <p>Adequate waste bins to be provided with regular disposal.</p> <p>Spacious area to be used with adequate tables for all operations.</p>



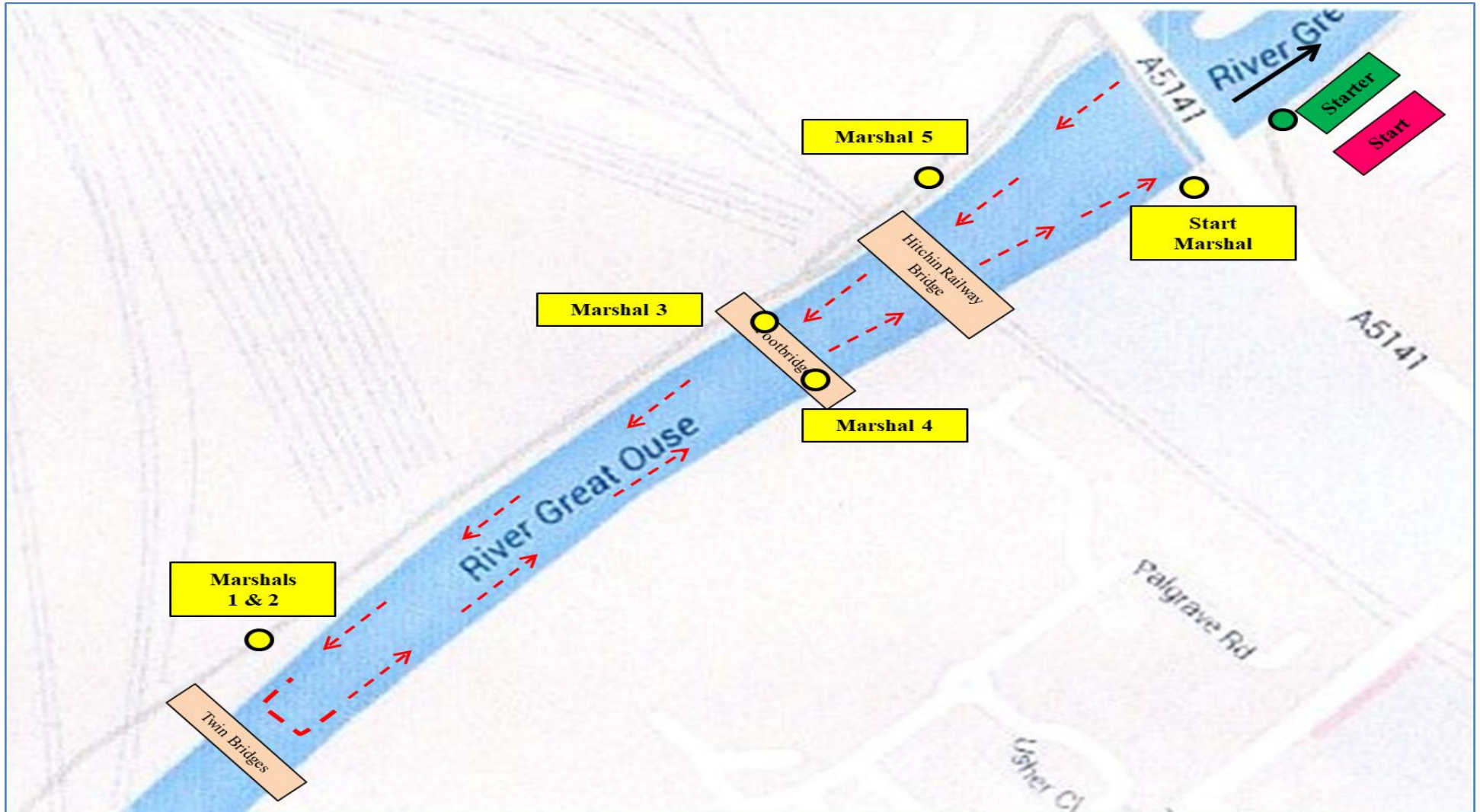
## Enclosure Catering

	HAZARD	CONSIDERATIONS	L#	S#	Risk#	ACTION TO MITIGATE RISK
1.	Tea Urn	Water coming into contact with electricity points and boiling water impacting staff and customers leading to injury.	1	2	2	Water boilers to be kept a safe distance from power points and to be stored on solid, flat tables. Customers to have no access to water boilers. Use of takeaway cups designed for takeaway drinks. Staff instructed not to overfill cups.
2.	Serving food and drink	Spillages impacting staff and customers leading to slip and falls.	1	2	3	Food and drink spillages to be cleared up as they occur. Site to be maintained in a tidy condition with appropriate storage containers for all equipment and food. Adequate waste bins to be provided with regular disposal. Spacious area to be used with adequate tables for all operations.
3.	Serving drinks and food	Collapse of tables which are used to serve customers causing injury	1	2	3	Ensure all tables are robust. No damaged tables to be used.
4.	Food handling	Unhygienic practices leads to food poisoning.	1	2	3	Keep all surfaces clean and clear. Disinfectant spray and colour coded cloths to be available as required. Hand sanitiser available.
5.	Sale of food	Unhygienic practices leads to food poisoning.	1	2	2	Hands to be sanitised after handling money. Different staff to serve food and handle money if required. Most food will be packaged to eliminate this problem.
6	Purchase of food for resale	Goods purchased too close to best "before dates" and food is purchased from unfamiliar sources.	1	2	2	Dates to be checked by Team Leader/Managers prior to sale and all food to be purchased from well-known retailers.
	HAZARD	CONSIDERATIONS	L#	S#	Risk#	ACTION TO MITIGATE RISK

## Risk Assessment –

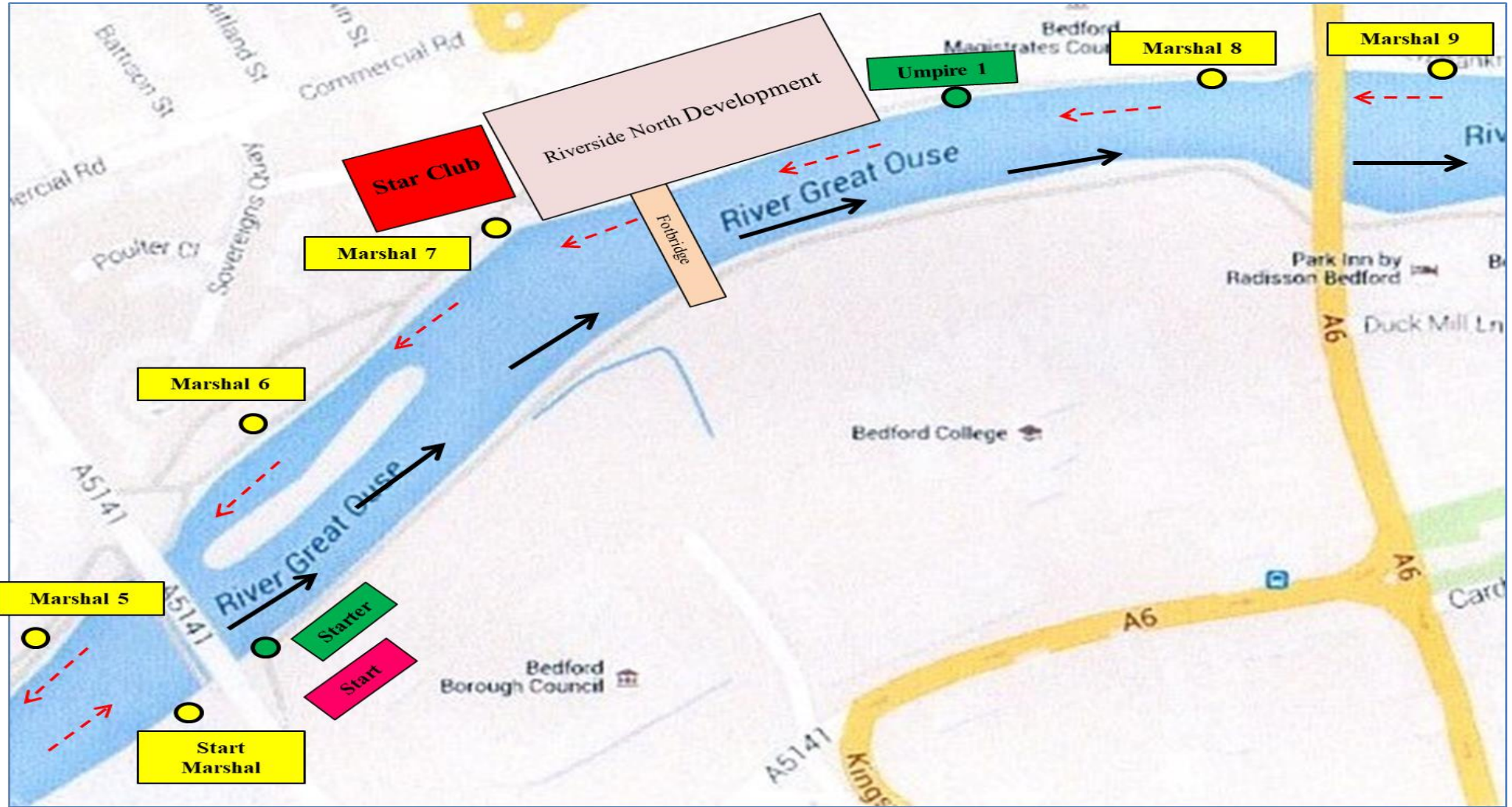
7	Storage of food	Food is not stored at correct temperature leading to food poisoning of customers.	1	3	2	Food stored in cool boxes with ice packs.
8	Storage of food	Food is left out at room temperature leading to food poisoning impacting customers.	1	3	2	Ensure that all food is stored in fridges if required. Any food items left out to be clearly marked as display only.
9	Making of food for resale	Cross contamination with raw foods, contact with other materials leading to food poisoning impacting customers.	1	3	2	Food prepared for resale to be either done by or under the supervision of someone who has received training in basic food hygiene.
10	Washing hands	Lack of water/soap leads to food poisoning	1	3	2	Disposable gloves are available if required for all members of staff to wear whilst handling food. Hand sanitiser is available. All staff have access to fresh water in containers
11	Lack of hygiene	Lack of hygiene leads to food poisoning	1	2	2	Team leader to be trained in basic food hygiene and to monitor team during the activity.
12	Toilet facilities	Personal hygiene	1	2	2	Flushing portaloos provided in Mill Meadows for staff and spectators, to include pumped cold water hand santiser and paper towels.

# Risk Assessment –



## Risk Assessment –

### Start to Town Bridge



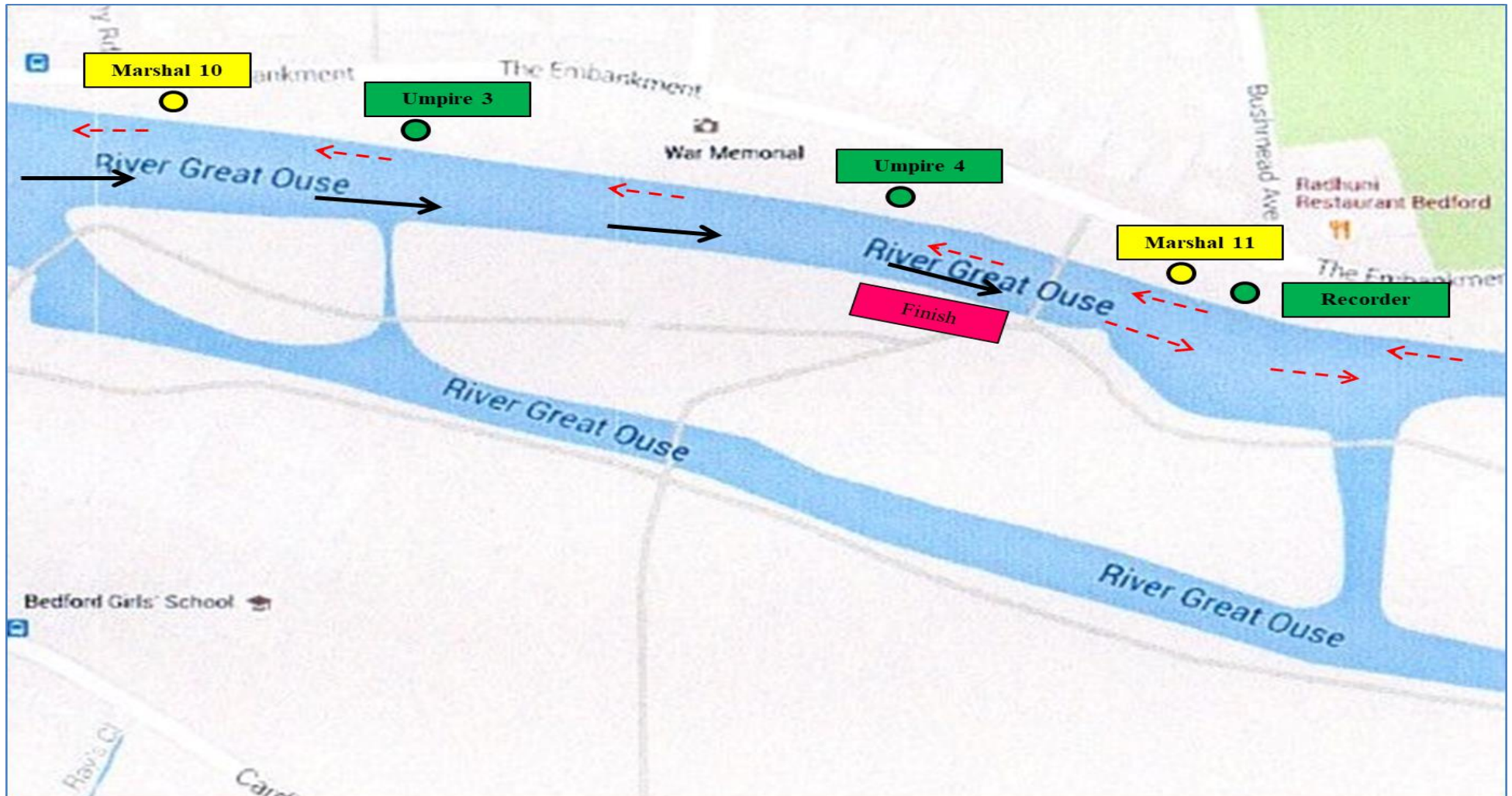
### Town Bridge to Lock

# Risk Assessment –



Lock to Finish

## Risk Assessment –



## Schools Boathouse

# Risk Assessment –

