

Risk Assessment for Henley Open Events

Reviewed January 2020

Risk Assessment Matrix			
Probability of accidents	Slightly harmful (Low)	Harmful (Medium)	Extremely harmful (High)
Highly unlikely	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
Unlikely	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
Likely	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

RISK LEVEL	ACTION AND TIMESCALE
TRIVIAL	No action is required
TOLERABLE	No additional controls are required. Consideration may be given to a more effective solution or improvement.
MODERATE	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with harmful / serious consequences further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
SUBSTANTIAL	The activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves activity already in progress, urgent action should be taken.
INTOLERABLE	Activity should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, activity has to remain prohibited.

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Risk	Probability HU / U / L	Severity L/M/H	Risk Level	Planned Action to Control Risk
PRIOR TO THE EVENT & EACH DIVISION				
Fast river conditions (taking account of stream, wind strength and direction) and poor weather forecast likely to result in difficult conditions (eg wind against stream)	Likely-unlikely	Medium	Substantial-moderate	<p>The Chairman, Race Committee Chairman (RCC), and Water Safety Adviser (WSA) will review the conditions in the week before the race. Measures will be agreed to reduce any risk(s) identified to an acceptable level.</p> <p>A similar assessment of stream and weather will be carried out before the start of each Division.</p> <p>Depending on the severity of the river conditions observed decide whether to:</p> <ul style="list-style-type: none"> a) shorten the course by 200 metres to create wider safety margin from Hambleden Weir b) Take out some or all of Novice, J14, J15, Intermediate 3 crews. c) Cancel Race <p>Changeable weather conditions will be assessed before each division and rowing restricted to more experienced crews. Eg. Novice, J14 may be cancelled at short notice.</p>
WEATHER CONDITONS ON THE DAY				
Sudden severe bad weather causing unrowable and / or dangerous conditions	Unlikely	Medium	Moderate	Any race official will notify RCC and / or WSA who will make the decision to stop racing. Any crews on the water will be moved into the side of the river and shepherded back to the landing stages by umpires and rescue boats.
Severe storm accompanied by thunder and lightning during racing.	Unlikley	Medium	Moderate	<p>Provisions laid down in the document "Advice for Events and Clubs in Developing Action Plans for Risk from Lightning" available from the British Rowing Water Safety Committee to be followed: -</p> <p><i>"Suspension and resumption of racing should follow the 30/30 rule: racing should stop when the flash-to-bang count is 30 seconds, and should not resume until 30 minutes after the last lightning".</i></p> <p>Crews and officials will be cleared from the course as quickly as possible, aiming to get everyone to safe shelter as soon as possible. Marshals with loudhailers will instruct all athletes, officials and spectators to move under cover.</p> <p>Any variation from 30/30 rule to be agreed unanimously by Event Chairman, Water Safety Adviser and Race Committee Chairman.</p>

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MARSHALLING AND RACING				
Collision in Start Zone	Unlikely	Medium	Moderate	Start marshals “collect” crews for the race in start order and turn them in that order ready to start.
Collision between crews rowing in different directions during racing	Unlikely	Medium	Moderate	No crews allowed to boat for next race until previous race has finished and crews disembarked. Monitored by raft marshals in the finish area. Crews returning downstream to UTRC must follow circulation pattern - the umpire at Remenham Club will act as a crossing marshal.
Crews turning from the Bucks station to cross the course to UTRC whilst the race is still on and thus potentially endangering crews still racing	Likely	Medium	Substantial	Competitors instructed to take care when crossing the course during the race in order to disembark at Upper Thames RC. Race monitors placed at Remenham Club and Old Blades have responsibility for managing any potentially dangerous situation.
Crews warming up or cooling down obstructing races or launches.	Unlikely	Medium	Moderate	Safety Instructions and instructions to crews advise that cooling down on the race course is not allowed and any crew crossing the finish line a second time will be disqualified
Capsize during a race	Unlikely	Medium	Moderate	Three rescue launches plus additional marshal/safety launches spread along the race course. All race monitors, umpires, start marshals and rescue launches are linked by radio/mobile phone back up. Race monitors and umpires equipped with megaphone to summon assistance. Cox’s life jackets may be checked by Control Commission prior to going afloat to race. Particular attention paid to “front loader” boats.
Crews get too cold while waiting to race	Likely	Medium	Moderate	Competitors instructions advise on appropriate clothing. Boating officials will not allow competitors to race if not suitably dressed for the conditions. Marshalling time kept to minimum possible. In adverse conditions, some categories may not be allowed to race.
LANDING STAGES AND BOATING AREA				
Slip hazard on tow path near landing stages, particularly wooden edging	Likely	Low - medium	Tolerable	Minimise slip hazard particularly wooden edges by brushing down as for rafts. Henley contracting to be requested to clean edges.
Slip hazard due to frost / ice on the landing stages	Unlikely	Low	Tolerable	Rafts will be gritted and salted if temperatures are close to freezing. Trip hazards will be minimised (eg raft marshals to instruct no shoes to be left on the rafts)
Collapse of athlete on landing stages (e.g. asthma attack) or falling into the water – risk of hypothermia	Unlikely	Medium	Tolerable	Control Commission or Umpire or Rescue Boat summon Medical Aid by radio (First Aiders available at the Finish. In the event of serious injury emergency services will be contacted immediately. Hot showers available at Henley Rowing Club or Upper Thames RC.
Collapse of member of the public				Defibrillators available Leander Club and UTRC

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Accidents in catering area (food preparation) involving urns or other cooking equipment eg bbq	Unlikely	Medium	Tolerable	Electric urns to be plugged into electric points supplied and no other extension cables to be used unless supplied by Henley Contracting. Minimise trip hazard from cables. Ensure urns/cooking equipment (eg BBQ) are placed on a stable surface before operation commences and hot surfaces are kept away from members of the public. Gazebo should only be dismantled once equipment is safely out of the way.
Collision of cyclist and pedestrian	Likely	L/M	Moderate	To reduce risk coaches not allowed to cycle with crew along regatta enclosures and boating area. Sign put up.
WELFARE				
Unaccompanied junior competitors attend the event	Unlikely	Low	Tolerable	It is a condition of entry that each junior competitor or crew shall have a named manager/coach. The coach, who must be over 18, must have been named on the entry form with his/her mobile phone number.
Junior competitor or child becomes missing for more than 30 minutes	Unlikely	Low	Tolerable	The coach is responsible for the welfare, safety and appropriate supervision of his/her crew and is expected to know the whereabouts of his/her crew at all times on the day of the Race. Action for missing participants is set out in the Welfare Plan.

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