

RISK ASSESSMENT

Unit/Formation: [Newbury Canoe Club](#)

Name / Assessor: [Clive Williams](#)

Position: [Race Organiser](#)

Activity/Exercise: [Canoe & Kayak event, Waterside Series 2023](#)

Date of Assessment: (Org-2004) [05 December 2022](#)

Event Dates: Race A: [12th Feb](#), Race B: [26th Feb](#), Race C [12th March](#), Race D : [26th March](#)

References/Publications:

[Race Rules](#)

- [Race Information Sheet](#)
- [Entry Forms](#)
- [Paddling Etiquette](#)
- [Support Crew Etiquette,](#)
- [Marshaling Instructions \(Road and Tunnel Marshal instructions\)](#)
- [Safety Briefings \(.PPT\) – Updated on the day if necessary – Race specific](#)
- [NCC Club Operating and Safety Procedures \(includes safeguarding \)](#)
- [Website – updated in days leading to each Race as necessary](#)
- [Short form information and instruction Videos \(Marshalling \)](#)
- [Marshalling Box contents](#)

Generic Risk Assessment (Yes/No): [No](#)

Steps relate to the Risk Assessment process

| Ser | Activity/Element (Step 1) | Hazards Identified (Step 2) | Existing Controls (Step 3) | Is the Residual Risk Acceptable? Yes/No (Step 4) | Additional Controls Required (Step 5) | Is the Residual Risk Acceptable Yes/No (Step 6) |
|-----|------------------------------|--------------------------------|-------------------------------|--|---|---|
| (a) | (b) | (C) | (d) | (e) | (f) | (g) |
| 1 | Event | Command and Control | Race Organiser | No | In absence – nominated individual | Yes |
| 2 | | Medical | Race Rules / Code of conduct | No | In order: 1) Support crew 2) Race Control (Located at Finish during finish window) Minor injuries only 3) Emergency services Note: Marshalls may not be First Aid Trained but do have Mb communications | Yes |

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|----|--------------|---------------------------|--|-----|--|-----|
| 3 | | Organisation | Competency of staff – Many years of experience | Yes | | |
| 4 | | Weather Monitoring | The Race Organiser is responsible for maintaining a watch on the forecasted Weather conditions for the event day. | No | This is to include a watch for 1) Thick Ice, Temperature and risk of Hail, Thunderstorms & risk of lightning and to seek advice as deemed appropriate. | Yes |
| 5 | | Weil's Disease | Notices at Start/Finish and on Website, Series Information Sheet | No | Important for those Canoeing – but anyone in contact with the canoeists on or off the water, entrants and officials alike. | Yes |
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| 1 | Safeguarding | Personnel | The Race Organiser is to make sure that a suitable person is appointed to the position of Safeguarding Event Contact. | No | That Safeguarding person is to be someone who has appropriate trained | Yes |
| 2 | | Event Organisation | Race Organiser and team leaders to be aware of and act on any information provided to them | No | Leaders to be aware of details and how to pass sensitive information to the Event Safeguarding contact | Yes |
| 3 | | Marshalls | Event Marshalls are to be made aware of how to report, and to whom they need to report either witnessed or informed possible safeguarding incidents. | Yes | | |
| 4 | | Entrants | A notice to be displayed with the Event Safeguarding name and location | Yes | | |
| 5 | | Policy | NCC policy documents are published in the Club Website https://www.newburycanooclub.co.uk/ | Yes | | |
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| 1 | Canoeing | Competitors General | Race Rules | No | Race briefing to highlight the main points of safety | Yes |
| 2 | | Environment/Weather | Appropriate clothing / Briefing | No | Starter has the option of NOT STARTING any crew that is not dressed appropriately for the conditions. | Yes |
| 2a | | Severe Weather Conditions | Seek appropriate Shelter | No | Support Crew to Pull paddlers off the Water in advance if at all possible. Paddlers to seek shelter from the prevailing extreme conditions EG. Lightning / Hail Etc. | Yes |

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| 2b | | Wind-Chill | Appropriate Clothing and condition | Yes | Consider the compulsory wearing of Life Jackets and Other Safety issues on the Day publicized by Website and the Safety Briefing | Yes |
| 2c | | Appropriate Clothing | Race Rules and Series Information Sheet + Race Safety Briefing for race specific info on the day | Yes | | |
| 2d | | High Winds | Consider allowing just K2s to compete – pre-warning before traveling to avoid dissatisfaction | Yes | | |
| 3 | | Expertise | Race instructions outlines distance / Number of portages etc. | No | This Series is clearly identified as NOT being appropriate for the Inexperienced and or novice paddlers | Yes |
| 4 | | Juniors | Race Rules | No | Compulsory for all Juniors (and advisory to all adults) that buoyancy aids are worn throughout the series. | Yes |
| 5 | | Medical – Minor injuries such as: trips and falls, blisters and similar | Support crews | No | Other competitors support crews to lend assistance | Yes |
| 6 | | Medical – Major Injuries | Support Crews / Other paddlers must assist | No | Outside assistance = Emergency services + race control | Yes |
| 7 | | Paddlers in difficulty | Race Rules + Canoeing Code | No | Paddlers to notify nearest support / crew or marshal so as to escalate if necessary. | Yes |
| 8 | | Retiring | Race Rules | No | Marshals along route have retirement number. Number mentioned on almost every paperwork & Website | Yes |
| 9 | | Additional Compulsory Portages | Safety Briefings/Signage at site and Maps at start will advise paddler on the day. | No | Marshals will be posted at most Safety enforced compulsory portages such as Weirs and or excessive water flow locations. Low bridges will be obvious and may only require signage. Note: Marshalls may not be First Aid Trained but will have Mb communications or a procedure in place to summon help or assistance. | Yes |
| 10 | | ICE | Known hazard, and may prevent some paddlers from taking part, EG: Juniors, Inexperienced crews, K1s, and or others at the Organiser's decision. | No | Special instructions to be included verbally on Race day or in Safety Briefing where possible notification also via the Website to avoid disappointment on the day. | Yes |
| 11 | | Other Canal Users (Narrow boat & other water traffic) | Race rules, Paddling etiquette | No | 2021 Special Event – increased Narrow boat traffic – Additional Marshals and locations plus Pre-Event publicity + Special mention in Paddler Briefing | Yes |
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| 1 | Support Crews | Car Parking | Race Rules | No | Briefing to highlight any known trouble spots eg Road /Canal works etc. | Yes |
| 2 | | Medical Assistance to Others | Race rules | Yes | Note: Marshalls may not be First Aid Trained but do have Mb communications, or a procedure in place to summon help or assistance. | |
| 3 | | Stopping Traffic | Race Rules | No | Briefing to enforce that traffic can not be stopped in preference to canonists. | Yes |
| 4 | | Route | Race Rules | No | Briefing is to notify of any routes that are closed / difficult. | Yes |
| 5 | | Exclusion locations | Race information and Safety Briefings | No | Web site information to provide as much advance notice as possible. Also Maps at Start | Yes |
| 6 | | Driving | Reminder of driving considerations | No | Consider location exclusions and or Support Team collaboration in Vehicle movements. Coordinated at Start Via verbal and Safety Briefings | Yes |
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| 1 | Portages | Canoeists | Race Rules | No | When a limited space is available – first come first served principle | Yes |
| 2 | | Running | Race Rules/Paddling etiquette | No | Due care to other canal / Towpath users must be given at all times | Yes |
| 2a | | Fast Crews | Race Rules/Paddling etiquette | No | Due care must be shown to less experienced crews. | Yes |
| 3 | | Road Portages | Race Rules | No | Briefing to remind entrants that race officials / Supporters have NO RIGHT to stop cars on the public highway | Yes |
| 4 | | Car Parking | Race Rules | No | Briefing to identify any known trouble spots and or any Road works that effect portages | Yes |
| 5 | | COMPULSORY Weir Portages | Safety Briefings and signage at the site | No | Marshaled position and notices placed in advance of the weir. Marshall to make sure competitors exit the canal in the right place. Signs to be located where it is safe to re-enter the canal. | Yes |
| 6 | | COMPULSORY Water flow Portages | Safety Briefings and signage at the site | No | Marshaled position and notices placed in advance of the flow. Marshall to make sure competitors exit the canal in the right place. Signs to be located where it is safe to re-enter the canal. | Yes |

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| 1 | Marshaling - General | Instructions | Various co-ordinating instructions pre-event: Locations, timings, instructions and short information videos | No | Marshaling positions are monitored by marshaling co-ordinators before and during the event | Yes |
| 2 | | Equipment | Marshalling locations are provided with a marshalling box containing useful / necessary information and equipment See marshalling Box contents and locations document | Yes | | |
| 3 | | Marshalling First Aid | First aid is limited to calling outside assistance (999 if appropriate and or Race control for Support crew numbers) | No | Each marshalling location has emergency bags and thermal blankets to help maintain warmth until outside assistance arrives | Yes |
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| 1 | Marshaling - Newbury Swing Bridge | Instructions | Brief to all marshals before starting duty | Yes | | |
| 2 | | Visibility | High Vis Vests | Yes | | |
| 3 | | Competitors Portaging onto the side of a Public Road | Marshal(s) to warn / Control Canoeists / cars within the bridge area | No | Motorists have priority if not willing to stop (Note: Road is little used) | Yes |
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| 1 | Marshaling - Hampstead Marshall | Instructions | Brief to all marshals before starting duty | Yes | | |
| 2 | | Visibility | High Vis Vests | Yes | | |
| 3 | | Public traffic approaching portage | Historically local traffic are known to be less Canoe-Friendly Traffic to be kept moving when at all possible. | No | Competitors to be stopped in good time so as to allow cars to pass. | Yes |
| 4 | | Support crews | Race Rules | No | Supporters / Public are to be kept away from the Crossing points so as not to confuse the issue of traffic control <i>Note: Only Junior Crews are to be supported at this location – thus reducing the Support Crew numbers</i> | Yes |
| 5 | | Public | Public Safety | No | General public should be asked for their own safety not stop on the bridge. | Yes |

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| 6 | | Car Parking | Race Rules | No | Marshals are to enforce safe parking. There are a number of dangerous bends on the approaching from the North. These must be kept clear. Additional no waiting cones will be in position to enforce a greater no parking zone on the side of roads leading to the canal bridge and level crossing | Yes |
| 7 | | Motor Traffic crossing bridge | Marshals visibility | No | Marshals must be visible from both sides of the bridge, as motorists visibility of the other side is very restricted regardless of direction of travel. | Yes |
| 8 | | Traffic Control | Marshals briefing | No | Marshals are to use clear hand signals and stick to a set plan Note: Traffic build up from the North should be kept to a minimum since the Rail level crossing is not that far away. | Yes |
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| 1 | Marshaling – Kintbury | Instructions | Brief to all marshals before starting duty | Yes | | |
| 2 | | Visibility | High Vis Vests | Yes | | |
| 3 | | Vehicle Traffic approaching Bridge. | Competitors to be stopped in good time so as to allow cars to pass. | No | Marshals instructions expand on this detail | Yes |
| 4 | | Vehicle Traffic approaching Bridge. | Marshals visibility | No | Marshals must be visible from both sides of the bridge, as motorists visibility of the other side is limited.. | Yes |
| 5 | | Support crews | Race Rules | No | Supporters / Public are to be kept away from the Crossing points so as not to confuse the issue of traffic control | Yes |
| 6 | | Public | Public Safety | No | General public should be asked for their own safety not stop on the bridge. | Yes |
| 7 | | Car Parking | Race Rules | No | Marshals are to enforce safe parking. Use the Rail Carpark South and North. Marshals to move cars on if full. | Yes |
| 8 | | Traffic Control | Marshals briefing | No | Marshals are to use clear hand signals and stick to a set plan Marshals instructions expand on this detail | Yes |
| 9 | | Rail crossing | Marshals Briefing and Instructions plus Support Crew etiquette Web site and paddling & support Crew Safety Briefing | No | Note: Traffic build up from the North should be kept to a minimum since the Rail level crossing is immediately to the north of the canal bridge. | Yes |

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| | | | | | <p>Support Crews: Additional safety poster/information displayed at Start Road side signage/cones to assist in maintaining visibility on and around level crossing Additional no waiting cones will be in position to enforce a greater no parking zone on the side of roads leading to the level crossing</p> | |
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| 1 | Marshaling – Dunn Mill (Hungerford) | Instructions | Brief to all marshals before starting duty | Yes | | |
| 2 | | Visibility | High Vis Vests | Yes | | |
| 3 | | Public traffic approaching portage | Historically local traffic are known to be less Canoe-Friendly Traffic to be kept moving when at all possible. | No | Competitors to be stopped in good time so as to allow cars to pass. | Yes |
| 4 | | Support crews | Race Rules | No | Supporters / Public are to be kept away from the Crossing points so as not to confuse the issue of traffic control | Yes |
| 5 | | Canoeists | Cross over Bridge and canal from SouthWest to NorthEast | No | Marshals to stop the Canoeist(s) as no right to stop vehicles. The swing out of a canoe takes almost the full width of the road. | Yes |
| 6 | | Public | Public Safety | No | General public should be asked for their own safety not stop on the bridge. | Yes |
| 7 | | Car Parking | Race Rules | No | Marshals are to enforce safe parking. NO PARKING is allowed to the Immediate North of the canal and support crews should park in the car park. Additional no waiting cones will be in position to enforce a greater no parking zone on the side of roads leading to the canal bridge and junction on the south side. | Yes |
| 8 | | Motor Traffic crossing bridge | Marshals visibility | No | Marshals must be visible from both sides of the bridge, as motorists visibility of the other side is very restricted. | Yes |
| 9 | | Traffic Control | Marshals briefing | No | Marshals are to use clear hand signals and stick to a set plan Note: there is a dangerous bend to the south of the bridge. | Yes |

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| 1 | Marshaling – Wotton Rivers (Races C & D) | Instructions | Brief to all marshals before starting duty | Yes | | |
| 2 | | Visibility | High Vis Vests | Yes | | |
| 3 | | Public traffic approaching portage | Historically local traffic are known to be less Canoe-Friendly Traffic to be kept moving when at all possible. | No | Competitors to be stopped in good time so as to allow cars to pass. | Yes |
| 4 | | Support crews | Race Rules | No | Supporters / Public are to be kept away from the Crossing points so as not to confuse the issue of traffic control | Yes |
| 5 | | Public | Public Safety | No | General public should be asked for their own safety not stop on the bridge. | Yes |
| 6 | | Car Parking | Race Rules | No | Marshals are to enforce safe parking. And not to allow cars to park close to the canal bridge | Yes |
| 7 | | Motor Traffic crossing bridge | Marshals visibility | No | Marshals must be visible from both sides of the bridge, as motorists visibility of the other side is very restricted. | Yes |
| 8 | | Traffic Control | Marshals briefing | No | Marshals are to use clear hand signals and stick to a set plan | Yes |
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| 1 | Newbury Town Centre Canal Bridge and Narrow Boat Traffic | Easterly traffic | No concern | Yes | | |
| | | Westerly Traffic (Race A, C & D) | Paddlers to be held at Newbury Town Lock | No | Boat Captains to be made aware of our Procedure, Finish line staff to initiate Procedure. | Yes |
| | | Canoeists | Canoeists to be held at Newbury Lock to allow the Boat troubled navigation through the bridge | No | Times will be taken to avoid canoeists RED Mist confrontation | Yes |
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| 1 | Race Start – Gt. Bedwyn | Car Parking | Marshals to Control the parking - 1. Village Hall (Race officials and Minibuses) | No | Cars inappropriately parked are to be asked to re-park | Yes |

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| | | | 2. Wharf carpark, - Trailers only 3. Station carpark –Cars 4. Side of road heading South - Large trailers and overspill + Drop off. Note: Access to and over the canal bridge is to be kept clear from parked cars | | Marshals located around the area to assist in parking See also map of Car parking areas. | |
| 1 | Race Start – Newbury | Starting | Race Start is located below the Bandhut weir run off. | No | A pre Start and Pre-Pre Start needs to set up and rigorously controlled. Loud halers are required. And a forceful character needs to control the advancing paddlers so that no crew is on the water waiting / stabilising near the runoff for the Band Hut weir. It is imperative that the pre-prestart marshal is forceful in character and well briefed. <i>Note: The change to the finish window in 2016 had a significant benefit in reducing the queuing to almost nil throughout the entire start window. This was less noticeable in 2017 or 2018 re-enforcing the need to select the right persons to control this pre-start.</i> | Yes |
| 2 | | Car Parking | Parking is in Town Center Carparks and Forbury Road Car park is advised for Trailers | Yes | | |
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| 1 | Race Start – Devizes | Car Parking | Parking is in Town Center Carparks. | Yes | | |
| 2 | | Toilets | Narrow Stairs leading to internal toilets – these are to be placed out of bounds to anyone other than race officials | Yes | | |
| | | Devizes Car Parking – Blocking of Rear Compound of Police station | Entrance to be coned effectively highlighting the need to maintain this important constantly used entrance. | Yes | | |
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| 1 | Race Start – Pewsey | Car Parking | Marshals to Control the parking – 1. No parking in the Warf 2. 4x4s to park through trailer park by Gym | No | Marshals located around the area to assist in parking Marshals to monitor road side parking Signs to assist / restrict parking | Yes |

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| | | | <p>3. Cars in front of School / Courtyard and Terrace car parking areas</p> <p>4. Overspill is left hand side of road heading towards Pewsey. Continued into Business Park, gaps to be marked as NO PARKING to allow passing and a significant gap at brow of hill.</p> | | | |
| | | Road Crossing | Competitors are to be controlled when crossing the road. | No | Briefing to marshals at this point to be firm and to control the Competitors and not the traffic on the highway. | Yes |
| 2 | Race Start - General | Entries/Booking In | Race Rules / Information Sheet | Yes | | |
| 3 | | Competitors Information | Rules and Information | No | <p>Race Briefing to highlight race “black Points” and past experiences/difficulties also changes to normal conditions for Competitors and Support Crews</p> <p><i>This is displayed in a prominent manner for all to read as crews checkin</i></p> | Yes |
| 4 | | Starting | Warm weather clothing is to be worn as start position is / can be windswept | Yes | | |
| 5 | | Unsteady crews | Starter to allow rolling start through the start line but time will have deemed to have started at the previous available start time.(up to 30 Seconds prior) | Yes | | |
| 6 | | Wet floors | Notices to be displayed | Yes | | |
| 7 | | Command and control | Resides with Race Organiser or delegated person | Yes | | |
| 8 | | Towpath start (running) | Permitted at Race Organiser’s discretion Eg: ICE / Weed | No | Alternative start location may be considered to prevent conflict with other canal users | Yes |
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| 1 | Race Finish – Newbury | Command / Control | Resides with Finish Official in the first instance | No | Event Organiser has overall responsibility | Yes |
| 2 | | Changing facilities – Slippery floor | Notices to this effect on display | Yes | | |
| 3 | | Finishers | 1) Competitors/Support Crews are not to be allowed to distract the finishing team | No | Frequent supervision | Yes |

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| 4 | | Weather – inclement | Warm Clothing / Waterproofs to be worn – Instructions | No | Frequent changeover / temporary shelter | Yes |
| 5 | | Finishers competence | Full briefing – need for accuracy of recording and written legibly | Yes | | |
| 6 | | Passage of information | Use of Waterside equipment for public address / Prize Giving | No | Handheld megaphone | Yes |
| 7 | | Computer equipment and cables | To be kept out of reach from supporters and competitors | No | Cables to be taped out of way | Yes |
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| 1 | Race Finish Line | Equipment | Battery operated only | Yes | | |
| 2 | | Closeness to water | Support crews / competitors are not to interfere or hassle Finish line staff. | No | Finish line staff are to insist that they not be troubled – in the interest of other competitors and Closeness to Water. <i>Note: Finish line staff only have Finish line times NOT competitors Race results.</i> | Yes |
| 3 | | Suitable Clothing and refreshments | Staff are to be rotated in inclement conditions and supplied with HOT drinks | Yes | | |
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| 1 | Race B – Turn | General | Siting of and necessary space Appropriate signage and marshals | Yes | | |
| 2 | | Marshals | Paddlers & People management / other canal users | Yes | | |
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| 1 | Race Finish Line (Race B) | Equipment | Table/Chair and Radios for Comms | Yes | | |
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Signed: *Clive Williams* Name: **Clive Williams** Position: **Event Organiser** Date: 5th December 2022

Original signed and dated, and filed with similar Race information documents and with the Series Organiser or nominated deputy.