

RISK ASSESSMENT

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

Name / Assessor: [Clive Williams](#)

Position: [Race Organiser](#)

Activity/Exercise: [Canoe & Kayak event, Waterside Series 2024](#)

Date of Assessment: (Org-2004) [02 October 2023](#)

Event Dates: Race A: [4th Feb](#), Race B: [18th Feb](#), Race C [3rd March](#), Race D : [17th 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

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
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 training	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.newburycanoeclub.co.uk/	Yes		
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

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

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
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

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	Marshaling locations are provided with a marshaling box containing useful / necessary information and equipment See marshaling Box contents and locations document	Yes		
3		Marshaling 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
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
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 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

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
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 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

					<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>	
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

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
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
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

			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		
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		
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

			<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
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

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
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		
1	Race B – Turn	General	Siting of and necessary space Appropriate signage and marshals	Yes		
2		Marshals	Paddlers & People management / other canal users	Yes		
1	Race Finish Line (Race B)	Equipment	Table/Chair and Radios for Comms	Yes		

Signed: *Clive Williams* Name: **Clive Williams** Position: **Event Organiser** Date: 20th Feb 2024

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

Canal and River Trust Notes 2024:

All Races:

- A

Special Instructions:

I Confirm that I will make contact with Rob Coles (CRT) the week prior to the Races to discuss High Water flow and how we are managing this.