



RISK ASSESSMENTS

FOR

Rivertime Accessible Regatta

April 2018

Review Date: April 2019

GUIDE TO RISK ASSESSMENT

An assessment of risk is nothing more than a careful examination of what, in your undertaking could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

STEP 1 - IDENTIFY ANY HAZARDS

A hazard is something which has the potential to cause harm

e.g. noise, electricity, fire, manual handling, people.

Look for any hazards which you could reasonably expect to result in significant harm and list them.

STEP 2 - WHO MIGHT BE HARMED

Identify groups of people who may be harmed by the hazards you have listed.

STEP 3 - IS THE RISK ADEQUATELY CONTROLLED

Risk is the chance, great or small, that someone will be harmed by the hazard.

Identify whether you have already taken precautions against the risks from the hazards you listed. If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Your aim is to make all risks small by adding to your precautions if necessary. For example, have you provided:

- a) adequate information, instruction or training
- b) adequate systems or procedures

STEP 4 - WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK

What more could you reasonably do for those risks which you found were not adequately controlled. Consider where a risk still remains could the task/job be removed, can you choose a safer alternative, can you prevent access to the hazardous area or can you protect people in another way i.e. ensuring only trained people deal with the task. The risks that could affect large amounts of people and/or could cause serious harm should be dealt with first.

RISK FACTOR CALCULATION SHEET

Identify a RISK. Decide on the chance of it happening. Use scale below.

Frequency		Risk band
1	A highly improbable occurrence (not known)	Low
2	A remotely possible (may have happened)	Low
3	An occasional occurrence (known)	Med
4	A frequent occurrence (happens)	Med
5	A frequent and regular occurrence	High
6	Almost a certainty (immediate ACTION to prevent a disaster)	High

Now decide how SEVERE the accident or illness could be. Use scale below.

Severity		Risk band
1	Negligible injuries/illness/damage	Low
2	Minor injury/illness/damage	Low
3	Major injury/illness/damage (RIDDOR?)	Med
4	Single fatality/serious illness/damage	Med
5	Multiple fatality/very serious illness	High
6	Multiple fatalities (including off site) Certain death from consequential illness	High

Frequency x Severity = Risk Rating

e.g. 3 (an occasional occurrence) x 2 (minor injury/illness/damage) = 6

RISK ASSESSMENT CALCULATION TABLE

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

RISK ASSESSMENT SCORE

- | | | |
|----------------|-------------|---|
| 1 – 6 | LOW RISK | Keep assessment under review |
| 8 – 12 | MEDIUM RISK | Put in place effective control measures and monitor |
| 15 – 36 | HIGH RISK | Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work |

This document is supported by risk assessments for the individual sports alongside those for each individual sport.

RISK ASSESSMENT RECORD
INDOOR SESSIONS INCLUDING REGISTRATION

Hazard	Risk	Management Actions	After Management actions		RAS
			Frequency	Severity	
Trips & slips	Bruising, Minor injury	<ul style="list-style-type: none"> Ensure that areas used by the Regatta are clear of trip hazards. School staff to stop participants running in the building First Aid on site 	3	2	6
Faulty facility & equipment	Injury	<ul style="list-style-type: none"> SERCO Risk Assessments for the site Pre Event Equipment Checks All equipment to be stored securely when not in use. 	2	3	6
Running into equipment or other participants	Minor injury	<ul style="list-style-type: none"> School staff to monitor and manage the conduct of their pupils. 	2	2	4

RISK ASSESSMENT RECORD

OUTDOOR SESSIONS INCLUDING MOVEMENT BETWEEN ACTIVITIES

Hazard	Risk	Management Actions	After Management actions		RAS
			Frequency	Severity	
Trips & slips	Bruising, Minor injury	<ul style="list-style-type: none"> Ensure that areas used by the Regatta are clear of trip hazards. School staff to stop participants running in the in the marquees and close to the river First Aid on site 	3	2	6

Hazard	Risk	Management Actions	After Management actions		
			Frequency	Severity	
Faulty facility & equipment	Injury	<ul style="list-style-type: none"> SERCO Risk Assessments for the site Pre Event Equipment Checks All equipment to be stored securely when not in use. 	2	3	6
Running into equipment or other participants	Minor injury	<ul style="list-style-type: none"> School staff to monitor and manage the conduct of their pupils. First aid on site 	2	2	4
Participants become excited and exercise beyond their capability.	Strains & Muscular Injuries	<ul style="list-style-type: none"> School staff to monitor and manage the conduct of their pupils. First aid on site Providers to monitor participants conduct and discourage excessive enthusiasm. 	2	3	6
Sharps, dog faeces & dangerous objects	Minor injury	<ul style="list-style-type: none"> Outdoor Pre Event Checks Outdoor Working Practice of venue staff 	3	2	6
Lack of mobile phone signal	Poor communication across the site and to emergency services	<ul style="list-style-type: none"> Confirm coverage. Select mobile operator with the required coverage Provide radios for the event management team. Provide (marine) radios for water sports providers 	2	2	4
Access Road/traffic	Collision between individuals and traffic	<ul style="list-style-type: none"> Lay site out so that participants can access the site from drop off and pick up area without crossing roads. Ensure safe walking route from car parks to the regatta area Moving vehicles on site (other than emergency vehicles) when children on site to be minimised. If a vehicle movement is required marshals to escort it through the regatta area. All Traffic marshals to wear Hi Vis jackets 	2	2	4

			After Management actions		
Hazard	Risk	Management Actions	Frequency	Severity	
River Thames	Fall into the water, injury drowning.	<ul style="list-style-type: none"> • Tape off Regatta area from the pontoon other than the access route. • No person allowed on the pontoons without a life jacket. • Anybody working close to the river to wear a life jacket. • Teacher/carers to ensure that participants do not approach close to the river/river bank other than at designated pontoon access routes and wearing life jackets. 	3	2	6

RISK ASSESSMENT RECORD
ADVERSE WEATHER CONDITIONS

			After Management actions		
Hazard	Risk	Management Actions	Frequency	Severity	
Extreme Weather forecast	Injury	<ul style="list-style-type: none"> • Cancel the regatta before the day 	2	1	2
Muddy / wet walkways and sport surfaces	Slips, injury	<ul style="list-style-type: none"> • To the extent possible route walkways over good ground in adverse conditions • Use mats to improve the walking surface • Locate staff at points that cannot be otherwise mitigated as above to help participants • Suspend/cancel activities that become unsafe. • If the site becomes too dangerous cancel the regatta 	3	2	6
High Winds	Injury from flying objects	<ul style="list-style-type: none"> • Secure loose objects that can be blown by the wind. • Suspend or cancel activities 	2	3	6

		<ul style="list-style-type: none"> Suspend or cancel the regatta and take participants to a safe place to wait for their transport 			
High winds (River)	Activities on the water become unsafe. Risk of injury or drowning	<ul style="list-style-type: none"> Suspend or cancel water sports 	2	1	2
Sunshine and high temperatures	Heat exhaustion Sun burn Dehydration	<ul style="list-style-type: none"> Remind schools to bring plenty of water for the pupils Remind all to wear sun hat, sun block, cover up with loose fitting clothes, drink plenty of water Ensure that there is easy access to drinking water. Marquees to provide shade (remove sides if appropriate to increase air flow) Teachers and providers to monitor individuals. 	3	2	6
River Conditions	Fast stream makes water borne sports unsafe	<ul style="list-style-type: none"> No water sports if Red or Yellow boards 	3	1	3
Cold weather	Participant become cold	<ul style="list-style-type: none"> School manual states to be prepared for all weather conditions. Individuals to move inside the Abbey to warm up. If significant number of participants become cold amend program or cancel regatta 	3	2	6
Rain	Participant become wet and therefore cold	<ul style="list-style-type: none"> School manual states to be prepared for all weather conditions. Schools responsibility to ensure pupils have appropriate clothing Marquees available for shelter. 	3	2	6
Hail	Participants become distressed.	<ul style="list-style-type: none"> School manual states to be prepared for all weather conditions. Schools responsibility to ensure pupils have appropriate clothing Marquees available for shelter 	3	2	6

RISK ASSESSMENT RECORD
WORKING AT HIRED FACILITIES/MEETING ROOMS

Hazard	Risk	Management Actions	After Management actions		
			Frequency	Severity	
Health & Safety issues at the site / facility	Injury	<ul style="list-style-type: none"> • Observe host agencies / hire facilities protocols • Staff & volunteers are inducted / shown around the site by SERCO and made aware of procedures (fire etc.) • Ensure all attendees have left the site prior to event staff leaving. 	3	2	6
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RISK ASSESSMENT RECORD
SUPERVISION OF MINORS

Hazard	Risk	Management Actions	After Management actions		
			Frequency	Severity	
Lack of supervision	Participants: <ul style="list-style-type: none"> ➤ wander out of regatta area. ➤ becomes distressed ➤ become disruptive or violent 	<ul style="list-style-type: none"> • School pupils to be supervised by their School Staff and helpers at all times. 	3	2	6
Injury from the lifting of heavy/large equipment	Injury	<ul style="list-style-type: none"> • Young People are not allowed to be involved in carrying large or heavy items of equipment 	2	2	4

RISK ASSESSMENT RECORD
CHILD PROTECTION ISSUES

Hazard	Risk	Management Actions	After Management actions		
			Frequency	Severity	
Harm to a participant	Abuse, abduction	<ul style="list-style-type: none"> • School Staff to supervise their school youngsters at all times. • All provider and volunteer staff, guests and press are registered and identified increasing the visibility of strangers and allowing them to be challenged. (As the site is public it is not unreasonable to have members of the public legitimately in the regatta area.) • Registration of school staff and pupils takes place • Welfare plan contains details of protection methods and actions in different scenarios • Staff are not to work in one-to-one contact with young people. • Welfare induction provided to Young Leaders & volunteers • Head teacher written permission to be given for photography and pink wristbands used to highlight those who cannot be photographed. • Recognised adults are identified by colour coded identification (Wrist band, T shirts, Hi Vis, Arm bands, name badge) • Staff requested to notify management team of any person in the regatta area not identified as above. • Each School must have completed a Registration form prior to attending the event with photo consent 	1	4	4

RISK ASSESSMENT RECORD

YOUNG WORKERS UNDER 18 YRS

Hazard	Risk	Management Actions	After Management actions		
			Frequency	Severity	
Lack of maturity and/or experience	Potentially do not identify risks to themselves and/or participants	<ul style="list-style-type: none">• Sports Leaders are briefed on their role and the hazards.• Adult team leader appointed to support sports leaders• School support & guidance• Other volunteers/staff briefed to offer support if required.	2	3	6
Lack of familiarity with the site	Do not know where to go in a particular situation	<ul style="list-style-type: none">• Ensure that briefing includes a site walk round	2	2	4
Unclear how to handle an emergency		<ul style="list-style-type: none">• Ensure that briefing includes information on the communication plan.• Introduce key members of the management team	2	3	6

RISK ASSESSMENT RECORD
PERSONAL SAFETY

Hazard	Risk	Management Actions	After Management actions		
			Frequency	Severity	
Heavy equipment	Injury	<ul style="list-style-type: none"> • Make staff aware of safe handling techniques • Ensure sufficient staff available for handling heavy items • A separate risk assessment of particular large, heavy and/or awkward pieces of equipment for individual sports will be made and staff will be given advice on handling each piece of equipment. 	3	2	6
Road transports	Accident	<ul style="list-style-type: none"> • Ensure all vehicles and trailers are roadworthy • Ensure that trailers are suitable for the loads being carried 	2	3	6
Unruly pupils	Injury in a fight	<ul style="list-style-type: none"> • Pupils to be under the control of school staff at all time • Disruptive participants to be requested to be removed before they become too unruly • Incidents and Accidents Procedures and Report forms 	2	3	6
Unruly pupils	Verbal Abuse	<ul style="list-style-type: none"> • Pupils to be under the control of school staff at all time • Disruptive participants to be requested to be removed before they become too unruly 	2	2	4

		<ul style="list-style-type: none"> • Incidents and Accidents Procedures and Report forms • Staff briefing to identify behavioural problems that they may encounter and how to deal with it. 			
Pupil behaviour	Unfounded claim of abuse	<ul style="list-style-type: none"> • Staff not to be in a one on one situation with a pupil • Staff not to use toilets provided for schools. 	2	3	6