



No	Potential Hazard	Identified Party	Existing Control Measures	LR	CR	RR	Further Control Measures
<b>EVENT GENERAL</b>							
1	Leadership of event	All parties	<ul style="list-style-type: none"> <li>- Event Manager appointed to oversee leadership and co-ordination of event</li> <li>- Liaison with client &amp; venue to attain familiarity with event, structure &amp; venue</li> <li>- Liaison with local authorities, clubs and relevant associations</li> <li>- Take into consideration regular users of the area (e.g. Sailors, Anglers, Rowers, etc.)</li> </ul>				
2	Marshals/stewards	All parties	<ul style="list-style-type: none"> <li>- Selection and employment of events personnel with adequate skills</li> <li>- Staff briefing prior to event for familiarity (noting expected turnout, event plans and emergency procedures if required)</li> </ul>				
3	Level of staff support	All parties	<ul style="list-style-type: none"> <li>- Up to date information requested from client on expected turnout at event to ensure correct staff and safety cover</li> <li>- Training of staff via pre-season training course to sport governing body standards, on-going event training and distribution of training booklets</li> </ul>				
4	General Set up of activity	Officials	<ul style="list-style-type: none"> <li>- Officials informed of correct lifting/ manual handling and setup procedures</li> <li>- Adequate numbers of staff</li> <li>- Use of trolleys and ramps where possible</li> <li>- Vehicle movement should not exceed 5mph, hazard lights should be used at all times and when in reverse a second person should be positioned behind the vehicle to direct the driver</li> </ul>	2	2	4	
5	Communications systems	All parties	<ul style="list-style-type: none"> <li>- Two way radios, mobile telephones &amp; PA system</li> <li>- Appointment of Event Safety Officer</li> </ul>				
<b>VENUE GENERAL</b>							
6	Condition of venue	All parties	<ul style="list-style-type: none"> <li>- Only use venues that meet minimum or above standard event requirements</li> <li>- Surface evaluation (visual inspection) completed prior to using facility</li> <li>- Officials informed to visually inspect area during the activity</li> <li>- Inspections to include the likes of nesting birds and this to be considered when mapping out the race course</li> </ul>	2	2	4	
7	Emergency procedures	All parties	<ul style="list-style-type: none"> <li>- Set up of area/unit on site</li> <li>- Communicate with venue personnel on current procedures</li> <li>- Notify emergency services of any incident that requires their assistance</li> <li>- Confirm access for emergency services is clear and suitable upon arrival</li> </ul>	1	4	4	
8	Litter hazards (i.e. broken glass)	All parties	<ul style="list-style-type: none"> <li>- Provision of litter bins onsite</li> <li>- Additional black sacks available from event control for teams</li> <li>- Staff to regularly inspect site during event</li> </ul>	1	1	1	
9	Noise nuisance from PA system, DB drums In residential areas.	All parties	<ul style="list-style-type: none"> <li>- Control PA sound level and frequency of use</li> <li>- Where practical restrict the use of the PA and drums to the period of racing</li> <li>- Seek measures to reduce possible disturbance of drums</li> </ul>	1	1	1	
10	Uncontrolled crowds and people swimming/fishing in area.	All parties	<ul style="list-style-type: none"> <li>- Crowd barriers, bunting, signs, orange fencing erected where and if applicable</li> <li>- Areas marshalled periodically throughout event</li> <li>- Swimming not permitted in race area</li> <li>- Anglers to be advised of event and the risks on the day</li> </ul>	1	4	4	- Stop event until crowds are controlled and/or swimmers removed from water and danger from anglers removed
11	Management of NewWave side activities (where applicable)	All parties	<ul style="list-style-type: none"> <li>- Supervised and managed by appropriately qualified staff</li> <li>- Set up &amp; take down – ensuring adequate time is allocated before and after this activity</li> <li>- Manual handling training information provided during induction to all staff</li> <li>- Safety notices displayed if potential hazard</li> <li>- Sited signs/banners anchored in position by metal pegs, support weights and/or attachments</li> <li>- Vehicle movement restricted during event</li> <li>- User instructions and/or disclaimer notices to be displayed alongside activities</li> </ul>	1	4	4	
12	Faulty equipment in general	All parties	<ul style="list-style-type: none"> <li>- Regular maintenance and safe storage – all electrical equipment to be PAT tested</li> <li>- Practical &amp; visual inspection before use</li> <li>- User instructions to be provided where applicable</li> </ul>	2	3	6	- Additional equipment to be made available as contingency

13	Extreme weather conditions (Wind, lightning, heavy rain, heat waves)	All parties	- Visual inspection of land by Event Manager - Visual assessment of water conditions by Chief Boat Marshal prior to activity - Weather forecast to be sort prior to the event	2	3	6	- Curtail or cease activities as appropriate
14	Slips, trips and falls and general injuries	All parties	- Staff to regularly inspect site during event - 'No access' areas to be marked off with suitable barriers and/or hazard tape or bunting - Provision of qualified first aid staff with supplies within designated area	2	2	4	
15	Suitable first aid provision	All parties	- Advice taken from qualified event safety staff in terms of type of medical cover required - Independent professional medical technician with response kit supplied as minimum standard	1	4	4	
<b>ACTIVITY BASED</b>							
16	Different levels of participant	Participants and Officials	- Safety brief with full description of activity and potential risks to all irrespective of experience, & for those with concerns to make themselves known - Completion of 'Acknowledgement of Risk' declaration form and signature ensuring participants agree and understand rules of taking part in the activity	3	2	6	
17	Knowledge of format	All parties	- Race instruction information to be provided to Crew Managers prior to their teams taking part - Announcements made by Chief Official periodically through event - Crew Managers Information Pack provided to client for distribution to all competitors	3	2	6	- Rules & format to be uploaded onto website for all interested parties
18	Inappropriate clothing and footwear	Participants and Officials	- Information provided prior to event regarding suitable clothing for activity - Participants not allowed to take part if inappropriately dressed - Clothing should be removed if it interferes with the buoyancy aid	2	2	4	
19	Trip & slip hazards (i.e. crew moving to board boat)	Participants and Officials	- All equipment to be clear of walkways - Briefing of participants by Chief Official and further by Helm - Boat & Crew marshals to assist - Water aboard boats should be kept to a minimum	1	2	2	
20	Injury from boat swamp	Participants and Officials	- Safety brief by Helm and instructions regarding the Crew Buddy System - Safety boat(s) provided on water at all times	2	1	2	- Ensure rescue boat suppliers are RYA qualified
21	Hypothermia from boat capsize	Participants and Officials	- Rescue boats on the water with RYA qualified crews - First Aid Cover.	1	3	3	
22	Drowning from boat capsize and/or development of adverse weather conditions	Participants and Officials	- Rescue boats on the water with RYA qualified crews - Buoyancy Aids (PFAs) compulsory for all competitors and staff when in boat marshalling areas and on the water - Participants and officials must be able to swim a minimum of 25 metres - First Aid Cover	1	4	4	- Stop the event for a period of time. Cancel
23	Injury from boat collision	Participants and Officials	- As above plus clearly defined lanes and qualified Boat Helms	1	2	2	
24	Injury from colliding with other types of vessels	Participants and Officials	- As above plus buoys, control boats (safety) and water circulation plan	1	2	2	- Stop boat movement when other boats in race area
25	Body heat loss or hypothermia from adverse or cold weather conditions arising once the activity has started.	Participants and Officials	- Correct clothing advice - Indoor changing and shower facilities. Extra equipment in boats	2	2	4	- Reduce the racing distance and the number of races. - Stop the event
26	Injury in the water from boat propeller blades	Participants and Officials	- Qualified boat drivers and engines stopped when around people in water - Safety Officer briefings on rescue techniques and activity operating procedures	1	4	4	- Ensure rescue boat suppliers are RYA qualified
27	Waterborne disease & related illnesses such as Leptospirosis, Weils disease, Gastric illness, Tetanus and biohazards etc.	Participants and Officials	- Safety notices, Crew briefings, Health & Safety advice given - Showers/washroom areas available for participants that enter the water	1	3	3	
28	Capsize due to high winds and/or waves	Participants and Officials	- Depending on venue, wind direction and shelter racing should be stopped when visible 'white horses' appear on the water constantly and the wind speed and conditions makes dragon boating unsafe. - Wind speeds in excess of Force 4/5 need close monitoring				- change direction of racecourse into wind where possible
29	Thunder, Lightning or Hail	Participants and Officials	- Racing suspended until lighting storm has stopped /passed by - Racing suspended until hailstorm has stopped / passed by	1	4	4	
30	Capsize, collision or injury caused by debris/river level/flow	Participants and Officials	- Safety Officer along with rescue boat operators to carry out a visual inspection of course before racing commences - Safety boat operators to identify any debris travelling down river and to stop racing until debris removed - If river level or flow considered a danger the event will be postponed or cancelled	2	1	2	- One safety boat pointed upstream during racing to monitor
31	Illness and injury from alcohol related incidents	Participants	- Restricted access to alcohol. Must be fit to race. Safety Briefings	1	4	4	- Exclude participants who have been drinking alcohol to excess
32	Injuries from Anglers and their equipment	Participants and Officials	- Crew Helms briefed of anglers in the area, instructions to keep clear, crew members advised of risks in areas as appropriate	1	2	2	Tact and diplomacy
<b>COVID-19</b>							
33	Possibility of contracting COVID-19 at the dragon boat event	Participants and Officials	- Event to take place outside in an open space where the risk of contracting COVID-19 is very low. - Social distancing and regular hand washing to be advised.	2	1	2	- The event will only run if it can run safely in accordance with the government guidelines for outdoor events at the time of the event.

		<ul style="list-style-type: none"> <li>- Boat Marshals and Helms will sanitise paddles, boats and any other necessary equipment throughout the day as required.</li> <li>- Hand sanitiser and cleaning materials will be readily available for staff and participants to use at both our boat marshalling area and event control.</li> <li>- NewWave Events will adhere to current government guidelines at the time of the event.</li> </ul>				
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<b>Sources of Information utilised:</b> Feedback from management officials 2023 and previous years	<b>Expected Review date:</b> January 2025
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<b>Name: Lucy Morton (Executive Director)</b> <b>Signature:</b> 	<b>Name: Alicja Mierzejewska (Executive Director)</b> <b>Signature:</b> 
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- \*A rating scale is applied to the hazards by the Assessor in terms of firstly their likelihood rating (chances of hazard occurring) then their consequence rating (resulting scenario) to determine their overall risk rating.
- Risk rating is in essence a subjective evaluation but is used to give priority with which the risk needs to be addressed.
- \*All parties' hazard group refers to participants, officials, and spectators.
- \* Risk Assessment is not valid until countersigned.