

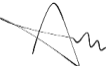
RISK ASSESSMENT RECORD

Assessment Reference: NWE/25

Assessment Subject: PB DBF 2024 – Peterborough Rowing Lake, Thorpe Meadows, Peterborough, PE3 6LN

Assessment Date: February 2025

No	Potential Hazard	Identified Party	Existing Control Measures	LR	CR	RR	Further Control Measures
EVENT GENERAL							
1	Leadership of event	All parties	<ul style="list-style-type: none"> - Event Manager appointed to oversee leadership and co-ordination of event – Lucy Morton - Liaison with client & venue to attain familiarity with event, structure & venues - Venue previously used 	1	4	4	
2	Liaison with other water or land users	All parties	<ul style="list-style-type: none"> - Liaison with local authorities, clubs and relevant associations – Peterborough Rowing Club, Nene Park Trust - Taking into considering other regular users of area - pedestrians and cyclists. 	1	4	4	
3	Marshals/stewards	All parties	<ul style="list-style-type: none"> - Selection and employment of event personnel with adequate skills for Dragon Boat Event from NewWave Events - Staff briefing prior to event for familiarity – detailing anything out of the ordinary (noting expected turnout, event plans and emergency procedures if required) 	1	3	3	
4	Level of staff support	All parties	<ul style="list-style-type: none"> - Up to date information on expected turnout at event to ensure correct staff and safety cover - Training of staff via pre season training course to sport governing body standards, on-going event training and distribution of training booklets - Role specific briefing prior to the start of the event 	1	3	3	
5	General Set up of activity	Officials	<ul style="list-style-type: none"> - Officials informed of correct lifting/ manual handling and setup procedures - Adequate numbers of staff - Use of trolleys and ramps where possible - Vehicle movement should not exceed 5mph, head lights should be used at all times and when in reverse a second person should be positioned behind the vehicle to direct the driver - Vehicles to be kept to a minimum within restricted area. No vehicle movement between 08.30am and 16.30pm 	2	2	4	
6	Communications systems	All parties	<ul style="list-style-type: none"> - Two way radios, mobile telephones & PA system - Appointment of Event Safety Officer – John Handyside 	1	3	3	
VENUE GENERAL							
7	Condition of venue	All parties	<ul style="list-style-type: none"> - Surface evaluation (visual inspection) completed prior to using facility. - Officials informed to visually inspect area during the activity and report any changes 	2	2	4	
8	Emergency procedures	All parties	<ul style="list-style-type: none"> - Set up of event control area. - Communicate with venue personnel on current procedures – Peterborough Rowing Club, Nene Park Trust - Notify emergency services of any incident that requires their assistance – Event Manager or Event Safety Officer 	1	4	4	
9	Litter hazards (i.e. broken glass)	All parties	<ul style="list-style-type: none"> - Provision of litter bins onsite provided by NewWave Events - Additional black sacks available from event control for teams - Staff to regularly inspect site during event - Removal of waste by NewWave Events at end of event 	1	1	1	
10	Noise nuisance from PA system, DB drums In residential areas.	All parties	<ul style="list-style-type: none"> - Control PA sound level and frequency of use. - Restrict PA to cover event space only - Where practical restrict the use of the PA and drums to the period of racing 	1	1	1	
11	Uncontrolled crowds and people swimming/fishing in area.	All parties	<ul style="list-style-type: none"> - Areas marshaled periodically throughout event - Swimming not permitted in rowing lake - Fishing not permitted on rowing lake so no risk of anglers - A boards and signs used to label Boat Marshalling area - Only loading / unloading crews allowed in the boat marshalling area - Chief Boat Marshal assisted by Boat Marshalls to control area 	1	4	4	- Stop event until crowds are controlled and/or swimmers removed from water and danger from anglers removed
12	Management of NWE side activities (where applicable)	All parties	<ul style="list-style-type: none"> - Supervised and managed by appropriately qualified staff - Set up & take down – ensuring adequate time is allocated before and after for this activity. - Manual handling training information provided during induction to all staff (full and part-time) - Safety notices displayed if potential hazard - Sited signs/banners anchored in position by metal pegs, support weights and/or attachments - Vehicle movement restricted during event (see above) - User instructions and/or disclaimer notices to be displayed alongside activities - Risk Assessment, ADIP's and Insurance details etc. requested from all suppliers - Ensure Fun Fair providers are members of the Showman's Guild - Full instructions for safe use compiled by the manufacturer, importer or supplier and updated by the user containing documentary proof of inspections and records of any modifications as well as other records previously kept in the log book 	1	4	4	
13	Faulty equipment in general	All parties	<ul style="list-style-type: none"> - Regular maintenance and safe storage – all electrical equipment to be PAT tested - Practical & visual inspection before use - User instructions to be provided where applicable 	2	3	6	- Additional equipment to be made available as contingency
14	Extreme weather conditions (Wind, lightning, heavy rain, heat waves)	All parties	<ul style="list-style-type: none"> - Visual inspection of land by Event Manager on an ongoing basis throughout the event - Visual assessment of water conditions by Chief Boat Marshal prior to activity - Weather forecast to be sort prior to the event - Stop racing during thunder/lightning storms 	2	3	6	- Curtail or cease activities as appropriate

			- Racing not to be restarted until lightning desists				
15	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	
16	PA equipment presenting trip hazard	All parties	- PA stands places out of public thoroughfares - Cabling places out of public space - Any cabling in public space to be covered by matting	2	2	4	
17	Suitable first aid provision	All parties	- Advice supplied 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	
18	Dragon Boat Equipment	All parties	- All Dragon Boat equipment provided by NewWave Events - Dragon Boats unloaded at boat house. Staff used to stop public to ensure safety whilst boats are maneuvered. - Boats are dressed at pontoons down from boat house. No public allowed on pontoons prior to event.				
ACTIVITY BASED – Dragon Boat racing							
19	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	
20	Knowledge of format	All parties	- Race instruction information to be provided to Crew Managers prior to their teams taking part. - Announcements made by Event Manager and/or 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
21	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. Checked by Chief Boat Marshall. - Clothing should be removed if it interferes with the buoyancy aid. - Footwear covering toes to be worn at all times	2	2	4	
22	Trip & slip hazards (i.e. crew moving to board boat)	Participants and Officials	- All equipment to be clear of walk ways. - Briefing of participants by Chief Boat Marshall and further by Helm - Boat & Crew marshals to assist - Water aboard boats should be kept to a minimum. Bailers are provided and Boat Marshalls to check boats before loading.	1	2	2	
23	Injury from boat swamp	Participants and Officials	- Safety brief by Helm and instructions regarding the Crew Buddy System and Number System. - Maximum of 12 people in boat (including helm) at one time. Boat must not be overloaded. - Safety boat(s) provided on water at all times. 3 provided for this event.	2	1	2	- Ensure rescue boat suppliers are RYA qualified
24	Hypothermia from boat capsize	Participants and Officials	- Rescue boats on the water with RYA qualified crews - Rescue platform provided - First Aid Cover.	1	3	3	
25	Drowning from boat capsize and/or development of adverse weather conditions	Participants and Officials	- Two rescue boats on the water with RYA qualified crews. Each rescue boat to tow a 5-meter inflatable platform capable of carrying up to 10 persons. Rescue boat to carry maximum of 5 persons meaning each rescue boat can 'rescue' 13 persons each at a time in case of double capsize. - Buoyancy Aids (PFAs) compulsory for all competitors and staff when in boat marshaling areas and on the water - Participants and officials must be water confident and ideally able to swim a minimum of 25 meters. Waiver signed to this effect. - First Aid Cover.	1	4	4	- Stop the event for a period of time. Cancel
26	Injury from boat collision	Participants and Officials	- As above plus clearly defined lanes and qualified Boat Helms.	1	2	2	
27	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
28	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 available at Peterborough Rowing Club. Extra equipment in boats.	2	2	4	- Reduce the racing distance and the number of races. - Stop the event
29	Injury in the water from boat propeller blades	Participants and Officials	- RYA Qualified boat drivers - Safety Officer briefings on rescue techniques and activity operating procedures. - Rescue Boat engines turned off whilst rescuing participants from water	1	4	4	- Ensure rescue boat suppliers are RYA qualified
30	Waterborne disease related illnesses such as Leptospirosis, Weils disease gastric illness, Tetanus & Polio.	Participants and Officials	- Safety notices, Crew briefings, Health & Safety advice given. - Showers/washroom areas available at Peterborough Rowing Club for participants that enter the water	1	3	3	
31	Illness and injury from alcohol related incidents	Participants	- Restricted access to alcohol. Must be fit to race. Briefings given to crew managers to explain risks.	1	4	4	- Exclude participants who have been drinking alcohol to excess
32	Injuries from Anglers and their equipment	Participants and Officials	- No fishing allowed at rowing lake so no risk from anglers.	1	2	2	Tact and diplomacy
Sources of Information utilised: Feedback from management officials 2024, Incident Reports DRG 2000-2024, BDA Governing Body regulations					Expected Review date: January 2026		
Name: Lucy Morton (Executive Director)				Name: Alicja Mierzejewska (Executive Director)			
Signature: 				Signature: 			

*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.