

RISK ASSESSMENT

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

Activity/Exercise: [Waterside Series 2023 Race C & D](#)

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

References/Publications:

- [Race Rules](#)
- [Information Sheet](#)
- [Paddlers Crofton Portage](#)
- [Marshals instructions](#)
- [Support Crew Crofton Notice](#)

Name / Assessor: [Clive Williams](#)

Position: [Race Organiser](#)

Date of Assessment: [10 March 2023 \(version 2\)](#)

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
3		Organisation	Competency of staff	No	Competence of adaption to special situations	Yes
4		Weather Monitoring	The Race Organiser it responsible for maintaining a watch on the forecasted Weather conditions for the event day.	No	Factors: ice / wind	Yes
5		Marshalling volunteers	Marshalling instruction distribution	No	Briefing by Organiser on Site	Yes
6		First Aid	Located at the end of the portage	Yes		

7		Toilets	Available to all competitors + Marshals at the end of the portage	Yes		
1	Paddlers	Footwear	Recommended in docs	No	Notices at Checkin	Yes
2		Boat Control – Carrying	Singles	No	Wind conditions not excessive	Yes
3			Doubles	Yes		
4			Juniors	No	12-13 mins allows short rests as 15 mins allocated	Yes
5		Bends on portage route	To queue when instructed on the right hand side of the road and in single file	No	Each Bend is marshalled by one or more marshals	Yes
6		Windchill / Exposure	Space blankets available at start and finish of portage	No	Survival bags if needed + call to support crew for retirement (Shelter at First aid point [+ warm car if needed])	Yes
7		Medical - General	First aid post at end of portage	Yes		
8		Medical – Sugar Levels	Small chocolate & jelly babies available at end of portage	Yes		
9		Medical – hydration	Water and bottled water available at First Aid post	Yes		
10		Minor injury	First Aid post at end of portage	Yes		
11		Major Injury	Mobiles to call 999	No	If no mobile signal use Network Rail telephone on pedestrian crossing to raise awareness	Yes
12		Crew Retirement	Inform Race control to make call to Support crew	No	Emphasis on accurate and legible information captured Checkin	Yes
13		Rail Crossing	Pre-warned about gaps in surface close to rails	No	Marshal at both sides to assist if necessary	Yes
14			Compulsory Walk over crossing	Yes		

15		Portage Pace	Jog or walk but time is fixed preventing portage racing	No	This detail is to be well advertised	Yes
16		Miss-conduct / abuse / non-compliance of marshals	Prewarned that this risks immediate disqualification	Yes		
1	Marshalls	Clothing	Pre-warned to bring appropriate clothing for all conditions	Yes		
2			High Vis Vests to be provided for all portage marshals	Yes		
3		Instructions	Individual location instruction details supplied in advance	No	Printed instructions available on the day	Yes
4		Briefing	A briefing to all marshals by event Organiser	Yes		
1	Road	Bends	Marshaled	No	Identified risks in instructions and management of paddlers	Yes
2		Canoeists – Bends	Held before they approach bends	No	Single file queued	Yes
3		Canoeists – Racing	The incentive to run/race along the portage has been neutralised as they are given a fixed 15mins and not permitted to start until that has elapsed	Yes		
4		Canoeists – Rail Crossing	Held before they approach Crossing if closed	No	Two marshals – Network Rail and Event, Time held taken and taken off elapsed Race Time (Similar to Tunnel)	Yes
5		Highway Traffic	Advanced notice of event at site displayed	Yes		
6			Warning signs of “Canoe Event” prior to entering diversion route	No	Signs repeated with “SLOW” added	yes
7			Signs with the diversion route warning of “Canoe Event – Slow”	No	Additional signs saying “people in road”	Yes
8			“Canoe Event” with a red line through and thankyou at the end of the diversion route	Yes		

9			Marshals in along route to aid Canoeists / Traffic along diversion route, Eg Bends.	No	Canoeists held in single file prior to bends when traffic is observed approaching	yes
1	Rail Crossing	Marshal + NR Staff	1 event marshal on either side of crossing	No	Additional Network Rail Staff to be in full overall charge of the crossing, Event marshals to take lead from.	Yes
2		Passing over crossing	Paddlers must WALK over the crossing	Yes		
3		Passing over crossing – Injury	Three Marshals manning Crossing to assist	No	First Aid post located very close to the crossing	Yes
1	Portage Timers	Event timing marshals at either end	Focused on timing not paddler control	No	Will assist paddlers control if required	Yes

Signed: _____ Name: Clive Williams Position: Event Organiser Date: _____

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