

BSCC Risk Assessment

Operator	Bishop's Stortford Canoe Club – David Cayford (Club Safety Officer) & Ken Duncan (Event Safety Officer)		
Address:	14 Chantry Road, Bishop's Stortford, Hertfordshire. CM23 2SF		
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Date of Assessment:	11 October 2021	Assessment review date:	2 November 2021

ACTIVITY:	B/S Winter Series race	LOCATION:	River Stort (between town and Sawbridgeworth Lock)
DATE OF EVENT	7 November 2021		

HAZARD	PERSONS AT RISK	LEVEL OF RISK	CONTROL
Drowning	Competitors	Low <ul style="list-style-type: none"> • Mostly experienced competitors • Buoyancy Aids compulsory for all u16s <u>and</u> all competitors ranked below Div 6 • Shallow river • River generally no wider than approx 20 metres 	Assessment to be made by Team Leaders for all participants individually identifying need for Buoyancy Aids to be worn. Weather/Water conditions, participant's age and ability will also be considered. First Aiders in attendance
Hypothermia	Competitors	Low <ul style="list-style-type: none"> • Mostly experienced competitors • Dependent upon weather conditions 	Team Leaders shall ensure that all competitors are wearing clothing suitable for the prevailing weather conditions. Thermal blankets and warm drinks will be available at the finish. First Aiders will be in attendance
Collision of canoes with other river users	Competitors Other river users	Low <ul style="list-style-type: none"> • Mostly experienced competitors 	Notices will be placed near the river at club house and at Southmill Lock and at Hallingbury Marina at least two weeks prior to the event. Notices will also be placed at other affected locks in the days immediately prior to the race. CRT will be advised of the race. All competitors will be alerted to the potential hazards presented by powered craft Oncoming skippers will be alerted to the presence of canoeists by Marshals where possible Competitors will be advised to take special care around turning narrowboats, waiting until they have completed their manoeuvre if necessary, and listening to any instructions from Marshals. Where possible, Marshals will request narrowboats to stand by and delay turning while competitors are coming through

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Collision of canoes with other competitors	Competitors	Low <ul style="list-style-type: none"> • Mostly experienced competitors • Small number of competitors in each starting group 	Competitors will be advised to maintain adequate distance between each other's boats to prevent collision Dynamic risk assessment by all to avoid situation
Collision of canoes with natural hazards	Competitors	Low <ul style="list-style-type: none"> • Mostly experienced competitors 	The course will be inspected in the week leading up to the race to ensure that no trees or other natural hazards are causing an obstruction. Where practicable any obstructions will be removed. If it is not possible to remove any obstruction competitors will be warned of the position of the hazard.
Swans	Competitors	Low – Moderate <ul style="list-style-type: none"> • Outside breeding season 	Paddlers will be advised of any known problems in the briefing notes
River debris	Competitors	Low <ul style="list-style-type: none"> • Low levels of rubbish present in the river 	Competitors will be advised to wear foot protection Any major hazards observed prior to the race will be removed by marshals
Collision on towpath	Competitors Spectators Marshals Walkers/Cyclists	Moderate <ul style="list-style-type: none"> • Heavier than usual footfall along section of towpath from Twyford Lock to Southmill Lock 	A marshal will be stationed to ensure the orderly progress of competitors around Southmill bridge before race start and during portage. A car park marshal at Twyford Lock and another midway along the section of towpath to Southmill Lock will advise race visitors to give consideration to other members of the public using the towpath.
Trip hazards on towpath	Competitors Spectators Marshals Walkers/Cyclists	Moderate	All competitors, marshals & spectators will be reminded in the briefing notes that the towpath is a right of way and must be kept clear at all times. Marshals will request immediate removal of any items seen on the path.
Slippery towpath	Competitors Spectators Marshals	Moderate	The towpath area near the clubhouse will be surveyed prior to the race to ensure any slippery areas are identified and warning signage placed and/or team leaders alerted
Anglers	Competitors	Low	Notices will be placed at the near the river at club house and at Southmill Lock and at Hallingbury Marina at least two weeks prior to the event. Notices will also be placed at other affected locks in the days immediately prior to the race. Local anglers will be alerted to the race via direct contact with Bishop's Stortford and District Angling Society and the Abbey Cross Anglers. Any anglers seen along the course on the day of the race will be advised that the race is taking place. Competitors will be warned to keep clear of the lines.
Injury from Lifting / Carrying Equipment	Competitors	Low - Moderate	Team leaders will be reminded of the risks inherent in lifting and handling boats in the pre-race documentation. Under-14s will be assisted at Southmill Lock.
Lightning	Competitors	Low	If storms are predicted, all paddlers will be reminded via their Team Leaders that they should get off the water as soon as possible in the event of lightning.

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Canoes and equipment	Competitors	Low	Responsibility is delegated to Team Leaders to ensure capability of participants and suitability of their equipment. Participants will be reminded of this in the briefing notes.
Locks	Competitors	Low – Moderate	Paddlers will portage around all locks. Under-14s must use the landing stage at Southmill Lock. Older paddlers may embark/disembark within the lock only when no suitable landing stage is available, and must not enter any lock when it is occupied by a powered craft or while lock gates are operating. Marshals at locks will be provided with throw lines to assist in the event of capsize.
Roads	Competitors	Low - Moderate	Where the portage necessitates crossing a road (Pig Lane, Spellbrook Lane) Marshals will be in attendance. Under-14 classes are not required to cross any roads..
General	Competitors	N/A	Briefing notes will be published in advance of the race and circulated to those placing bookings. All potential hazards will be outlined along with actions expected to be taken. Last minute issues will be notified by signage and by informing everyone at booking in
Toilets	All	Low	2 internal toilets and 2 portaloos provided at the club Anti-bacterial soap provided in the toilet areas
Catering	All	Low	Food preparation supervised by a member with a food hygiene certificate All food prepared in clean conditions
Barbecue	All	Low	BBQ strictly supervised all those not involved in food preparation kept away from the food preparation area. Hand-sanitizer will be provided for those handling food.
Doors	All	Low	Doors will be secured if being left permanently open during the event to avoid injury if they swing shut.
Fire	All	Low	Club fire plan has been published. Most of the activity will take place outside.
Car Park	Competitors, Spectators	Low	The hard-standing car park at the clubhouse is reserved for key staff and visitors with disabilities or towing trailers. Most competitors and spectators arriving by car will park on the adjoining field. The field will be checked prior to the event and any hazardous areas marked with barrier tape. In the event of the weather making the ground in the field unsuitable for vehicles, it will not be used.
Vehicles	All	Low <ul style="list-style-type: none"> Only visitors with mobility impairments, vehicles towing trailers and a limited number of race staff will have vehicular access down Styleman’s Lane to the clubhouse car park 	5mph speed limit whilst on lane and site Traffic calming measures operating in the lane All drivers reminded of the speed limit – signs clearly displayed At the key times for vehicles entering and leaving, the lane entrance and field will be supervised.

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Inappropriate behaviour	Competitors and Spectators who are children or vulnerable adults	Low <ul style="list-style-type: none"> • The race is a family environment at which children and vulnerable adults will be accompanied when off-water by parents/guardians • When on-water, competitors can generally be observed by spectators, marshals, other competitors, and the public 	A suitable person is appointed as Event Welfare Officer (EWO) for the event and their contact details published. Access to the changing rooms will be restricted to emergencies and special cases this year as a Covid precaution and will be under the control of the EWO. Children/vulnerable adults will not be alone with anyone other than their own family members Any safeguarding issues will be dealt with by the EWO following BC policies at https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates
Covid 19	All	Moderate <ul style="list-style-type: none"> • There is a high level of public awareness • People are asked not to attend if they <ol style="list-style-type: none"> a) have symptoms of Covid-19 b) have taken a positive test in the last 10 days c) have had contact with anyone with symptoms or a positive test d) are isolating 	All those attending will be recommended to take a rapid lateral flow test within the 4 days prior to the event. Changing rooms/showers will not be used except in special cases. Otherwise, competitors and spectators will only enter the building to access the toilets. Portaloos provided to reduce toilet queues. All queuing will be outdoors and crowding discouraged. Advance booking will be strongly encouraged to avoid queuing on the day Where it is necessary for staff to work together indoors they will be masked. Briefing notes will be distributed electronically in advance. Results will be notified on social media as well as on multiple copies around the venue to discourage crowding. Social distance will be maintained at prizegiving with no handshaking Guidance from the Government and British Canoeing will be followed. If Covid risk increases, procedures will be modified as required, and if necessary the race called off Team Leaders will be advised to retain contact details of their members for test and trace purposes Drinks will be served in disposable cups. Visitors' own cups/flasks will not be handled or filled by catering staff to minimise contamination transfer. Although hand sanitiser will be available on site, everyone will be recommended to bring their own supply
Other Disease	Competitors Spectators	Low	First aid kit and clean dressings will be available at the start/finish. Antibacterial soap will be provided at all sinks. The most serious disease risk is Weil's disease and this is well publicised in the canoeing community – posters will be on display at the clubhouse and at check-in.