

HAZARD IDENTIFICATION & RISK ASSESSMENT WORKSHEET



Task / Activity:	Newbury Winter Series A, B, C & D Race	RA No:	RA-003-Winter_Series-4.0	Date:	18th Oct 2024
Location / Site:	Devizes-Newbury-Aldermaston along Kennet & Avon Canal	Legislation / Industry Guidance / Documentation: Health & Safety at Work Act 1974, Race Information Website, Paddle UK Guidance, NCC Operating and Safety Procedures, Safeguarding, Local Safety Briefs, Canal & River Trust (CRT), Winter Series conditions of use.			
Author:	Kieron Blackburn – Snr Coach / Instructor / Winter Series Safety Officer				
Reviewed by:	Phil Bartle – Coach / Paddle Sport Instructor / Assistant Safety Officer				
Attendees:	All competitors, Marshalls & volunteers				

Description of process, activity or task to be risk assessed	
Describe the location where the activities are taking place	Newbury Canoe Club (NCC) building, boat shed and grounds. Kenet & Avon Canal at the American bridge Centre & Newbury Canoe Club for finish control. Kenet & Avon Canal with the furthest west being Devizes and the furthest east being Aldermaston. There are several weirs, locks and streams that join the canal. Depending on the time of year and weather, the flow on the canal and from the subsequent streams can be either fast flowing or slow. Depending on the previous recent rain fall, the water level and flow can vary. The canal can also be extremely busy with other users from barges, paddle craft users, and fisherman dependent of weather. Start locations at Great Bedwyn, Newbury, Pewsey, and Devizes. All finishes in Newbury.
Describe the activities being performed.	Paddlesport racing in a variety of craft. K1, K2, Canoe and Paddleboards can all take part in the race. Support Crew will vary from 1 or 2 people to multiple teams following / supporting the paddlers along the routes. School teams will have school staff leading the support teams.
Describe the equipment being used	Kayaks K1, K2, sit-in or open (Canadian) canoe & Paddleboards. Plastic or wooden paddles. Buoyancy Aids in prescribed conditions. Mandatory for juniors
Describe the people involved in these activities (and others who might be effected)	Newbury Canoe Club members, other club members, international paddlers. Volunteers who support the races. Under 18's as part of schools, scouts and other clubs. Members of the public who are using the canal pathways / portages. Other on the water canal users or fisherman. Support crews of the paddlers. Command and Control Centre (CCC), Chief Marshal, Safety Officer

1. Activity –Newbury Winter Race Series A, B, C & D

Hazard Description & Effect & Who might be harmed?		Initial Control Measures	Pre Control Measures Risk Score			Control Measures	Post Control Measures Risk Score			Accountability / Responsibility Of
Description of Hazard (W&H, Slips – Good weather etc) Hazardous event (Fall causing serious injury)	Who / what might be harmed?	What risk controls are currently in place?	L	S	R	Preventative & Protective Measures that can be Implemented	L	S	R	
All Entries (Paddlers) to the event. New or experienced. Result in lack of understanding, wrong location or failing to follow safety guidance.	All Paddlers, Marshals and Support Crews	Instructions for paddlers (Website) and safety brief displayed at start of each race.	1	2	2	Command and Control Centre (CCC) is set up prior to and until completion of each event. CCC is the central point of contact for all communications regarding paddlers tracking safety. All paddlers will book in before they start and will be confirmed, “clear of course” before CCC closes after the event.	1	2	2	Race Organiser / CCC / Chief Marshal

Extreme Weather – Current & Forecast Could result in injury capsizing or drowning	All paddlers taking part.	Review weather and limitations of Paddlers – Seniors / Juniors? K1 / K2's / Paddle boards & Canoes.	4	4	16	Race Organiser to continue monitoring the weather including wind, thunderstorms, ice, sun and the heat. Starter has the option of NOT STARTING any crew if it is deemed the crew are not dressed appropriately for the conditions. In case of extreme weather, all paddlers to leave the water seek shelter where possible (Lightning, storms etc). If persistent seek recovery by support crew. Bouyancy aids can be made compulsory for all competitors.	3	2	6	Race Organiser / CCC/ Safety officer/ Marshals / Paddlers / Support Crew
Unknown Emergency Access Causing delayed medical treatment	Anybody taking part who requires emergency service assistance	Marshalls contacting emergency services	4	4	16	Paddlers are encouraged to carry mobile phones. Marshalls and paddlers are encouraged to load the 'what three words' app to assist directing emergency services to an incident.	2	2	4	Race Organiser / CCC / Chief Marshal

Congestion of personnel at key points along the route. Possible injury if hit by boats being carried, knocked into water or damage to equipment	Paddlers and support crews on portages. Anybody at the start and finish.	Marshalls managing congestion.	4	4	16	Paddlers and support crew are advised through the website 'Etiquette Requirements' of the expected code of conduct. Experienced racers are expected to give make allowance for inexperienced racers. Penalties and potentially disqualification can be considered for those not following the requirements.	2	2	4	Race Organiser / CCC / Chief Marshal
Other canal and towpath users Possible injury if hit by boats being carried, knocked into water or damage to equipment.	Paddlers and support crews. Anybody at the start and finish.	Marshalls managing behaviour.	4	4	16	Paddlers and support crew are advised through the website 'Etiquette Requirements' of the expected code of conduct. This includes: - giving way to towpath users; - thanking those who move out of the way; - Assuming canal boat users are inexperienced; - Keeping the towpath clear. Penalties and potentially disqualification can be considered for those not following the requirements.	2	2	4	Race Organiser / CCC / Chief Marshal

Other canal users not aware of the event. Other canal users "getting in the way" obstructing races or causing possible injury.	All canal users	Fishing clubs are written to ahead of the races	2	3	6	Signs are put out down the course, particularly on road crossings, two weeks before the event. Marshalls and other race staff will be present at the start and finish.	2	2	4	Race Organiser / CCC / Chief Marshal
Litter Effecting the wildlife and polluting the canal/river	All involved with the race	'Tail end charlie' can check the course for litter	2	3	6	Paddlers and support crew are advised through the website 'Etiquette Requirements' of the expected code of conduct. This requires that the race 'leaves no sign'. All litter must be picked up and taken away. Penalties are applied to paddlers identified as dropping used drinks bottles or food wrappers.	2	2	4	Race Organiser / CCC / Chief Marshal
Invasive species Effecting wildlife, personnel possibly causing illness.	All involved with the race	All paddlers to apply 'clean, dry and check' principles.	2	3	6	Newbury Canoe Club (race organisers) is actively involved in managing canal cleanliness (with clean up events) and monitoring invasive species. The threat of invasive species and measures to counteract are noted on the race website.	2	2	4	Race Organiser / CCC / Chief Marshal

Non - Compliant with CRT licensing requirements Possibly Untrained personnel which could lead to injury or damage to equipment.	All paddlers	Paddlers to provide evidence of in-date PUK membership as part of entry	2	3	6	Entrants who do not have PUK membership are required to purchase a day ticket.	2	2	4	Race Organiser / CCC / Chief Marshal
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Safeguarding										
Safeguarding Miss treatment of vulnerable adults or children	Any vulnerable adult or junior	General awareness from marshals and other race staff	4	2	8	Qualified Race safeguarding officer appointed. Key race staff safeguarding trained (Paddle UK) Race Organiser and team leaders to be aware of and act on any information provided to them Event Marshalls are to be made aware of how to report, and to whom they need to report either witnessed or informed possible safeguarding incidents. A notice to be displayed with the Event Safeguarding name and location NCC policy documents are published in the Club Website https://www.newburycanooclub.co.uk/	2	2	4	Safeguarding officer
Paddlers										
Underlying medical conditions Possibly resulting in further injury.	All paddlers taking part.	Paddlers to be fit and healthy. (Own responsibility to declare medical issues that may affect them during the race) Paddlers are not to be under the influence of alcohol or drugs. Paddlers to make support crew aware of any medication that could impact their health during the race.	3	2	6	Paddlers to inform Marshals along the course if they become unwell. Marshals can: - Summon the support crew; - ask a first aider to attend if available; - call an ambulance. Paddlers to monitor each other throughout the course and report to the coach any changes. Any paddler retiring from the race should at the earliest opportunity inform CCC either directly or through a Marshal.	2	2	4	All Paddlers / Support Crew

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High levels of water flow Could result in injury, capsizing, or drowning	All paddlers taking part. Inexperienced paddlers at particular risk	Review flow and limitations of Paddlers – Seniors / Juniors? K1 / K2's / Paddle boards & Canoes.	4	4	16	Race Organiser to monitor flow up to and during the race, including expected rainfall Race route may be amended, e.g. completing A, C and D at Northcroft. Use another course for B. Identified danger points can be made compulsory portages; Paddlers to be briefed at the start on particular hazards. Starter has the option of NOT STARTING any crew if it is deemed they may not be able to manage the conditions. Bouyancy aids can be made compulsory for all competitors. Race can be cancelled.	3	2	6	Safety officer
Clothing Exposure or waterlogged leading to entrapment & drowning	All paddlers taking part. Inexperienced paddlers most at risk.	Suitable clothing should be worn including footwear.	3	3	9	All paddlers to ensure they have suitable clothing for the event and conditions they will be paddling. Starter has the option of NOT STARTING any crew if it is deemed the crew are not dressed appropriately for the conditions.	1	2	2	Paddlers / Support Crew
Hypothermia Resulting in loss of awareness, collapse or death	All paddlers taking part. Inexperienced paddlers most at risk.	Suitable clothing should be worn including footwear.	2	2	4	Conditions to be monitored throughout the race. Marshals to report any concerns to CCC and support teams ASAP.	2	2	4	Paddlers / Support Crew
Heat exposure Resulting in loss of awareness, collapse or death	All paddlers taking part. Inexperienced paddlers most at risk.	Suitable clothing should be worn including footwear.	2	2	4	Sunscreen recommended, hat and sunglasses. Regular water breaks. Marshals to report any concerns to CCC and support teams ASAP.	2	2	4	Paddlers / Support Crew
Pollution/ Water-borne infection. Possible infection and illness	All paddlers, event organisers, marshals, support crews taking part.	Event Organiser to provide information at start / finish and on the event website.	3	2	6	Participants to be briefed on signs and symptoms of Leptospirosis/Weil's Disease and steps to avoid (covering open cuts, washing hands before eating, showering after session)	2	2	4	All entrants & officials

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Lifting and carrying craft/ equipment. Resulting in Musculoskeletal injuries	All paddlers taking part.	Larger craft to be carried in pairs by juniors and smaller paddlers.	2	2	4	Competitors/support crews seen using poor lifting technique to be briefed on better techniques: lifting in pairs; Use of legs; and trolleys where appropriate.	2	2	4	Paddlers / Support Crew
Slips Trips Resulting in falling injuries / broken equipment	All paddlers taking part.	Ensure path is clear with no trip hazards on route prior to carrying any equipment.	2	2	4	Encourage wearing of. water shoes/trainers with suitable grip. Brief competitors on areas of likely slippery conditions.	2	2	4	Safety officer/ Paddlers / Support Crew
Equipment failure Risk of injury or drowning / equipment damage.	All paddlers taking part.	Only equipment intended for the activity should be used. Equipment should be checked prior to each time it is being used.	2	2	4	Where any boats or equipment is identified by race staff as unsuitable this will be pointed out to the competitors for repair. If the equipment cannot be repaired and is deemed a risk to safety the competitor will not be allowed to start/continue.	1	2	2	Safety officer/ Paddlers / Support Crew
Access & Egress to/from the water. Possible trip, slip injury. Entanglement or drowning.	All paddlers taking part.	Launch from safe locations.	2	2	4	Assess ground / slope prior to approaching water's edge. Encourage wearing water shoes/trainers with suitable grip	1	2	2	Paddlers / Support Crew
Head injury during capsize. Resulting in concussion, /drowning	All paddlers taking part.	Competitors briefed to practice capsize and recovery before racing	3	3	9	All competitors to be briefed to watch out for crews in difficulty and assist if required. Marshals briefed on race concussion protocol. Includes seeking further assistance (ambulance) if necessary.	3	2	6	Marshals/ Paddlers / Support Crew
Cuts and abrasions particularly to hands and feet Resulting in infection / /injury	All paddlers taking part.	Participants briefed to watch out for dangers such as glass and needles on the course.	3	2	6	All participants wear appropriate footwear. Support crews briefed to carry waterproof plasters.	2	2	4	Paddlers / Support Crew

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Strained/ damaged muscles. Resulting in injury possibly preventing further paddling	All paddlers taking part.	Paddlers to monitor own condition. Withdraw if necessary.	3	2	6	Marshals monitor crews passing through for obvious injury and report to CCC/support crews.	2	2	4	Paddlers / Support Crew
Entrapment/risk of drowning Resulting in injury / drowning	All paddlers taking part.	Any known hazards briefed to competitors	2	2	4	If objects are identified while paddling, they should be brought to the attention of the provider (fallen trees, strainers, shopping trolleys) other fixed objects protruding out into the water. Pre identified hazards will be briefed to paddlers and signed. Compulsory portages may be applied.	2	2	4	Safety Officer/ Paddlers / Support Crew
Other water users Risk of collision with other crafts, narrow boats & fisherman resulting in injury, capsize & drowning.	Participants and third parties	Participants briefed on other course users. Any known dangers to be highlighted. Conflict to be avoided.	2	3	6	Participants to be briefed to alert marshals and other participants if they become aware of potential hazards first.	2	2	4	Safety Officer/ Paddlers / Support Crew
Paddling near weirs Resulting in being pulled down weir causing injury / drowning	All paddlers taking part.	Weirs are to be steered away from where possible.	3	3	9	If weirs are to be passed, they should be passed with maximum distance of separation. In high flow conditions paddlers to be briefed on weirs with dangerous draw. Portages can be made compulsory if weirs considered higher than usual risk. Paddlers to portage before weirs on locks with weirs. Course may be changed if Band Hutt weir (Newbury) deemed too dangerous	3	2	6	Safety Officer/ Paddlers / Support Crew
Locks Possible swept away or collided with crafts, walls resulting in injury or drowning.	All paddlers taking part.	Be aware of other canal users (narrowboats) opening and closing locks	3	2	6	Paddlers briefed to: Not paddle inside open locks if narrowboats are nearby; Not to get caught between narrowboats.	2	2	4	Paddlers

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Bruce tunnel Collision with oncoming narrowboat. Capsize caused by other craft.	All paddlers taking part in races C and D	Be aware of oncoming narrowboats and competitors in the tunnel.	3	4	12	Tunnel is marshalled to prevent competitors entering the tunnel if a narrowboat is coming through. A time allowance is given. Competitors are not allowed to overtake in the tunnel on threat of disqualification. Marshal team includes a rescue boat.	2	2	4	Chief Marshal/ Paddlers
Iced sections of canal In cold weather sheltered sections of the canal can become iced, especially around locks. Ice can be invisible. Can be challenging to extract boats if caught in ice.	All paddlers taking part.	Be watchful for ice.	3	2	6	Paddlers can portage around icy stretches. Ice identified on the course will be warned to competitors at the start or coming down the course. Option to cancel or divert races if significant levels of ice.	2	2	4	Paddlers
Crossing roads Collision with a car	All paddlers taking part.	Look out for vehicles. Do not race across roads	3	3	9	Marshals posted on road crossings. Marshals only allow paddlers to cross when safe to do so. Paddlers to follow marshals instructions.	2	2	4	Paddlers/ Chief Marshal
Low bridges Danger of head injury when going underneath	All paddlers taking part.	Low bridges marked with signs. Increased danger in high water.	3	3	9	West Mills (A, C, D) and Bulls (B) are compulsory portages. Paddlers briefed to duck low on low bridges, or to pull themselves along the bank. Portage if unsure. High risk bridge at Woolhampton signed and marshalled.	2	2	4	Paddlers/ Chief Marshal/ Safety Officer
Newbury town bridge Narrow bridge with strong, multidirectional, currents. Increased danger in high flow.	All paddlers taking part.	Paddle with care and pick correct line.	3	2	6	Marshal posted in high water conditions to advise correct line through the bridge. A trained marshal with a throwline will be deployed if CCC deem conditions require. Race organiser can consider stopping races (A, C, D) at Northcroft if hazard considered too severe.	2	2	4	Race organiser/ Paddlers/ Safety Officer

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Debris Resulting in damage to equipment or injury	All paddlers taking part	Paddlers to look out for and avoid	4	4	8	If possible, debris will be removed by race organisers. Where debris is identified paddlers will either be warned through social media, pre race briefing or, if identified during the race, by marshalls upstream of the hazard.	2	2	4	Race organiser/ Paddlers/ Safety Officer/ Chief Marshal
Start of race B Pre start moves past Band Hutt Weir which has a strong draw in high flow conditions	All paddlers taking part.	Paddle with care and pick correct line.	3	2	6	Number of boats approaching the start past the weir limited to 3. Marshal posted in high water conditions on the weir bridge to warn paddlers away from the weir. Marshal is rescue trained and has throwline.	2	2	4	Race organiser/ Paddlers/ Safety Office/ Chief Marshal
Public safety Collision with a member of the public on the towpath.	All paddlers taking part.	Paddlers colliding with or impeding public using canal	3	3	9	Paddlers briefed to respect and give priority to public using the canal. Penalties/disqualification for poor conduct.	2	2	4	Paddlers/ Chief Marshal/ Safety Officer
Marshals										
Lack of experienced Marshals Leading to confusion and unable to support paddlers or control public safely	Marshals	New marshals paired with experience marshals.	4	2	8	Experienced Lead Marshals posted at each location. Marshals individually briefed on their location and provided with a Marshal Box containing full instructions, contacts and actions in case of an emergency. Marshal box includes survival blankets for paddlers until further assistance becomes available.	2	2	4	Chief Marshal
Wootton Rivers road crossing Collision with road traffic	Marshals	Awareness of blind corner and speeding traffic. Dangerous parking by support crews.	3	3	9	Experienced marshal to lead team High visibility tabards Cones to manage parking Full safety brief specific for this crossing.	2	2	4	Chief Marshal
Sam Farmers Lock Collision with road traffic	Marshals	Awareness of blind corner and speeding traffic. Dangerous parking by support crews.	3	3	9	Experienced marshal to lead team High visibility tabards Cones to manage parking	2	2	4	Chief Marshal

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Bruce tunnel Risk of falling in the canal	Marshals	Marshals should be competent swimmers	3	3	9	Experienced marshal to lead team Bouyancy aids to be worn by weak swimmers. Rescue boat crew are experienced paddlers in stable craft with appropriate PPE (buoyancy aids, lights, flotation).	2	2	4	Chief Marshal
Dunmill Road crossing Collision with road traffic	Marshals	Awareness of blind corner and speeding traffic. Need to guide crews over the bridge Dangerous parking by support crews.	3	3	9	Experienced marshal to lead team High visibility tabards Cones to manage parking Direct cars to nearby car park	2	2	4	Chief Marshal
Kintbury road crossing Collision with road traffic	Marshals	Awareness of railway crossing Dangerous parking by support crews.	3	3	9	Experienced marshal to lead team High visibility tabards Cones to manage parking Instruction regarding the rail level crossing	2	2	4	Chief Marshal
Hampstead Marshal Road crossing Collision with road traffic	Marshals	Awareness of blind corner and speeding traffic. Dangerous parking by support crews.	3	3	9	Experienced marshal to lead team High visibility tabards Cones to manage parking	2	2	4	Chief Marshal
Capability of marshals Marshalling often involves long periods of standing and cold.	All Marshals, but especially older or more infirm marshals.	Marshals to wear suitable warm clothing and comfortable footwear	3	3	9	Chief marshal to consider capability of marshals Allow breaks Refreshments in marshal boxes Chief Marshal to visit locations during the races.	2	2	4	Chief Marshal

Version Control

Version	Date	Description	Reason for update	Name
Version 1	10 October 2024	Initial Issue of Risk Assessment	2025 series	Phil Bartle
Version 2	18 October 2024	Takeover as author and updates	2025 series	Kieron Blackburn
Version 3	24 October 2024	Updates following feedback from committee	2025 series	WS committee
Version 4	9 Jan 2025	Updates following CRT feedback	2025 series	Kieron Blackburn
Version 5	29 Sept 2025	Updated for 2026 series	2026 series	Phil Bartle/Kieron Blackburn

RISK ANALYSIS MATRIX

		Severity				
		1. Negligible	2. Minor	3. Major	4. Hazardous	5. Catastrophic
Effect on Operations		No Effect on Safety	Slight reduction in safety margin or functional capabilities	Significant reduction in safety margin or functional capability	Large reduction in safety margin or functional capabilities	Full loss or Catastrophic failure
Harm to People		Inconvenience	Possible First Aid or physical discomfort	Possible Injury (RIR) or physical distress	Serious Injury to small number of People	At least one fatality
Business Disruption / Reputation (Company & Client)		Slight to Moderate impact on reputation / Business	Moderate impact to reputation at community level	Significant Impact to reputation at regional level	Significant Impact to reputation at state level	Sever Impact to reputation at national level
Environmental Impact (To Water, Land or Air)		Non-Reportable	Reportable without fine	Physical damage and fine	Considerable damage to people – facilities – equipment – significant fine and cost	Loss of people facilities or equipment highest fine and cost
Cost of Loss / Impact / Damage		<£4100	>£4100 to ≤£20,500	>£25,000 to ≤£82,000	>£82,000 to ≤ £820,000	>£820,000
Likelihood	5. Very Likely Almost Inevitable, at least once per week	LOW - 5	MEDIUM - 10	MEDIUM - 15	HIGH - 20	HIGH - 25
	4. Likely Not Certain, additional Factors May result in more than once per month	LOW - 4	MEDIUM - 8	MEDIUM - 12	HIGH - 16	HIGH - 20
	3. Possible Could Happen When Additional Factors are Present. Twice per year	LOW - 3	LOW - 6	MEDIUM - 9	MEDIUM - 12	MEDIUM - 15
	2. Unlikely Rare Combination of Factors Required. Once per year.	LOW - 2	LOW - 4	LOW - 6	MEDIUM - 8	MEDIUM - 10
	1. Very Unlikely Freak Combination of Factors Required for Undesired Event to Occur.	LOW - 1	LOW - 2	LOW - 3	LOW - 4	LOW - 5
LOW Work / activity may continue; risk reducing controls must be maintained.		MEDIUM Work / activity may continue provided risk control measures identified in the Risk Assessment are implemented.		HIGH Work / Activity must NOT proceed where there is potential harm to people or environmental impact. ALARP must be demonstrated for all other consequences and authorisation to proceed must be given by Senior SFS Management.		