

HENLEY WOMEN'S REGATTA

REGATTA + COVID-19 RISK ASSESSMENT 2021

General Details	
Assessor/s: Clare Harvey (Safety Officer 2020/21) Jo Wilby (Land Facilities 2020/21) Karen Shepherd (Covid Officer 2021) Miriam Luke (Chairman)	Date: 21/6/21 Updated
Approver:	Approval date:
Description of Task Assessed: Risk assessment of Henley Women's Regatta being conducted between the dates 2 nd -4 th July 2021 within Coronavirus Guidelines.	
Who will be involved? Henley Women's Regatta Executive Committee and Safety Advisory Group, visiting competitors, coaches, First Aid responders, volunteers, umpires and spectators.	
What equipment will be used? The area of land known as The Venue owned by The Copas Partnership , portable gazebo's, visiting competitors to provide their own equipment.	

ITEM	HAZARD	S *	P *	R *	CONTROL	RRR	MONITOR
		* See Below			<u>1</u> COLLISION		
A	River Traffic	2	2	4	Ensure Circulation pattern followed. See safety instructions Notices for other river users at each end of the course. Non-regatta traffic to be in navigation channel outside the course or buoyed areas.	2	Umpire launches, Rescue personnel, Safety Advisor, Environment Agency
B	Between competitors	3	1	3	Experience of competitors, heeding all warnings, Compliance with circulation pattern, extra care in warm up area, race rules followed.	2	Umpires, Marshals, Safety Advisor
C	Collisions with stationary objects / obstructions	1	2	2	Follow Circulation pattern, Note positioning of Buoys, and Booms. See Safety instructions	2	Umpires, Marshals, Rescue personnel, Safety Advisor
D	Collision with other craft during marshalling	2	1	2	Follow all instructions given by Marshals / Starters / Umpires	2	Marshals, Starter, Umpires
E	Collision with debris	1	1	1	Check course at regular intervals	1	All

					BSAC to regularly clear the course of debris		
<u>2</u> <u>CAPSIZE</u>							
A	Sculler	2	1	2	Experience of sculler.	2	Competitor
B	From wake of other craft	2	1	2	Keep boats / Cruiser speeds down during event High speed only in emergency situations	1	All support staff Notice for river users Environment Agency Safety launches
C	From Collision with other river users	2	1	2	Ensure cruisers turn off engines if person near propellers	1	Rescue personnel, All
D	During retrieval of persons from water	2	1	2	Rescue craft to have enough freeboard/buoyancy and capacity to prevent swamping/overturning during rescue. Prescribed rescue/retrieval techniques Minimum 2 rescue personnel per craft	1	Rescue personnel, Umpires launches with radio communications
E	Health concerns	1	3	3	If a lot of water is ingested, discuss the possibility of referral to own doctor. Safety teams aware of the requirements of adaptive athletes' Be aware of water borne diseases e.g. Weil's disease	2	Medical personnel Safety teams
<u>3</u> <u>DROWNING</u>							
A	Unintended immersion in river	3	1	3	Personnel involved with water elements of event must be able to swim, and wear a buoyancy aid (excluding competitors, but not coxes) Sufficient rescue craft to provide cover in event of water borne incident	2	All personnel
<u>4</u> <u>HYPOTHERMIA</u>							
A	Immersion	3	1	3	All craft where practicable to carry thermal/foil blankets	2	Rescue personnel, Umpires launches
B	Cold weather	3	2	6	All personnel to wear/carry adequate layered clothing	4	All personnel
C	Stake boat boys (if wet)	3	2	6	Ensure wearing/carrying adequate clothing	4	All personnel
D	Juniors	3	3	9	Ensure wearing/carrying adequate clothing	6	Coaches, All personnel
<u>5</u> <u>INJURIES/MEDICAL EMERGENCIES</u>							
A	Heat Stroke	2	1	2	Adequate first aid cover on and off the water, with medical support. Water carried in all launches in hot weather	2	All
B	Accidents resulting in injuries to Competitors, Support personnel and	3	1	3	Adequate first aid cover on and off the water, with medical support Ensure all support personnel are aware of the location of the	2	All support personnel, Safety Advisor, local ambulance service & hospital advised of

	Spectators				ambulance and first aid centre. Ensure the communications net is operational and manned during the event. Means carried by all support personnel to attract Safety launch		event
C	Medical emergencies while afloat	3	1	3	Fellow competitor/s to take boat to Enclosure side bank if boat has more than one member. Rescue personnel, Umpire launches provide transport to bank if sculler capsizes. Safety teams aware of the requirements of adaptive athletes'	2	Fellow competitor, Umpires, Rescue personnel, Doctor, Medical staff
<u>6</u> <u>BLOCKED ACCESS ROUTES</u>							
A	Delay for emergency service/first aid reaching casualty	3	2	6	Car park Marshals to ensure that a corridor is kept clear at all times through the riverside enclosure area. Clear access for all adaptive athletes Restrict access for vehicles. A 'Dry' route to be kept clear	3	Car park Marshals, Safety Advisor
<u>7</u> <u>ADVERSE WEATHER</u>							
A	River too high/full	3	1	3	Hold certain events only Hold Head race system Cancel event	3	Environment agency, Safety Advisor Chairman of the Race Committee
B	Thunder & Lightning	3	2	6	If lightning is within 5 miles of site stop racing and get all crews off of the water. Follow BR 30-30 rules Blades should be carried low and horizontally.	3	Chairman of Race Committee & Safety Advisor
C	Thunder & Lightning	3	2	6	All to shelter in vehicles or other designated places All to avoid open spaces and trees.	3	Safety Advisor & Land Facilities
D	Poor conditions underfoot	3	2	6	Separate Wet Weather Plan	3	Land Facilities Manager
<u>8</u> <u>LAND BASED RISKS</u>							
A	Temporary boat stages	2	2	4	Floating pontoons must be secured tightly with minimal gap between the land and the pontoon. Area not cluttered with Oars/shoes	3	Boat Marshals, Safety Advisor, Umpires.
B	Person/vehicle collision	3	1	3	Boats/crews travelling from Car park to River and back.	2	Car Park marshal, Officials at marshals tent
C	Spectators falling in river	3	1	3	Adult should be able to climb out Child would need assistance	2	All support personnel
D	Electrical cables	3	1	3	All Electrical cables should be above head and oar carrying height, underground, covered with secured cable matting or in the water along the banks.	2	Personnel putting in address, WiFi and live stream cabling systems

E	Boat Racks	2	2	4	Boats must be tied on to racks so that they do not blow off and smash or hit people.	3	Competitors,
F	Temporary structures	2	2	4	Temporary structures e.g. Tents, Guy ropes easily visible.	2	Personnel putting up structures
G	Cyclists on the Towpath	3	2	6	Static chairs; people; boats; etc. Signs banning cycling in the enclosure area at the entrance to each area.	4	All
H	Fire Risk	3	1	3	Keep all exits clear. Fire extinguishers in place.	2	All Personnel
I	Catering	3	1	3	Caterers to do own assessment.	3	Caterers
J	Fire Risk	3	1	3	Keep all exits clear. Fire extinguishers in place.	2	All Personnel
K	Catering	3	1	3	Caterers to do own assessment.	3	Caterers

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WELFARE AND SAFEGUARDING CONCERNS

A	Interference with Junior competitors / Spectators	3	1	3	Know who the Welfare officer for event is, have the reporting information available and be briefed on what to look out for. All personal to be aware	4	Welfare officer All
B	Interference with vulnerable adults including Adaptive rowers	3	1	3	Know who the Welfare officer for event is, have the reporting information available and be briefed on what to look out for. All personal to be aware	4	Welfare officer All

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ENVIRONMENTAL CONCERNS

A	Foot and Mouth	1	1	1	Cancel event	1	Remenham Farm
B	Pollution Spill in River	1	1	1	Cancel event if dangerous for competitor/ officials to be immersed in river water	1	Environment Agency. Police Safety advisor

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PAPERWORK REQUIRED

A	All relevant authorities notified	2	1	2	Ensure all relevant authorities are aware the event is taking place. Discuss as required	1	Safety Advisor
B	All safety paperwork written and Safety plans provided to follow	3	1	3	Ensure all documentation is written and available. Safety plans are available when needed	1	Safety Advisor, Welfare officer.

COVID-19 RISK OF TRANSMISSION/ INFECTION

A	On the Water	1	2	2	<p><u>Official Safety Launches:</u></p> <ul style="list-style-type: none"> • All those in launches will be equipped with, and will be using, appropriate PPE. • Safety officials when their shift changes will sanitise their areas of the boat, and their equipment. • Safety launch providers have their own code of conduct for working in Covid environment and are professional outfits • In the event of a capsized athlete will be encouraged to try and get back into their boat, if it is safe to do so, or will be lifted into the launch as per normal procedures. • The safety boat then needs to be wiped down and sanitised. Replacement PPE will be provided to the launch crew. <p><u>Competitors:</u></p> <ul style="list-style-type: none"> • Crews on the water are in their club bubbles and regularly row together. • Crews physically do not get close enough to each other to pose a Covid transmission risk • Face masks and covers to be worn by coxes as per BR Guidelines <p><u>Umpire Launches</u></p> <ul style="list-style-type: none"> • Umpire launches will have a driver and an umpire ONLY who will be provided with PPE and asked to wear a mask. Umpires will be able to remove their mask during a race and replace the mask after the race is finished. • Umpires and drivers sit side by side and will wear masks if appropriate on the return journey. Umpires have the option of sitting on the back of the launch if they wish. • Umpires required to wipe down their flags and bells and handover to the next umpire. • No launch tickets will be sold for spectators or coaches to travel in the launches to watch the races. • No commentators will be on the launches. All commentary will be from the bank. <p><u>Stakeboats</u></p> <ul style="list-style-type: none"> • No more than two people will be in the same stakeboat and commonly touched surfaces will be wiped down with disinfectant between shifts. 3 people maximum should be in the boat for transport between the stakeboats and the land and masks should be worn. • Boat to be wiped down at shift changes • 	1	<p>Safety Officer D Gledhill</p> <p>Competitors, volunteers, marshals, coaches, launch drivers</p> <p>Chief Umpire Claire Mcintosh at the umpires briefing and in umpires correspondence</p> <p>Mel Sage Water briefing for drivers and stakeboats</p>
B	The Venue the Land	1	2	2	<ul style="list-style-type: none"> • The Venue for Henley Women's regatta is primarily an outdoor event. The only indoor areas are some caravans and tents used for Regatta equipment and officials. The indoor spaces will only be used by a limited number of officials and masks, social distancing and ventilation will be used to minimise risk. Tented spaces will have at least one wall removed to ensure full ventilation. • Indoor areas will be limited to 6 authorised officials/volunteers wearing masks and spaced out as much as possible. The caravans and tented areas should be wiped down and cleaned at the end of 		<p>Volunteer and official guidance. Volunteer coordinator Kyra and all officials. Ed C Rees James Lee</p>

					<p>each day by the official in charge of the area. All windows will be opened to ensure full ventilation</p> <ul style="list-style-type: none"> • There will be recommended cleaning, handwashing, and hygiene procedures set out by the lead official in each area and in line with UK Government guidance. <p>The HWR site has been doubled in size. This will allow for social distancing. There are now three main areas:</p> <ol style="list-style-type: none"> 1. Competitor Zone at Remenham Farm 2. Spectator Zone at the barrier and Temple Island Meadows <ul style="list-style-type: none"> • The tow path runs along the river and is open to the public. • People will be asked to socially distance in all areas. Maximum numbers gathering will be monitored and the area patrolled by Covid Marshalls who will ensure that spectators obey Government Guidelines • Numbers in the Spectator Zone will be monitored at the Car Park entrance and attendees will wear Spectator wrist bands to ensure that only HWR approved spectators are in the Spectator Zone • All food outlets are Take Away only and providers are professional outfits who work to Government Guidelines and regulations <p><u>Signage and one way areas</u></p> <ul style="list-style-type: none"> • In all areas there will be signage to direct people around the site and to follow a one way system in narrower areas. • Signs reminding of social distancing • Volunteer marshals wearing pink tabards will walk around the site reminding people to stay in their crews, rule of 6, socially distance and to observe the one way systems as marked. • Signs will ask people not to sit on the grass by the tow path but to keep moving. • Covid marshals will ask the competitors, spectators and the public to observe regulations <p><u>Regular cleaning and Sanitising</u></p> <ul style="list-style-type: none"> • Sanitation stations will be provided by the Regatta at key points where facilities are shared including the toilets, crew check in, weigh in and picnic tables etc. • Appropriate methods of waste disposal for cleaning products e.g. wipes to be put into place <p><u>Toilets</u></p> <ul style="list-style-type: none"> • These will be positioned so that it will be easy to queue and socially distance. • Regular cleaning and wipe downs will be organised. • There are no showers or changing facilities on site. 	<p>Jo Wilby and Copas</p> <p>Kyra Howell Vol Coord</p> <p>Copas</p>	
C	Competitor Zone at Remenham	1	2	2	<ul style="list-style-type: none"> • This area is now almost double the size it would be for a normal regatta. • Racks will be spaced out and so crews will be able to access their boats without being too close to each other. Crews will queue to boat in single file 	1	Competitors, volunteers, marshals, coaches, spectators

<p>Farm See layout</p>		<ul style="list-style-type: none"> • Where a 2m distance cannot be observed, a minimum distance of 1m will be observed with mitigations to help manage the transmission risk. • The main areas are racking areas, crew registration tent, Hudson boats, Concept 2, results caravan and toilets. These will be spaced about to double the area that we usually have. • Only those wearing competitor wrist bands and Officials will be allowed in the Competitor Zone • Covid marshals will ask those who are not competitors to leave the area. • Competitors given boating times and will queue in single file . • One way system in place for crews approaching boating raft and for leaving disembarkation raft, monitored by Control Commission. <p><u>Crew registration and Weighing in Tent</u></p> <ul style="list-style-type: none"> • Two people/coach at a time will be admitted to the tent,One representative per crew only to check in . Those queing will be managed by a marshal • Registration volunteers will spread out in the tent and wear face masks and face shields when registering crews • The tent flaps at the entry will be open to ensure good ventilation. The volunteers will sit at least 1 m apart. • Hand sanitiser and bacterial wipes will be provided on the entries desk • Scales for weighing will be cleaned between use. Competitors must wait outside the weighing-in area in a socially distanced queue until it is their turn. <p><u>Race Control Caravan:</u></p> <ul style="list-style-type: none"> • Only authorised officials will be permitted in the caravan. Windows should be kept open. • Masks will be worn if 2m distancing is not possible <p><u>Boats:</u></p> <ul style="list-style-type: none"> • No boat or equipment sharing is permitted by the Regatta. <p><u>Hudson Shark Zone</u></p> <ul style="list-style-type: none"> • The Shark Zone may loan boat and blades, but they must conduct their own risk assessment to do so, as should the Clubs who choose to borrow equipment. Equipment is loaned for the whole period of the regatta and so not passed on <p><u>Competitors:</u></p> <ul style="list-style-type: none"> • Guidance to competitors will cover the following information to socially distance, sanitise their hands and to observe the one way systems in place. • The boating area has 6 x 12m pontoons so that crews can space out when boating. . • Boats will queue in single file in a one way system • Only 1 crew on a pontoon at once <p>Key times:</p> <ul style="list-style-type: none"> • Pre race training and practise 	<p>Sue McNuff Entries secretary Competitor Info Vol Coord</p> <p>Copas</p> <p>Sue McNuff – in Crew Information to coaches</p> <p>Claire MacIntosh</p>
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					<ul style="list-style-type: none"> • There are no paper weight certificates provided and the weighing in team will radio through to the start if any competitor is not at weight or requires dead weight. • Officials will not share equipment and will be issued with their own megaphone, radio etc. for the day. Or bring their own. This will be sanitised overnight. 		
D	Spectator Zone (at the barrier) See layout	1	2	2	<ul style="list-style-type: none"> • Spectators will be allowed subject to current government and British Rowing guidelines. Current Guidance in step 3 British Rowing Guidance is that spectators are permitted if below 4,000 or 50% of normal capacity • Signage and volunteers will remind groups of spectators and the public of current social distancing guidelines. Our volunteer marshals will guide and advise spectators to observe social distancing • No large groups of more than 30 will be allowed to gather and will be reminded and asked to remain a suitable distance apart from others. <p><u>Commentary Caravan and Live Stream:</u></p> <ul style="list-style-type: none"> • Only authorised officials will be permitted in the caravans. Windows should be kept open. Officials should space out. 3 upstairs and 3 downstairs maximum. Facemasks, regular wipe down and cleaning in between commentary shifts. <p><u>Chairman's Enclosure Tent</u></p> <ul style="list-style-type: none"> • This area is reserved for Friends of the regatta. It is an open covered area with seating. • Coffee and tea will be provided and food purchased from the catering vendors. • Rule of 6 will be applied at tabless and will follow government guidance for seating • Hand sanitiser will be provided. 	2	Competitors, volunteers, marshals, coaches, spectators James Lee Louise Wymer
E	Use of Catering facilities	1	2	2	<ul style="list-style-type: none"> • Any food or drinks sold on the regatta premises must comply with UK Government guidance and suppliers will follow COVID policy and carry out their own risk assessment. • Catering facilities will only be available in the Spectator Area and not in the Competitors' Area. Competitors are encouraged to bring their own food and drink, those requiring the catering facilities will be asked to leave the spectator area once they have made their purchase.. All suppliers are offering Take Away only • Refreshments for volunteers will be provided in individual packs. Volunteers and officials will collect their own packed lunch between shifts or at the start of the day. • No seating is provided for those purchasing food – Take Away only • Water taps will be accessible for drinking water. Hand sanitiser will be provided. 	1	Competitors, volunteers, marshals, coaches, spectators, Catering companies
F	Maintaining Hygiene	1	2	2	<ul style="list-style-type: none"> • Everyone visiting the site are encouraged to regularly wash their hands with soap and water. If this isn't possible then an alcohol-based hand sanitiser will be provided • Competitors will be requested to bring their own hand gel for personal use, as per competitors' instructions • The Regatta will provide hand sanitiser at key touch points, for example the toilets, crew check in and weigh in. 	1	Competitors, volunteers, marshals, coaches, spectators
G	Administering First Aid	1	2	2	<ul style="list-style-type: none"> • All first aiders will have up-to-date training. They are volunteers with reputable units eg St John and so are fully trained in Covid measures • Paramedics are professionally trained • All safety launches will be equipped with appropriate PPE. This will include face mask, apron, 		Medical personnel, marshals, volunteers

					<p>and gloves for those in the launch, and a spare face mask for anyone that might need rescuing.</p> <ul style="list-style-type: none"> If the casualty is responsive and able to follow selfcare advice, encourage them to do this from a safe distance. <p>In other situations, for example, when a casualty is unresponsive the following instructions will be issued:-</p> <ul style="list-style-type: none"> Where possible wear gloves when touching or handling the casualty. Wear a face cover/ mask and consider placing a face cover/mask over the face of the casualty. Only handle/touch what is absolutely essential, remembering that all surfaces in and around the casualty may be contaminated by the virus. Only provide essential direct first aid in order to limit your exposure time. This may include, but is not limited to, controlling significant bleeding, applying a dressing, use of an adrenaline autoinjector, assessing for responsiveness by shaking the person and shouting, and positioning of a casualty. After administering first aid, it is essential to: Remove and dispose of any PPE (used PPE should be treated as clinical waste). Wash hands thoroughly with soap and water for at least 20 seconds. Wash or change all clothing as soon as practicable. Be prepared to self-isolate and follow national guidance if COVID-19 symptoms develop after providing direct first aid. 		
H	Test & Trace, risk of a person becoming infected and not having correct contact details	1	3	3	<ul style="list-style-type: none"> All competitors and volunteers will be registered prior to the regatta and complete a screening questionnaire. All attendees at the regatta will be advised to download and use the 'NHS Covid-19' app with contact tracing turned on as stated in the competitor's instructions and the HWR Covid Code of Conduct. All attendees entering via the car park will be requested to scan the event QR code on arrival – Positioned at the exit from the car park and the entrance to the Competitor Zone and Spectator Zone. In the case of a person visiting the event testing positive for COVID-19 afterwards, it is the affected persons own responsibility to contact the HWR Covid Officer and their own rowing club to inform any other potential persons affected. 	1	<p>Competitors, volunteers, marshals, coaches, spectators, covid officer</p> <p>Signs at key entrance points Land and Copas.</p> <p>Notes to competitors Sue McNuff</p>
I	Public rights of way	1	2	2	<ul style="list-style-type: none"> The general public are entitled to use the towpath across the site but may become a risk if they stop for a long period of time and watch the event. HWR Volunteer marshals wearing pink tabards will encourage larger groups to move on or disperse if they are blocking free movement along the tow path. Signs will encourage members of the public to keep moving along the tow path and not to stop and sit by the river or block the tow path. 	1	Kyra Volunteer
J	Trade Stands and Food outlets				<ul style="list-style-type: none"> Will be expected to have completed their own risk assessment and apply their own Covid measures. They are professional outfits and so used to adhering to Government guidelines 		Kate Clemo Copas
K	General				<ul style="list-style-type: none"> Volunteer briefing for Umpires and Marshalls carried out by Zoom in the week prior to the event No results boards to discourage people from gathering around them. Results <u>all</u> available on line 		

This risk assessment forms part of the Henley Women's Regatta safety documentation. It is a planning tool, which helps to identify Hazards (potential for harm) and Risk (likelihood of occurrence).

* A simple 3x3 matrix has been used. S = Severity (max score 3). P = Probability of occurrence (3=Frequent). R = Risk Rating = SxP.
Levels > 6 are unacceptable and must have some controls placed on them, resulting in a (subjectively assessed) RRR = Resultant Risk Rating.

An RRR of 6 will need strict compliance and monitoring of the safety plan by those identified.

An RRR of 4 or less will be seen as adequately controlled if the safety plan is complied with.

In line with the Water Safety Code the following gives a comparison:

R = 1	Trivial
R = 2-3	Tolerable
R = 4	Moderate
R = 6	Substantial
R = 9	Intolerable