



National Junior Indoor Rowing Championships – 23rd February 2024

Event Risk Assessment

John Charles Centre for Sport (JCCS)

LYR – London Youth Rowing

Hazard Identification	Persons at Risk	Risk (uncontrolled)	Preventive and Protective Measures	Responsibility
Set up of Event Specific Race Arenas/Equipment	LYR staff & Volunteers/Contractors/Venue Staff	Severity L Probability L	This will be done primarily by LYR rowing staff. Both are well practised and experienced in the setup of these events. There may also be some volunteers to help with this set up – these people will be trained and supervised by LYR throughout. All installation will be performed by experienced and well-practised staff. All machines will be taped down as will all cabling.	LYR
Set up of Event Specific Activities	LYR staff & Volunteers/Production Staff/ Contractors/Venue Staff	S = L P = L	Event Organiser to gain risk assessments and to supervise production schedule to ensure safe construction process occurs across site. Risk Assessments to be provided to JCCS in advance to event to be examined.	LYR
Control of Venue based Contractors			<p>Generic</p> <p>JCCS will take all reasonable steps to ensure that all of their contractors are aware of their legal responsibilities and will require evidence of compliance with health and safety legislation. In addition, they will ensure that all users are aware of the controls set out in this document including the emergency arrangements and necessary communication responsibilities.</p> <p>All contractors are required to provide evidence of compliance with health and safety legislation including safety policies, risk assessments and method statements where relevant.</p> <p>All contractors are required to provide evidence of adequate public and employee liability insurance.</p>	JCCS

	LYR staff & Volunteers/Production Staff/ Contractors/Venue Staff	S = L P = L	Event Specific Contractor list to be provided. Event Organiser to collate all insurance, safety documentation and method statements where appropriate. Event Organiser to brief all contractors on specific event safety procedures.	LYR
Traffic Accidents			Generic Access to the site will be restricted to contractors and escorted guests only. Parking will only be allowed in designated areas.	JCCS
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	Event Specific See “Operational” section below.	LYR/JCCS
Danger from falls and falling objects.			Generic All contractors will be required to meet health and safety requirements for working at heights (incl. use of scaffolds, towers and MEWPS) when hanging signage.	JCCS
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	Event Specific Event staff are not permitted to work at height. Any banners and signage will be provided in advance of the event to be fitted by JCCS staff as discussed	LYR
Installation and JCCS removal of lighting, sound and electrical equipment.			Generic The Company will employ a reputable contractor, check their safety policy and method statements and have a competent person sign to say that the method of installation, and the installation itself, complies with the electricity at work regulations and NICEIC guidelines, and that all relevant parts of the installation at the venue are protected as necessary. The Company will ensure that the installation is maintained by a reputable contractor.	JCCS
	LYR staff & Volunteers/C2 staff/ Venue Staff	S = H P = L	Event Specific We will be using computer software, projectors and screens involved the setup of event race system. System to be installed by qualified LYR staff. AV to be provided by external contractor. This to include suitable management of all cabling trip hazards.	LYR Contractor (TBC)

Installation and maintenance of heating			Generic The Company will employ a reputable contractor, check their safety policy and method statements and have a competent person sign to say all that all heaters, fuel tanks and related equipment have been installed according to the hirer's and the manufacturer's guidelines. The Company will ensure that the installation is maintained by a reputable contractor. No smoking permitted in the area of fuel tanks	JCCS
		N/A	Event Specific No venue heating required for event.	N/A
Installation of stage and scenery		N/A	Event Specific No venue scenery changes needed for event.	JCCS
	Contractors/LYR Staff and volunteers/Venue Staff	S = H P = L	Event Specific Raised platforms may be erected for medal presentations. All to be erected by experienced and reputable companies. All paperwork and details will be collated and provided to venue by Event Organiser. Event production schedule to be designed as to minimise proximity between area set-ups. Barriers to be provided if deemed necessary by Event Organiser.	JCCS LYR

OPERATIONAL

Hazard Identification	Persons at Risk	Risk	Preventive and Protective Measures	Responsibility
Poor Management and a lack of control of all risks by Organisers and Promoters			Generic JCCS will take all reasonable steps to ensure that all Event Organiser/Promoters are aware of their legal responsibilities and will require evidence of compliance with health and safety legislation. In addition, they will ensure that all users are aware of the controls set out in this document including the emergency arrangements and necessary communication responsibilities. All Event Organisers/Promoters are required to provide evidence of compliance with health and safety legislation including safety policies, risk assessments and method statements where relevant. All Event Organisers/Promoters are required to provide evidence of adequate public and employee liability insurance.	JCCS <i>Security Contractor</i> <i>TBC</i>
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	Event Specific Organiser to be aware of JCCS policies and procedures and understand JCCS maintain overall control of venue	JCCS LYR
Major Structural collapse/Fire			Generic JCCS have agreed and approved plans for dealing with all major emergencies with all relevant authorities and interested parties (see management document). All plans and fire procedures are agreed with the relevant authorities Plans detailing emergency exits, escape routes and firefighting equipment are attached to the management document. All staff are briefed on (and given a copy) the fire and emergency procedures.	JCCS

	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	Event Specific All organisers/promoters will familiarise themselves and brief all staff on the emergency procedures as per the venue management plan.	LYR JCCS
Propane fire or explosion			Generic All management of risk relating to propane fire or explosion will be managed by the venue as part of their normal operating procedures.	JCCS
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	Event Specific All caterers on site using LPG gas have gas certificates and correct shut off valves in place and will provide evidence of safe operating to venue and LYR.	JCCS LYR
Diesel fire or explosion			Generic All management of risk relating to diesel fire or explosion will be managed by the venue as part of their normal operating procedures.	JCCS
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	Event Specific Not applicable in regard to LYR event.	N/A

Electrocution due to faults or interference		Medium	Generic All electrical equipment will be connected to individual circuits with separate RCD and MCCB protection.	JCCS
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	Event Specific Organiser aware of JCCS guidelines and appropriate information relayed to AV contractors. Race system installation to be monitored by Event Organiser.	LYR
Injury caused by moving stages/scenery			Generic Guests/audience must be made aware of any moving parts to stages and scenery. Where possible physical barriers will be used to prevent access.	JCCS
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	Event Specific Any staging and other equipment will all be erected by experienced and reputable companies and remain fixed throughout duration of event. All paperwork and details will be provided by Event Organiser in advance of event.	LYR
Traffic Movements/Injury from vehicles			Generic There will be access to a public car park at the venue All designated pedestrian routes will be marked or coned. All traffic movements are discussed and agreed with the JSSC.	JSSC

	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	Event Specific Suppliers, officials, LYR and RGA staff, VIP's will be parked in public car park of venue adjacent to the JCCS hall where the event is taking place. Competitors and spectators will be required to use the alternative car park and walk to the venue. This route will be signposted. The small car park running parallel to the hall will be closed off for the duration of the event. Vehicle movement into and out of the loading bay will only take place prior to the event and after the event has concluded and all competitors have left. Banksman will guide vehicle movements.	LYR
Dealing with general/ minor injury			Generic LYR will coordinate with JCCS to ensure all staff are clear on procedure to contact / call Emergency Services if needed. All LYR coaches have up to date first aid training. Dedicated medical support staff will be on site at all times from 07.30 – 17.00pm. An accident book / electronic equivalent will be kept on site and any injuries reported in line with RIDDOR. All accidents will be reviewed by management on a regular basis but at least monthly.	LYR
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	Event Specific First Aid personnel will be provided on event day. Trained LYR staff on race arena floor to monitor participants for any signs of illness/exhaustion.	LYR

Noise nuisance to local residents			Generic All speakers will be directed towards the race floor.	JCCS
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = L P = L	Event Specific There will be low-level music played during the event from approx. 9.00 am until the end – approx 17.00.	LYR
Noise	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = L P = L	It is not considered that any of the event activities at JCCS require an assessment under the noise at work regulations.	LYR
Slips and Trips			Generic All carpets and floor linings shall be fitted by reputable contractors and fixed wherever possible. Floor plans will be agreed with JCCS management prior to event to ensure emergency exit is not impeded. All gangways are to be kept clear of any equipment, cables or storage materials. Adequate illumination will be maintained at all times.	JSSC / LYR

			Pre-event inspection checks shall be carried out by Event Manager and Venue Manager and any necessary repairs or alterations done before opening to the public.	
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = L P = M	Event Specific Pre-event inspection checks shall be carried out by Event Manager and Venue Manager and any necessary repairs or alterations done before opening to the public.	LYR
Assault/Threats			Generic All staff will be instructed in how to deal with threats and or physical abuse.	JSSC
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	Event Specific No violent behaviour is predicted. No alcohol will be on sale or on the premises.	LYR
Overcrowding/Crushing			<p>Only likely to be issue at large events. Proper barriers will be used at all times. Floor plan and exit routes to be agreed prior to event.</p> <p>Staff will marshal all areas to ensure no localised overcrowding occurs. Emergency exits and gangways will be maintained to an adequate distance and clear of all obstruction.</p> <p>Checks are regularly carried out for trip/slip hazards.</p>	JCCS / LYR

	Public/ LYR Staff and Volunteers	S = M P = L	Event Specific Event organiser to monitor crowding at barriers around race arena.	LYR
COSHH	Public/Contractors/Venue Staff/ LYR Staff and Volunteers		All materials used are proprietary cleaning materials. All chemicals stored in designated areas. Only staff instructed and trained in use of chemicals to carry out such duties. Hazard datasheets/information is available for all cleaning chemicals. All staff are issued with appropriate PPE including coveralls, gloves and goggles where required by the datasheet/ label. First Aid trained person on site (kitchen office) First Aid box maintained on site (kitchen office).	JCCS
			Event Specific First aid personnel to be on-site during event. All cleaning using hazardous materials to be undertaken by venue staff	JCCS