



## **National Junior Indoor Rowing Championships – 1<sup>st</sup> March 2024**

### **Event Risk Assessment**

**Copper Box Arena (CBA), Olympic Park, London E20 3HB**

**LYR – London Youth Rowing**

**CBA – Copper Box Arena**

Hazard Identification	Persons at Risk	Risk (uncontrolled)	Preventive and Protective Measures	Responsibility
<b>Set up of Event Specific Race Arenas/Equipment</b>	LYR staff & Volunteers/Contractors/Venue Staff	Severity L Probability L	This will be done primarily by London Youth Rowing (LYR). Who 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
<b>Set up of Event Specific Activities</b>	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 CBA in advance to event to be examined.	LYR
<b>Control of Venue based Contractors</b>			<b>Generic</b> CBA 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. All contractors are required to provide evidence of compliance with health and safety legislation including safety policies, risk assessments and method statements where relevant. All contractors are required to provide evidence of adequate public and employee liability insurance.	CBA
	LYR staff & Volunteers/Production Staff/ Contractors/Venue Staff	S = L P = L	<b>Event Specific</b> 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
			<b>Generic</b>	CBA

All aspects relating to the erection and de-rig of the venue			CBA will employ a reputable contractor, check their safety policy and method statements and have a competent person sign to say all structures have been erected according to the hirer's and the manufacturer's guidelines and that they are safe to use for the term that they will be used. Periodic inspections will be carried out by the erection company and recorded.	
	Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	<b>Event Specific</b> There may be tiered seating and / or raised platforms surrounding the race arena. Contractor's drawings to be viewed by LYR. To be signed off as above and subject to Building Control Consent. Completion certificates to be available for inspection prior to opening of event. Documentation to be collated by Event Organiser. <i>Summary of external providers and their respective responsibilities: TBC as appointed</i>	LYR
Traffic Accidents			<b>Generic</b> Access to the site will be restricted to contractors and escorted guests only. Parking will only be allowed in designated areas.	CBA
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	<b>Event Specific</b> Suppliers, officials, LYR and Gorse Academy staff, VIP's will be parked in Public car park of venue.	LYR
Danger from falls and falling objects.			<b>Generic</b> All contractors and visitors to the site will be required to wear safety helmets during erection and dismantling of the venue and/or event rigs. All contractors will be required to meet health and safety requirements for working at heights (incl. use of scaffolds, towers and MEWPS)	CBA
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	<b>Event Specific</b> Any banners and signage will be provided in advance of the event or delivered by LYR on the day before - to be fitted by LYR and CBA staff as discussed	LYR

Installation and CBA removal of lighting, sound and electrical equipment.			<b>Generic</b> 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 are protected as necessary. The Company will ensure that the installation is maintained by a reputable contractor.	CBA
	LYR staff & Volunteers// Venue Staff	S = H P = L	<b>Event Specific</b> 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.	LYR Contractor Firefly
Installation and maintenance of heating			<b>Generic</b> 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 fuel tanks	CBA
		N/A	<b>Event Specific</b> No venue heating required for event.	
Installation of stage and scenery		N/A	<b>Event Specific</b> No venue scenery changes needed for event.	CBA
	Contractors/LYR Staff and volunteers/Venue Staff	S = H P = L	<b>Event Specific</b> Raised viewing platforms, tiered seating and all activities may 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.	CBA 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			<b>Generic</b> CBA 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. <i>Onsite security will be provided on event day by CAB Contractor to help ensure the event runs safely.</i>	CBA Wise Security
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	<b>Event Specific</b> Organiser to be aware of CBA policies and procedures and understand CBA maintain overall control of venue	CBA LYR
Major Structural collapse/Fire			<b>Generic</b> CBA have agreed and approved plans for dealing with all major emergencies with all relevant authorities and interested parties (see management document). These procedures are reviewed on a regular basis but at least annually. All structures are inspected by competent persons at installation and after 6mths. Daily checks are carried out by venue management and remedial actions recorded. All plans and fire procedures are agreed with the relevant authorities Plans detailing emergency exits, escape routes	CBA

			and firefighting equipment are attached to the management document. All staff are briefed on (and given a copy) the fire and emergency procedures.	
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	<b>Event Specific</b> All organisers/promoters will familiarise themselves and brief all staff on the emergency procedures as per the management plan.	LYR CBA
<b>Propane fire or explosion</b>			<b>Generic</b> All propane bottles will be securely fixed in an upright position. A CORGI registered company will carry out installation of equipment and pipe-work. Only a CORGI registered company employee will disconnect gas cylinders for any reason. Shut off valves will be fitted adjacent to the gas cages. No smoking signs will be displayed adjacent to the gas cages. Only Gas appliances with flame failure devices will be used.	CBA
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = H P = L	<b>Event Specific</b> All caterers on site using LPG gas have gas certificates and correct shut off valves in place.	LYR
<b>Diesel fire or explosion</b>			<b>Generic</b> Any pyrotechnics will be of an approved type and will be loaded and detonated by a competent person. They will only be detonated if the area is clear and if it is safe to do so. A key switch will be used to isolate the detonator. They will be stored in a metal trunk or trunks in a locked area. The quantity of pyrotechnics stored in one trunk will be in line with the HSE guidance. 28 days' notification of any use of pyrotechnics will be given to the LA. All pyro technicians/pyrotechnic companies are required to provide evidence of adequate insurance cover. The use of all special effects such as lasers, strobes and smoke machines will be	CBA

			notified to the LA 28 days in advance. Evidence of compliance with CoSHH and HSE guidance will be required from all users.	
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	<b>Event Specific</b> Not applicable regarding LYR event.	N/A
<b>Electrocution due to faults or interference</b>		Medium	<b>Generic</b> All electrical equipment will be connected to individual circuits with separate RCD and MCCB protection. A trained lighting technician will be employed on site at all times. They will have experience of fault finding and rectification. All electrical equipment brought onto site must have a current PAT certificate. The switch room will be kept locked shut when the venue is open. Access to any stage areas will be marshalled and strictly controlled when the venue is open.	CBA

	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	<b>Event Specific</b> Organiser aware of CBA guidelines and appropriate information relayed to contractors.	LYR
<b>Injury caused by moving stages/scenery</b>			<b>Generic</b> Guests/audience must be made aware of any moving parts to stages and scenery. Where possible physical barriers will be used to prevent access.	CBA
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	<b>Event Specific</b> Raised viewing platforms, tiered seating and activity 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
<b>Traffic Movements/Injury from vehicles</b>			<b>Generic</b> 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 CBA.	CBA
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	<b>Event Specific</b> Only transport movements once the event has started will be competitors, spectators, VIP'S and media. Suppliers, officials, LYR staff will be arriving before event starts and possibly the day before. Banksman to help control vehicle movements will be used as appropriate.	LYR
<b>Dealing with general/ minor injury</b>			<b>Generic</b> All LYR coaches have up to date first aid training. Paramedic staff will be on site at all times from 08.00 – 16.00. At least 2 dedicated paramedic /EMT are employed at this event An accident book / electronic equivalent will be kept on site and any injuries reported in line with RIDDOR.	CBA



			All accidents will be reviewed by management on a regular basis but at least monthly.	
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	<b>Event Specific</b> 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
<b>Noise nuisance to local residents</b>			<b>Generic</b> All speakers will be directed towards the race floor and audience as needed.	CBA
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = L P = L	<b>Event Specific</b> There will be low-level music played during the event from approx. 9.00 am until the end – approx 16.00.	LYR
<b>Noise</b>	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = L P = L	It is not considered that any of the current activities of CBA or their clients require an assessment under the noise at work regulations. Any future events such as pop/rock concerts will be considered on their merits.	CBA

Slips and Trips			<b>Generic</b> All carpets and floor linings shall be fitted by reputable contractors and fixed wherever possible. All emergency exits are ramped. All gangways are to be kept clear of any equipment, cables, or storage materials. All staircases are to meet Building Control standards including handrails and anti-slip nosings where necessary. Adequate illumination will be always maintained. Checks will be carried out prior to opening and throughout duration of event and de-rig.	CBA
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = L P = M	<b>Event Specific</b> 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 CBA
Assault/Threats			<b>Generic</b> All staff will be instructed in how to deal with threats and or physical abuse. Registered door supervisors will be employed at all events involving the sale of alcohol and at other times dependent on the identified risk. BPEA operate a strict drug policy to prevent misuse and associated problems. All incidents will be recorded and reviewed on a regular basis. LYR will use the services of the favoured security company for staff support, bag checking etc...	CBA
	Public/Contractors/Venue Staff/ LYR Staff and Volunteers	S = M P = L	<b>Event Specific</b> No violent behaviour is predicted. LYR will use the services of the favoured security company for staff support, bag checking etc...	LYR

<b>Overcrowding/Crushing</b>			<b>CBA</b> Only likely to be issue at large events. Proper barriers will be used at all times. 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. Checks are regularly carried out for trip/slip hazards.	CBA
	Public/ LYR Staff and Volunteers	S = M P = L	<b>Event Specific</b> Event organiser to monitor crowding at barriers around race arena.  Detailed floor layouts for arena floor and mezzanine level to be agreed with CBA before event set up.	LYR
<b>COSHH</b>	Public/Contractors/Venue Staff/ LYR Staff and Volunteers		<b>CBA</b> 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).	CBA
			<b>Event Specific</b> First aid personnel to be on-site during event. All cleaning using hazardous materials to be undertaken by venue.	LYR