

HC074

Event Risk Assessment



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Hovercraft Club of Great Britain

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Hovercraft Club of Great Britain
PO Box 328, Bolton, Lancs. BL6 4FP. United Kingdom
01204 841248
info@hovercraft.org.uk

www.hovercraft.org.uk

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1. INTRODUCTION

1.1 General

- A. The aim of the Risk Analysis and Assessment Report is to identify, assess, reduce and manage any risks to health and safety during a National Race Meeting being held on behalf of the HCGB at the venue indicated.
- B. Within this report primary health and safety hazards are identified and solutions specified to demonstrate that these risks have been minimised.
- C. It is the intention of the organising Branch and the HCGB to undertake this race meeting in a safe and controlled manner. However motor racing of any type, by its nature, has risks and therefore safety cannot be guaranteed. Hovercraft racing is a unique sport, in that the Racecourse is a combination of both land and water sections.

2. REGULATIONS

2.1 External Bodies

- A. The Health and Safety Executive has produced a document entitled 'Health and Safety at Motor Sport Events – A guide for employers and organisers'. This is relevant to our type of race meeting but due to the site being non-permanent and all personnel being volunteers, some of the content is not applicable.

2.2 HCGB Documents

- A. The HCGB publishes its own document entitled 'Regulations and Guidance for the running of National Inland Race Meetings'. Many of the requirements laid out in the HSE document are already covered within the HCGB own Race Meeting Regulations.
- B. Reference Publications

Ref No.	Title	Issuing Organisation
HC134	Construction Regulations for Racing Hovercraft	Hovercraft Club of Great Britain
HC115	Racing Competition Regulations	Hovercraft Club of Great Britain
HCxxx	Regulations and Guidance for the running of National Inland Race Meetings	Hovercraft Club of Great Britain

Table 2-1:- Reference Publications

3. AREAS OF RISK

3.1 Potential risks

- A. Potential risks to health and safety can be divided into four separate areas as follows;
 - a) The Camping area
 - b) The Paddock Area (for storage and repair of Hovercraft)
 - c) The Racecourse
 - d) The Public Areas
- B. Management of any risks may run concurrently between the different identified areas, i.e. first aid support.
- C. For clarification it is proposed to deal with each area individually and identify the relevant Management control.

4. RISK ASSESSMENT COVER SHEET

4.1 VENUE:

4.2 DATE:

4.3 Organising Branch:

4.4 Event Organiser:

A. Name:

B. Telephone Number:

4.5 Event Safety Officer:

A. Name:

B. Telephone Number:

4.6 Prepared by:

A. Name:

B. Telephone Number:

4.7 HCGB Safety Officer:

A. Name

B. Telephone Number:

4.8 Competitions representative:

A. Name

B. Telephone Number:

4.9 HCGB Registered address:

The Hovercraft Club of Great Britain Ltd
PO Box 328
Bolton
Lancashire
BL6 4FP

4.10 Approval

A. Approved on behalf of the Competitions Committee:

Name: Date:

5. CAMPING AREA

5.1 RISK: Fire Spread between camping units.

A. TO WHOM: Campers

B. CONTROLS:

- a) Fire Extinguishers and fire alarm call points are to be located within the camping area. The locations will be identified at Drivers Briefings. Ideally no camping unit will be more than 30 metres from an extinguisher.
- b) Camping units shall have 6 metre spacing between each other.
- c) The camping area shall be remote from the Paddock.
- d) Any refuelling of generators will only be permitted in the paddock area

5.2 RISK: From Vehicle Movements

A. TO WHOM: Campers

B. CONTROLS:

- a) Vehicles are restricted to "walking pace" within the camping area. This will be reiterated at the Drivers Briefing. 'Through' traffic is not permitted.
- b) Hovercraft movement is not permitted within the camping area unless carried or trailered.

5.3 RISK: General Health and Safety Welfare

A. TO WHOM: Campers

B. CONTROLS:

- a) A supply of drinking water will be made available and the location identified at Drivers Briefing.
- b) Portable self-contained toilets shall be located within the camping area for those without their own facilities.
- c) Bin liners will be provided to each camping unit upon arrival. Refuse disposal to be provided on site.
- d) The camping area is separate from the public areas to increase security.

6. PADDOCK AREA

6.1 RISK: Fire Spread

- A. TO WHOM: HCGB members
- B. CONTROLS:
 - a) No smoking or welding is permitted in the Paddock or within 4 metres of its boundary. Any operations requiring the use of a naked flame shall be undertaken except within designated hot-work areas or within an approved area adjacent the Paddock to be determined on site.
 - b) Fire extinguishers shall be provided within the Paddock and positions identified at Drivers Briefing.
 - c) All fuel shall be stored in suitable containers and stored in the paddock.
 - d) Only 40lts of fuel per craft is permitted in the paddock at any one time.
 - e) Fire alarm call points and there sounds will be identified at both briefings.
 - f) Fire assembly point will be identified during the course walk on the first day and reported to everyone at the briefings.
 - g) It will be the responsibility of the commentator to inform the public of the assembly point if required at any event.
 - h) The paddock marshal will ensure the paddock is clear in the event of any incident.

6.2 RISK: From Vehicle Movements

- A. TO WHOM: HCGB members
- B. CONTROLS:
 - a) No vehicles other than hovercraft shall be permitted to move within the Paddock area except recovery vehicles, first aid vehicles and any other expressly permitted by the Race Director.
 - b) All hovercraft shall not exceed a fast walking pace speed within the Paddock area. This will be reiterated by the Race Director at Drivers Briefings and monitored and enforced by the Paddock Marshal and Paddock Warden.
 - c) Hovercraft movements or running of hovercraft engines shall not be permitted during any times that the Paddock is open to members of the public.
 - d) Hovercraft entrance and exits shall be clearly defined as part of the Paddock boundary.

6.3 RISK: Public attempting to enter Paddock

- A. TO WHOM: Members of the Public
- B. CONTROLS:
 - a) All persons within the Paddock shall display a current HCGB 'Paddock Pass'. This will be enforced by Marshals, the Paddock Warden and other members of the HCGB.
 - b) Signs shall be erected advising that Public admittance is not permitted except during specified 'Paddock open' times.

6.4 RISK: Containment of Hovercraft

- A. TO WHOM: HCGB members and members of the public
- B. CONTROLS:
 - a) The Paddock boundaries shall be clearly defined by rope and stakes with a defined entrance and exit.
 - b) The principal Paddock areas will have a separately roped 4 metre exclusion zone to separate the Paddock from persons smoking, welding and members of the Public.
 - c) The hovercraft shall have one way defined routes from the Paddock to the Starting Grid and Course. The Paddock Marshal shall control access from the Paddock.
 - d) Hovercraft are not permitted to operate at high engine speeds within the Paddock. A separately defined 'Engine Test area' will be provided for 'static' high speed engine testing. This area shall be at least 7 metres from the Paddock and Public boundaries.

6.5 RISK: Children within the Paddock

- A. TO WHOM: HCGB members
- B. CONTROLS:
 - a) With the exception of 'Paddock open' times, unaccompanied children under the age of 11 and children under the age of 6 are not permitted within the Paddock.

6.6 RISK: General Health and Safety Welfare

- A. TO WHOM: HCGB members
- B. CONTROLS:
 - a) Portable self-contained toilets shall be located within the Paddock area.
 - b) Bin liners will be provided, tied to Paddock boundaries. Any debris to be cleared away at the end of the weekend.

7. RACECOURSE

7.1 RISK: Injury to Competitors

- A. TO WHOM: HCGB members
- B. CONTROLS:
 - a) All drivers shall wear a buoyancy aid, helmet and all body parts covered. Helmets shall be worn for all powered hovercraft movements.
 - b) The Race Director, Chief Marshal, the HCGB Safety Officer or his representative and Driver representatives shall inspect the Racecourse on the morning of the first day prior to any craft going onto the Racecourse.
 - c) The Racecourse and all craft movement areas shall be explained to all Drivers at the first Drivers Briefing prior to any craft going onto the Racecourse.
 - d) Marshals shall be positioned at all locations on the Racecourse as per Appendix 'A'.
 - e) First Aid cover will be on site including ambulance during all racing and practice periods.
 - f) Also refer to 'Containment of Hovercraft' item.

7.2 RISK: Clear delineation of Racecourse

- A. TO WHOM: Hovercraft drivers
- B. CONTROLS:
 - a) The Race Director shall explain the extent of the Racecourse at the first Drivers Briefing including any hazards.
 - b) The Racecourse will be delineated on water by buoys and at transition points with the land sections by approved markers.
 - c) The Racecourse will be delineated on land if required by the use of 'Catch Netting' and banners. Cones and other approved markers may also be utilised.

7.3 RISK: Unsafe hovercraft

- A. TO WHOM: All
- B. CONTROLS:
 - a) All hovercraft are scrutineered before being permitted to take part in the event. Should a craft suffer substantial damage then the repairs will require scrutineering prior to being permitted back onto the Racecourse.
 - b) All hovercraft are fitted with lanyard safety switches which are tested by the Paddock Marshal prior to the craft going out to practice and checked by the Start Marshal prior to a race to ensure that they are connected. The switches are attached to the individual drivers and in the event of a driver coming out of his craft, will switch off the engine.
 - c) In the event of there being a fault with a craft on the Racecourse which may have health and safety implications, the Race Director shall authorise the display of a black flag to the driver instructing the craft to return to the Paddock.

7.4 RISK: Racecourse Hazards

- A. TO WHOM: All
- B. CONTROLS:
 - a) All races shall be started using a traffic light sequence or a Union Flag. A 'last

lap' board and chequered flag shall be utilised at the end of the race.

- b) Individual marshalling points shall utilise a yellow flag to advise drivers if they are approaching a hazard. The yellow flag shall be waved in the event of a hazard requiring evasive action to be taken by the driver. A red flag shall be used to stop the entire race in the case of a serious incident, requiring all craft not to proceed any further until directed to do so by a Marshal. Marshals shall be positioned around the Racecourse as indicated on the enclosed course layout.

7.5 RISK: Marshalling Knowledge

- A. TO WHOM: All
- B. CONTROLS:
 - a) All Marshalling points, Chief Marshal, Race Director, First Aid, Recovery and Boat crews are equipped with dedicated frequency radio communication handsets.
 - b) All Marshals will wear high visibility clothing, usually Orange, to identify them.
 - c) Marshalling points shall only be manned by trained and experienced Marshals. Novice Marshals and Novice Drivers may also be in attendance under the guidance of an experienced Marshal.
 - d) A rescue boat manned by Marshals will be utilised to undertake any water borne rescue necessary. Land recovery vehicles and trailers will be utilised to bring non-operable craft back to the Paddock.

7.6 RISK: Driver Ability

- A. TO WHOM: All
- B. CONTROLS:
 - a) All Drivers will have undertaken Novice races and have been 'signed off' by the Race Director to enable entry into a full race. All Junior and Novice Drivers will have undertaken and passed a manoeuvrability test prior to being permitted to take part in the event.

7.7 RISK: Collision / Injury caused by Wildlife on the Racecourse.

- A. TO WHOM: Wildlife / Drivers
- B. CONTROLS:
 - a) Should large wildlife such as deer or swans enter the Racecourse, interfere or conflict with the use of Hovercraft then the Marshal will stop the practice/race until the risk has been removed.

7.8 RISK: Containment of Hovercraft

- A. TO WHOM: All
- B. CONTROLS:
 - a) At specific points (as noted in Appendix A) 'catch netting' will be utilised to contain hovercraft within the Racecourse area.
 - b) Where catch netting is used, a further rope boundary will be utilised to provide an exclusion zone behind the netting. All netting will be secured at the base to ensure that Hovercraft cannot 'drive under' the net.
 - c) As such at least two boundaries will separate the public from the Racecourse.

8. PUBLIC AREAS

8.1 RISK: Injury to members of the public

- A. TO WHOM: Members of the public
- B. CONTROLS:
- a) The public shall be separated from the Racecourse using rope barriers and catch netting (Refer to previous 'Containment of Hovercraft' item).
 - b) The public will always be separated from the Racecourse by a double rope boundary line, incorporating 'catch netting' to areas where there is a risk of hovercraft coming off the Racecourse, i.e. external corners.
 - c) Marshals shall be present at the noted areas, as shown on the course layout, to further reinforce these boundary lines.
 - d) Potential areas of contact between members of the public are further limited as the Racecourse includes areas of water.
 - e) First Aid cover will be on site including an ambulance during all racing and practice periods.

9. (PLAN OF THE VENUE)

9.1 This needs to show:

- A. Direction of North.
- B. Total area of the site including the boundaries.
- C. Entrances to the site.
- D. Public car park.
- E. Public viewing areas.
- F. HCGB camping area with points of entry.
- G. Line of the Racecourse showing the direction of travel and significant features i.e.
- H. Trees, water, transitions, ramps, significant markers, buoys, catch netting, line of public restraint barriers.
- I. Location of fire extinguishers/fire points.
- J. Water recovery points, if limited in number.
- K. Points of entry and exit from the racecourse.
- L. Start Grid area and Finish Line.
- M. Paddock area with entry and exit points and direction of travel.
- N. Engine test area.
- O. Safety zones/exclusion areas.
- P. Suggested location points for Race Control and Commentary Point.
- Q. Suggested location points for Medical Services.
- R. Fire assembly point if identifiable.

10. **SITE SPECIFIC RISK ASSESSMENT**

10.1 Introduction

- A. Should be completed by each Branch Health and Safety officer to identify:
 - a) Site specific risks.
 - b) The population who is at risk
 - c) The level of risk
 - d) The control measures to be in place to reduce the risk).