

The SBA Event Planning Toolkit

(Almost) everything you need to know when planning SBA Events

The Steamboat Association of Great Britain



Introduction

Welcome to event organisation! These guidelines may look a bit complicated, but then so does your lathe and the pipework on your steamboat, and those things, like these notes, are there to make things work well!

Read these Guidelines carefully, whether new to event organising, or an old hand and you'll find them useful. If you're an old hand, the checklist will help to make sure you haven't overlooked anything; if a first-timer, we suggest you read the whole thing!

These Guidelines serve many purposes – as a checklist of what is involved in organising events they contain ideas and experiences contributed by many members over a number of years. They include the formal items required in the documentation and reports required by the Association's Officers and Committee so that we can be seen to have complied fully with current requirements - particularly should something untoward happen.

As organiser you have a wide freedom of choice as to how you wish to organise your event, but if you wish to talk through ideas or make suggestions, do not hesitate to phone the Events Secretary or the many previous organisers. New ideas are to be welcomed and not constrained by what has taken

place in the past. The only items which have to be rigidly complied with are the SBA Safety Requirements, and the signing of the declaration by boat owners to validate this. **(You will understand that the SBA would take a very serious view if any member was found to have made a false declaration)** Participants must also comply with the requirements of the waterway used, licensing, and the Boat Safety Scheme (Guidance Notes issued June 1996 by British Waterways & the Environment Agency) if this is applicable.

As Organiser you will be indemnified by the SBA's Third Party insurance.



START HERE – It's a checklist for experienced Organisers. Everything that follows simply unpacks this in much greater detail for new organisers.

BEFORE YOU START	
Where and when?	<ul style="list-style-type: none"> • Is this a National or Regional event? If National, talk to the SBA Events Organiser about it. If Regional, liaise with the Regional Representative. • Does it clash with any major event already arranged (e.g. Windermere, Thames)? • Is it a new waterway – and do you know it well? • What licence requirements are there, where can you get them, and can you sort out a block booking for them which could be cheaper? Can you get it waived (we are, after all, bringing colour and variety and will attract visitors to the waterway) Does the Boat Safety Scheme apply? • Do you need help from the SBA with hiring pontoons, or crane, to make it possible? • Use the Risk Assessment Form. People fear these ('elf & safety etc) but filling it in doesn't take long and may well alert you to local problems.
How many boats?	<ul style="list-style-type: none"> • How many boats can moor? Do you have to restrict the applications? • Are there locks which will slow a big flotilla down? • Are there going to be people sleeping aboard their boats? • ... Or needing to camp on the site?
What facilities does the	<ul style="list-style-type: none"> • Slipway – is it suitable for all sizes of boats?

site have?	<ul style="list-style-type: none"> • Is there a marina with crane (and available driver) nearby? And can you have a boat ready in steam – or with an outboard - to tow distant launchers to the site? • Fresh water? • Parking for cars and enough space plus secure parking for trailers? • Toilets?
Itinerary	<ul style="list-style-type: none"> • Work out where you can go each day, and make sure that slower boats can stop somewhere attractive sooner if they need to. • Visit the proposed eateries for lunch to make sure they can cope with the numbers expected. • Does your route include tunnels? There is a leaflet available from the SBA or British Waterways with a Code of Practice which all boats should have for tunnel navigation. • Steaming after dark? (Permitted where your rally is held?) If so, remind people to carry the correct lights. • Are there locks? Remind them to bring lock windlasses, BW Yale-type keys, or let them know where they can get them. • Manned locks - do you know how, if at all, locks can be worked when the lock keeper is not there? • Are there local hazards to warn people about e.g. the Severn Bore*, rowing clubs using the same water, fishing competitions? <p>*Other rivers have bores too (not all of which are of the kind found propping up bars!)</p>
Paperwork for booking	<ul style="list-style-type: none"> • When you have a plan for the Rally, let the SBA Events Organiser have it as soon as possible. S/he will arrange for first details to go on the Website. If you are willing to do so, it's helpful to put your contact details on the Website too. • Decide on a reasonable cut-off date for applications – too soon and people will ignore it (or think they won't be allowed to come); too late and you will be making trouble for yourself • If the event is likely to be oversubscribed, or has limited space, set an earlier date and make it clear why. • At a later stage you can prepare a Booking Form, Itinerary, and Boat Entry Form to send to enquirers. These can also go on the Website, or you may prefer to send them by post or email. • Make sure the Booking Form includes details for people coming without a boat who would like to be passengers with others. • <i>Remember that you may need to use surface mail for members who do not want to use the website or don't have email.</i> • Boat owners MUST also complete the Declaration, which will be in the form attached. Don't be tempted to change the wording on this: it's been agreed with our 3rd party liability Insurers. • Also let people know the local waterway requirements in the way of licences etc. It is their responsibility to comply with these. <p>When you have the bookings, you can send out details of accommodation (include camping and sleeping aboard),</p>

	<p>maps, coal and other fuel suppliers nearby and other later information. If you are doing this, ask for an S.A.E. with the booking.</p> <p>It's worth saying organisers are not expected to get involved in carting fuels around. It is understood that owners manage their own requirements, but it's useful to know where extra supplies can be found.</p>
<p>CHALLENGES!</p>	<p><u>Boat Owners who do not sign the Declaration.</u> You must return the form to them and tell them they may not attend as part of the Rally without signing it.</p> <p><u>Overseas Members</u> Occasionally we are graced with the presence of boats from other European countries. They will almost certainly be tested and insured because steamboats in most mainland European countries are similarly regulated</p> <p>We therefore need to see satisfactory evidence of a safe boiler and third party insurance and indemnity pertaining to their boat. If they have none of the above we must ask them to submit their boiler for testing and to provide evidence that they are insured against Third Party risks. <i>As a rider, it's worth noting that anyone towing a boat from Europe would be very unlikely to do so uninsured, but we still have to ensure they're safe in steam and on the water!</i></p> <p><u>Gatecrashers!</u> Accommodate them if possible – but SBA boat owners arriving late must still sign the Declaration to be part of the Rally and, of course, pay the booking fee. Try to find passenger spaces for members on foot, if needed.</p>
<p>Extra things organisers might find useful</p>	<p>First aid kit (available from the SBA if you haven't got one already); emergency phone numbers for hospital, doctor etc.; times of lock opening; mobile phone and make sure everyone has your number.</p> <p>Helpers to marshal car parking, oversee slipping etc.;</p> <p>Someone to look out for new members, welcome them, make sure they are OK.</p> <p>Someone to write up the rally report (DON'T leave this till after the event!).</p> <p>Someone who will recommend boats for the various Trophies, with reasons and full names of owner and crew.</p>

Checklist of stuff to send out to members attending	Booking form / Boat declaration / Maps / Accommodation / note of where fuel can be bought or ordered from
-----------------------------------------------------	-----------------------------------------------------------------------------------------------------------

AT THE EVENT	
Finding the site	SBA signs are available from the Events Secretary or you can make up your own very quickly.
Launching and recovering	It can be useful to have a vehicle with front towbar available to help. Hauling out – try to let the boats with furthest to go come out first.
Passengers	Make sure they know which boat to go in, and more important, make sure the boat owner knows he is being asked to take passengers! If they want lifejackets they should arrange that themselves.
Briefing	<p>A short meeting before starting is a chance to make sure that all members know local details such as speed limits, fishing competitions, hazards, time constraints, and anything else, especially if it has been changed since you sent out the details. Warn people not to “queue jump” at locks, except when it is obvious that a little boat can squash in where a big boat couldn’t.</p> <p>Steamboats at rallies are advertising the SBA, so should behave well all the time! No breaking speed limits! No queue jumping at locks! Be nice to fishermen!</p>

AFTER THE EVENT	
Saying thanks	Write to all those who need to be thanked
Finance	Sort out the last of the money and ask the Treasurer either to pay bills direct, or to send the cheques to you for you to pay them. Complete the financial report form and send it to the Treasurer.
Event Report	Send a short report of how it all went to the Events Organiser who will pass it on to the Committee
INCIDENTS	<p>If there were any hazardous or potentially hazardous incidents, complete an Incident Report and send it to the Events Secretary. This will then go to the Safety Co-ordinator and may need to be considered by the Committee.</p> <p>Make recommendations if you can for future events to avoid these hazards.</p>



1. Event Planning

Decide if this is to be a National event or Regional or Local. For National events contact the Events Secretary first of all to discuss the date and site. If Regional, discuss these with your Regional Representative who can send you an Event Registration Form if you wish to have the event take place under the auspices of the SBA. This form should in due course be forwarded to the Events Secretary by the Regional Rep.

It is obvious and very necessary that a rally venue is visited well in advance to make sure the facilities and infrastructures are capable of supporting the event. If you find an Event venue which is rather special but lacks the necessary amenities to host an event, such as lack of moorings, or the need to hire pontoons or a crane for launching etc, the SBA in very special circumstances may be prepared to fund these additional costs from central funds, but do give the committee lots of notice.

Web presence

When the date and venue are confirmed, send your Booking Form and Initial Event Details to the Events Secretary who will pass them to the SBA Webmaster for putting on our Website. Please include your own contact details if you are willing for these to go on the website. This information will be Password Protected and only accessible to SBA Members.

The Event Secretary will also publish details in the March 'Funnel'. If it is a completely new event you may wish to promote it with a brief description in 'Funnel'. Discuss this with the editor who will advise.

It is essential that your initial event details include the following information: dates, venue, outline programme and cost indications. The final details (for those that have made a firm booking) will include maps, charts, navigational information, safety requirements, details about licences, accommodation information, catering facilities and detailed programme etc.

A deadline for applications is essential for planning but can be extraordinarily difficult to enforce. Do not set it unrealistically early, or it will be ignored. However there are exceptions when popular events are oversubscribed. Allow time for members to reach a decision after receiving the initial information pack. Some members do not think about the next event until the previous one is over, resulting in late applications. If possible take this into account and have the flexibility to deal with it. If refusals have to be made be firm but polite, and let the Events Secretary know so support can be given if necessary.

2. Safety

The booking form has to include the mandatory safety information and declaration as written. Unsigned declarations must be returned and the member told they may not take part until it is signed and returned. If you have problems contact the Events Secretary.

Safety Requirements for overseas member's boats attending SBA Rallies in Britain. The SBA welcomes members from abroad who want to bring their boats and wishes to avoid unnecessary difficulties with safety regulations for visiting boats without compromising the SBA's safety standards.



Owners will be expected to produce as a minimum requirement satisfactory evidence of third party insurance and indemnity and that their boiler is in safe condition for use to an equivalent standard to that required by the SBA in the UK. The SBA will be happy to accept the statutory or customary certification practices of the country of origin as evidence of compliance but where there are no such practices owners will need to have made their own arrangements.

For boilers, this would require the certificate of a competent independent boiler inspector/surveyor operating to the equivalent standards specified in the SBA Code of Practice on Boiler Inspection. A short-term visit is defined as a visit including one or two UK Rallies during the course of the season. Longer-term visitors will be required to follow the SBA's normal practices for UK Member's boats.

3. Before the Event

Prepare the final itinerary to send to participants along with meal and parking tickets, maps etc as required.

Try not to make the itinerary too challenging, you must organise each period of the event, with contingency plans in case of bad weather or unavoidable disruption. Include sufficient time to complete each part of your programme, allowing for the slower boats, waiting at locks, the infamous 'SBA time' (when in a steamboat, you'll have noticed that everyone outside has watches but we have time...) and other diversions that occur. These can be trying for the organiser but you have to have flexibility to ensure as many members as possible enjoy the event. Remember that chasing and rushing members, and over organising, can spoil an event. Everyone's there at their own expense and this is their time for fun and relaxation.

Do not organise every moment of the event, leave time for idle chat and socialising. In fact some events only plan the start and end points to each day, leaving total flexibility in between, and some members prefer this. Accommodation and non-organised catering is the member's responsibility, but some co-ordination can help in integrating these things.



Find information about licences or registration schemes for the waterway, and advise members to apply for these in advance. Stress that we do not wish to bring the SBA into disrepute because a member does not have the correct licence. Send out licence application forms if necessary. Check if the Boat Safety Scheme is applicable. If possible negotiate reduced fees for boats taking part but the onus is on boat and owner taking part to ensure they comply with the local licensing rules and Boat Safety Scheme as needed.

Make a detailed examination of the slipway and moorings you intend using. Ask... is there sufficient depth of water, length of slipway, angle of slipway, vehicular access, secure parking for trailers. Does the waterway have sufficient depth of water, is it affected by tides, and is it weed free? Take a plumbline and measure the drop of the slip if in doubt! Nothing irritates boat owners more than being unable to launch having trailed to an event and found it unsuitable for their craft. Towing ain't cheap.

Where large numbers of boats have to be launched and recovered, consultation with boat owners and staggered times can be advantageous – maybe using Friday and Monday as well with a weekend event. Craning in can be a viable option, but it needs to be clear on your booking form that this method of launching and recovery is being used.

The Code of Practice & Safety Precautions as per the Tunnel Safety for Steamboats leaflet will be needed for events with tunnels. (Copies of these can be obtained direct from the Event Secretary or British Waterways if you need them.)

Find out about hotel/pub/guest house accommodation and camping/caravan sites nearby.

Arrange for meals (whether barbecue, pub, picnic or formal dinner) which are to be part of the event. Local information regarding catering facilities teashops, fish & chip shops, pubs etc can be of value.

FUEL: It makes sense to find out about possible local supplies of the major steamboat fuels. As organiser, you're absolutely not expected to supply fuels and cart it around. Each boat owner is expected to take responsibility for their own supply and management of fuel, but it's good to know where extra supplies of coal (not everyone burns the same kind of coal), propane, kerosene or paraffin can be sourced if required.

New Members. A rally can be a source of new members, either be on the lookout yourself, or nominate someone to do this for you. An application form is enclosed with these Guidelines, have some spares available, and also leaflets and business cards. If you have any further queries regarding membership, please consult the Membership Secretary who will advise – and, if necessary, get leaflets to you.

Identify new SBA Members and Overseas Visiting Members attending your Event. It is essential we identify new members attending an Event for the first time. We want to make them very welcome and to encourage them by offering our hospitality. It might be necessary to ask an established member to act as a 'host' for the New Members and Overseas Visitors.



Money and Accounts Please plan and cost your event carefully. Make sure that costs you are quoted include VAT! Work out your “Break Even Point”, and arrange that the fixed costs of the event are borne equally by all the adults attending. Aim to cover cost, but a small surplus allows for unforeseen extras.

If there is an expensive infrastructure, an “Event Fee” may need to be charged equally to all members attending. Please discuss this with the Events Secretary before including it on the Booking Form. Members attending are responsible for their own individual costs, such as licences (unless you advise them otherwise having negotiated a deal). If you can offer block bookings at a reduced rate, include it on the booking form.

The Treasurer will send you paying in slips, Event Account Forms, and Organiser’s Expenses Form before the event. It would be helpful if you can e-mail to him a note of the amount and date any money is paid in, as you go.

Your expenses will be your out-of-pocket expenses such as printing, telephone, postage and travel. Please do NOT feel that you cannot claim what it has cost you personally, just because it will make your event show a loss! This doesn’t matter very much. Obviously it’s good if your event breaks even but the SBA exists to see boats on the water...

Make sure that you get proper receipts or invoices from suppliers, and ask for cheques to pay them as needed, normally after the event, and listed on the Events Accounts Form. Make it clear whether the cheque is to be sent to you for handing on, or direct to the supplier.

If you have costs before an event, such as a deposit, please ask the Treasurer for a cheque payment or a float.

Try not to pay expenses on the spot out of cash received – truly, it will make your accounting much easier if you bank all cash and ask for cheque payments as needed.

Refunds are at your discretion, if there is a good reason for a member to cancel.

It’s easiest if overseas members pay in cash – in Sterling - so ask them to pay you on arrival.

4. During the Event

Crew briefing: Arrange a short briefing to make sure all attendees and boat owners understand the basic rules of navigation which are applicable. The International Rules in the Prevention of Collisions at Sea apply, plus any local byelaws or conventions. Ensure New Members are made welcome and offered extra advice if necessary.

PLEASE ADVISE OF ANY LOCAL SPEED LIMITS AND ENCOURAGE OBSERVANCE OF THESE LIMITS.

Have an emergency contact phone number for accident or serious problems and be aware of the location of the nearest A&E Dept. and how to get there.

It is suggested that you liaise with local organisations, river / canal authorities, coast guard, sailing club, boatyards, lock keepers, ferry operators etc. to ensure everything runs smoothly without causing nuisance to others.

Arrange passenger spaces where possible for those who have asked to be passengers.

Have available a basic First Aid resource. The SBA has a First Aid Kit, if you need it – but you would be wise to carry one in your boat anyway!

Arrange for 'Thank you's' to be said if appropriate during the event (and be prepared to be thanked yourself!).

Locks, if unmanned, can need special care by boat owners; it is worthwhile if possible to delegate a helper to supervise at locks. On waterways having manned locks, the lock keeper will direct entry into the lock and operate the gates. Follow the lock keepers instructions at all times. **You should inform boat owners that it is very bad practice to "Queue Jump" when waiting for a lock and this practice could bring the SBA into disrepute.**

Be aware of the times locks are available and when they are closed for lunch or at the end of the day, and how, **if at all**, they can be operated by SBA members when no staff are available.

The organiser is in control of the activities during the event, and has the right to cancel, amend, restrict, postpone or delay any of them for any reason he may deem fit at that time. If a member carries on with an activity against the organiser's express instructions they do so outside the event and entirely at their own risk.

This might be worth saying: it is just remotely conceivable that a sticky situation could arise... Say, for example, that in your own opinion, a boat does not comply with the SBA's published safety or insurance requirements, or is in any way deemed to be unsafe, you have to exclude it from the event.

In cases of difficulty (where the problems cannot be resolved by sensible discussion) the boat owner should be informed with witnesses present that their craft must be excluded from the event. Such notice needs to be given in writing.

Inform any SBA Official present at the event and also ensure a copy of the letter is submitted to the Event Secretary along with the event report. It may also be necessary to inform local authorities of your actions if you are working with a local agency (e.g. The National Trust or the Canals and Rivers Trust).

Above all, if one isn't around at the event to provide backup, feel free to call a Committee member or the Chair for assistance so that flak is directed away from you!



5. Delegation

Most organisers find it useful (essential, even) to persuade all available members of their family and anyone else nearby to help. There are usually experienced members around who join in without their boats or children so make good use of them! Functions to delegate might be as follows:

- Overseeing moorings and/or slipway
- Allocating passenger spaces, introducing new members and offering information to the public.
- Supervising accommodation, camping etc
- Issuing charts and the day's details
- Marshalling and operating locks
- Advising inexperienced members about conditions of weather, washes, tide etc
- Management of organised catering

6. Gatecrashers

If a member gatecrashes, be polite, and if you are able to accommodate them as passengers please do so but ask them to sign the booking form and pay any booking fee if applicable. It is essential to point out that in the unfortunate case of an accident, boat owners may not be indemnified in anyway if they have not signed the Declaration.

7. Publicity



SBA events and rallies are usually 'private' – they're not like traction engine rallies – but there are exceptions where an organiser may arrange a publicity day or arrange, as part of an SBA event, a visit to a public event. Of course the public have every right to watch our activities. The media, be it press, television, radio etc can in certain circumstances be a nuisance so use your discretion and diplomacy. If doubts arise you can consult the Committee. If you arrange media coverage please make sure that the SBA gets adequate credit.

8. Trophies and Reports

Trophies.

The committee is always glad to receive recommendations for possible trophy awards at the next AGM and there are a number of categories under which boats and owners can be marked out for special notice. The Events secretary would love to hear who they are at your event:

Each year, the SBA awards:

The Alex Ritchie Memorial Trophy	(for engineering excellence)
Casson Trophy	(for outstanding achievement)
Family Trophy	(for all-the-family participation and involvement of the young)
George Watkins Memorial Trophy	(For important historical steamboat related research)
Montagu Cup	(Best launch at an event on tidal - salt – waters)
Stuart Turner Cup	(Best engine built by a member from ST castings)
Taylor Rose Bowl	(Best engine by a member using Cyril Taylor castings & design)
Thames Cup*	(Award criteria to be decided by the Thames event organiser)
Windermere Trophy*	(Award criteria to be decided by the event organiser)
Windermere Kettle*	(For the finest polished brasses at the Windermere event)
Pod's Pot	(For the best turned-out owner-completed wooden steamboat)
Committee Trophy	(For the boat which most 'caught the eye' during the year)
Funnel Mouthpiece	(In 'the Funnel' Editor's gift for original contributions)

For those marked with an asterisk (*) you may need to delegate, in advance, a judge or judges to make the recommendations for trophies to be awarded, in line with the criteria. (Full criteria for each trophy can be found in Funnel no. 155)

'Funnel' Article.

Members enjoy reading about events in the 'Funnel'. You should delegate **one member only** (preferably before or very early in the event) to write up about the 'Event' for the next edition. The article should if possible have interesting, amusing content and should be supported with photographs. Such a piece does not have to be lengthy, and the story may be best told in good pictures.

Event Report for Events Secretary

Can be very brief... (e.g. *"12 boats attended, all in steam satisfactorily, slip and trailer storage ideal at this venue, should do it again. Weather awful, no incidents or accidents"*) To be submitted to the Events Secretary after the event.

Hazardous or Potentially Hazardous Incidents. The Events Secretary should receive any reports on safety related matters including a properly completed Incident Report Form if it is required. This information has to be forwarded to our Safety Co-ordinator. Any recommendations you make will be considered and may be of benefit to future organisers.

ALL THE ABOVE IS VITAL INFORMATION NEEDED IN ADMINISTERING THE SBA SO DO TAKE THE TIME TO MAKE THE NECESSARY RETURNS

9. After the Event

- Complete and send the Rally Accounts Form and the Organiser's Expenses form to the Treasurer. Pay the final outstanding event accounts or refunds.
- Write thank you letters to people or institutions that have contributed significantly to the success of your event.

10. Event Paperwork in the Appendix

Risk Assessment Form
Booking Form (an email may suffice)
Declaration **must be as written**

Trophy recommendation?
Any Treasurer's papers – Finance Report Form and Organiser's Expenses Form (ask Nigel)
Any Membership Application Forms from people wishing to join the SBA? – send to Membership Secretary

11. And Finally!

I hope you have derived as much pleasure from organising your event as those that have taken part and hope you may consider organising another event in the future. As you will appreciate the SBA relies heavily on its organisers and without their hard work we would not be in the position we are today.



Very Many Thanks!

Steamboat Association of Great Britain 2014
With thanks to Richard Havard, Christine Monkhouse, Rob Van Es, Mark Rudall

(Appendix 1) - **Please scan/photocopy or print from the pdf of this pack posted on the website**

BOAT OWNER'S DECLARATION FORM FOR SBA EVENTS

Event.....**Date**.....

Boat Name.....

I.....warrant and undertake that during the above named event my steam vessel will have **valid boiler certification issued by a competent authority** and that I will also have in place an **insurance policy** to provide third party liability cover in respect of any loss or injury howsoever caused by my vessel.

I agree to fully indemnify and hold harmless the SBA from any liability whatsoever, in respect of any loss or injury caused by my vessel.

Boiler Inspection Certificate issued by.....

Boiler Inspection Certificate valid until.....

Insurance policy issued by.....

Insurance policy valid until.....

If your boiler certification or insurance is not valid for the dates of the above event or has yet to be arranged, **you must provide the SBA Organiser with updated details, in writing, of insurance and boiler certification before your boat can take part at the event.**

In making this declaration I confirm that I fully understand the implications of making an incorrect or false statement.

Signed.....

Date.....

All participants at this event must conform to the SBA published requirements for boiler inspection, insurance and safety. Details of these are available from the SBA Events Secretary. Please note that at the end of each season the SBA retains the right to undertake random checks of boiler certification and insurance details provided to ensure the system is working effectively. The SBA would be in a difficult position – insurance would be invalidated - if a declaration were found to be false.

All boats taking part in SBA Events must carry appropriate safety equipment - as per current Boat Safety requirements on inland waterways or, for coastal locations or in unregulated waters (some lakes, coastal waters) including paddles or oars, anchors and warps, fire fighting equipment and first aid kit. Non-swimmers should wear buoyancy aids & any others required to do so by the boat owner. (Passengers are responsible for supplying their own buoyancy aids).

ALL PARTICIPANTS MUST SIGN. This is necessary for the SBA's Public Liability insurance.



(Appendix 2)

Risk Assessment Guidance

The following form is a suggested format for event organisers to use when considering risks which might be encountered at an event.

It is SBA policy, that the risks associated with any activity be considered, and if the likelihood and severity of injury is high, action must be taken to reduce one or both factors.

The form allows a simple assessment of risk where a value is attributed to **likelihood** (1-4) and a value attributed to **severity** (1-4). If the product of these two factors is greater than 8, then the risk is too high. In this case, either further actions are required which will reduce the likelihood, or the event should not proceed.

To Do

The following list of hazards is entirely common sense and could be used 'as is' but it's not exhaustive. An event organiser might also need to consider potential hazards associated with launch and retrieval, slippery banks, tunnels or the numerous other causes for concern which may be applicable to specific venues or activities. Some further suggestions are included. Space has been allowed to add further hazards and further sheets could also be attached.

Consider each hazard and multiply A x B to give a risk factor. Make your judgement about whether it is safe to proceed, and tick or cross the final column of boxes as appropriate.

As an outcome, there is evidence that the event organiser has considered the risks which might be encountered and has taken appropriate steps to make the event as safe as is reasonably possible.

Other hazards not on the tables below may be relevant to consider (note – you might think of others!) ...

Slipway hazards: surface condition, gradient, edges, adjacent observers

Cooking: On shore barbeques, cookers on larger boats, gas bottles

Electrocution: boats with 230V systems onboard

Sunburn/heat stroke

Tunnel passage: fumes, lighting

Night passage: lighting, navigation

Collision: particularly in congested waters

Tripping over mooring ropes



BOATING HAZARDS

Hazard	Nature of Risk	Potential Harm	Current actions to control risk	Likelihood of harm (1-4) A	Severity of harm (1-4) B	Further action necessary	Safe to proceed? (A x B ≤ 8)
Falling in water	Could affect any person attending event. Particularly inexperienced or people with restricted movement	Hypothermia, Drowning	Care when passengers embarking or disembarking Vigilance for trip hazards adjacent to water Suitable footwear recommended	2	4	Non swimmers or persons at risk should wear buoyancy aids in restricted waters. All persons should wear lifejackets in open waters	
Finger Crushing	Boats could squeeze together at moorings or in locks	Laceration or broken / dislocated bone	All passengers advised to keep fingers in board when near other boats. Special vigilance and control with children	1	2		
Fire on board boat	Fire as a result of fuel spill or cooking equipment	Burns	All boats to carry fire extinguisher	2	3		
Propeller Accident	Person overboard, or weed clearing might suffer injury from contact	Laceration, broken bone, dislocation	Steam isolated from engine before anyone approaches propeller	1	3		
Cuts	Wound may be contaminated with river water	Weil's disease or other infection	Cover cuts with waterproof dressing				
Lock accident	Falling in, Lock-keys (windlasses) spinning	Bruising As above for Immersion in water	Skippers asked to keep 'helpers' at bay	1	3		



STEAM PLANT HAZARDS

Hazard	Nature of Risk	Potential Harm	Current actions to control risk	Likelihood of harm (1-4) A	Severity of harm (1-4) B	Further action necessary	Safe to proceed? (A x B ≤ 8)
Burn from hot machinery	Any exposed steam pipes or metal adjacent to boiler may cause injury	Scalding or burns to part which comes into contact	Hot surfaces to be insulated where possible. All passengers briefed about dangerous surfaces	2	3	Children in particular may need to have restricted access around boat	
Contact with moving machinery	Impact injury or crush injury may result from moving components	Laceration or crush injury	Where possible moving parts to have guards. Passengers to be briefed about areas to be avoided	2	3	Ditto	
Sudden release of steam	Rapid expulsion of steam from boiler or plant could cause burn injury	Scalding or burns	All steam plant to have valid boiler certificate and insurance. Passengers briefed to maintain distance from safety valve outlet	1	4	Care when operating whistle and blower	
SHORE HAZARDS? e.g. Shorebased exhibits	Tent or gazebo could collapse causing injury	Minor abrasions	Anchor everything down to minimise potential storm damage	1	1		
Anything special for this event?							

March 2014

