

GLDH 29th October 2017

Competition / Event Safety Plan

1. Introduction

- The event will be hosted by Gloucester Rowing Club on the Gloucester Sharpness Canal between Parkend Bridge and Rea Bridge for the Long Course (5K) and Pilot Bridge and Rea Bridge for the Short course (1.75K).
- Events will be offered in categories – Seniors, Masters, Juniors and Explore with no restrictions on boat type i.e. coastal, recreational boats or fine.
- It should be noted that this is a Navigable Waterway and during the day other Canal users will have the right of passage which might not be in the direction of racing. The Canal is 22 meters wide, reducing to half that at bridges and approximately 4.86metres deep in the middle and 1.2m meters deep on the edges. There is little to no flow with wind being the main cause for movement when at ease. The canal is used as a land drain so can have flotsam and jetsam present.
- A separate Map details how to get to the club is available.
- This safety plan complies with 'Row Safe: A Guide to Safe Practice in Rowing'.
- The safety plan explains safety measures that have been introduced as a result of the event risk assessment and specific details linked to BR requirements.
- The event will be conducted under BR Rules of Racing.

2. Event Organisation

2.1 Event Organising Committee

This event is organised by Gloucester Rowing Club.

The Organising Committee are:

Event Secretary: Karen Goodwin (07795 622106 race day only)

Registration Secretary: Keren Holland & Lexy Symondson

Club Captain: Sandra Burne

Treasurer: Stephen Rose

Event Safety Adviser: Clive Pendry

Deputy Event Safety Adviser: Zara Cotttrill / Beth Rodford / Ben Rodford

Event Welfare Officer: Keren Holland

Chairman of Race Committee: Stephen Rose

Race Committee: Clive Pendry, Ben Rodford

2.2 Communications

Competitors and organisers must be made aware of the safety arrangements before and during the event in order to prevent incidents and to enable incidents to be dealt with efficiently if they do occur. The following actions should be undertaken to ensure effective communication between all parties:

Prior to the event –

- The following documentation will be sent and made available on the web before the Head. It is the responsibility of all participating clubs to make sure their crews are made aware of the content:
 - How to get to the New Gloucester Boat House / Gloucester Rowing Club
 - Circulation Pattern on and off water
 - Safety Plan
- All information is available on line on the Gloucester rowing club website <http://www.gloucester-rowing.org/>

- A letter detailing the type of event, location, possible numbers and directions to access point/s has been sent to the following Emergency Services: Police, Fire, Ambulance and local Hospital A&E.
- The Canal & River Trust (C&RT) have approved the event and have issued advisory notes to the Boating Community / Canal users / Bridge Keepers. It Canal is in low season so boat movement, bridge / lock openings and bridge keepers are reduced to a minimum.
- The Local Council has given over the extra parking required, the Highways agency have approved signage, the local market is aware and will not restrict access.
- Other Canal users have been advised by the Users Forum, Facebook, Twitter.

At the start of the event –

- As this is a Head a safety brief will be given on the day to advise all of the hazards on the canal. Copies of the Safety & Welfare Documentation will be available to view at Registration. The Safety Adviser will be available to discuss any matters arising.
- Umpires will have copies of the Program, Each Rescue Launches has an aide memoire detailing what to do in an emergency, First Aid is provided by a Paramedic who has been briefed by the Safety Adviser.

During the event –

- Communication will be via a Radio Net on two channels. Spares will be held in the Registration.
- Instruct and Brief on when and how to use. A separate document on how to use radios and what to say if you have an incident.
- A separate radio frequency should be used for an emergency.
- If VHF ship to shore is required the Bridge Keeper at Hempstead will be contacted and the C&RT Net will be used to communicate.
- Registration will hold key mobile phone numbers should other communication methods fail.

Post event –

- Any feedback or comments on any aspects of the Event should be emailed to: info@gloucester-rowing.org or you can contact one of the Event Officials list in 2.1 who will listen and note any points to bring to the Wash Up meeting.
- A Wash Up meeting will be held after the event to review the running of the event and any lessons learned that can be used to improve the Safe and fair running of the event.

2.3 Documentation

Risk Assessment

- The Risk Assessment is a separate document which covers both on and off water hazards. It is a live document with its content being reviewed and modified as and when required. The document covers a wealth of potential hazards and those with the highest RPN are address as a priority.

The Course and Circulation Pattern

The Course and Circulation Pattern are shown on a separate map document. It has been made available to all attending clubs in the pre event documentation, on line at <http://gloucester-rowing.org/>, in the information sent to clubs and in the Registration Tent. It is the responsibility of all attending clubs to make their crew/s aware of the course and the circulation pattern on each day of the event.

Distances

Wycliffe Rowing Club (WRC) to Gloucester Rowing Club (GRC)	10.15Km
Parkend to Petrol Station	7.00Km
Parkend to GRC	7.67Km
Parkend to Sims	6.18Km
Parkend to Rea	5.75Km
Parkend to just past Pilot	3.50Km
Pilot to Rea	2.20Km
Pilot to Petrol Station	3.99Km
Pilot to GRC	4.19Km

Note: Double the distance as you have to row out and race back.

Access Points

From Club	Bridge from Club	Access Points Set your Sat Nav on Following Coordinates	Bridge Contact Number
-2	Llanthany Bridge	Latitude 51°51'41.63"N, Longitude 2°15'13.67"W (SO 82619 18139)	01452 312143
-1	Hempstead Bridge	Latitude 51°50'45.18"N, Longitude 2°15'50.18"W (SO 81914 16397)	01452 521880
0	Club House	Latitude 51°50'41.54"N, Longitude 2°15'52.11"W (SO 81877 16285)	01452 523795
0	New Club Landing Stage (Access from Water)	Latitude 51°50'36.37"N, Longitude 2°16'00.18"W (SO 81722 16126)	
0	New Club Landing Stage (Access from Main Road)	Latitude 51°50'31.21"N, Longitude 2°16'16.91"W (SO 81401 15968)	
1	Netheridge Bridge (New Bridge)	Latitude 51°50'18.66"N, Longitude 2°16'24.15"W (SO 81261 15580)	01452 507318
2	Sims Bridge (First Bridge)	Latitude 51°50'17.02"N, Longitude 2°16'46.00"W (SO 80843 15531)	
3	Rea Bridge	Latitude 51°50'01.87"N, Longitude 2°17'00.78"W (SO 80558 15064)	01452 723638
4	Sellers Bridge (Pilot)	Latitude 51°49'11.54"N, Longitude 2°17'49.63"W (SO 79616 13513)	01452 720251
5	Broken Bridge	Latitude 51°48'44.68"N, Longitude 2°18'21.53"W (SO 79002 12686)	
6	Parkend Bridge (Castle)	Latitude 51°47'39.64"N, Longitude 2°19'28.11"W (SO 77718 10682)	01452 720016
7	Saul Junction Bridge (Wycliffe Sculling Centre)	Latitude 51°46'56.21"N, Longitude 2°21'18.39"W (SO 75599 09350)	01452 740444
8	Saul Junction Marina (Slip Way)	Latitude 51°46'45.45"N, Longitude 2°21'15.33"W (SO 75656 09017)	01452 521880

2.4 Safety Monitors

Race Marshalls, Monitors and Umpires (RMMU)

Race Marshalls, Monitors and Umpires (RMMU) will be located all the way down the course to provide visual surveillance for safety and racing infringements at Bends, Bridges and major deviations in the bank - Umpire / Marshal - Parkend Bridge (Marshalling / Start), 1000m, Site of Hardwicke Bridge (Broken Bridge), Sellar's Bridge (Pilot), Big Bend, Rea Bridge (Finish). Monitors will be above the Start, 1650m gone, 200m from Pilot, Pilot Turning Bays, Big Bend and Landing Stage and may be on Sims Bridge, Netheridge Bridge and Hempstead Bridge if required.

Each RMMU will have specific responsibilities, but the overriding rule is safety and fairness. All instructions given by these people must be acted upon; otherwise the offending crew may receive a penalty/s.

A list of RMMU positions is available with brief descriptions of responsibilities to cover the key areas on and off water the water i.e. Car Park / Road Way, Towpath, Embarkation, Disembarkation, Control Commission, Hazards (Fixed and Variable – Bridges other Canal users),

the FOP (Umpires / Marshals)

Safety boats

The Club will man 3 Safety Launch and SARA 2 Rescue Launch, with a minimum of a RYA2 qualified helm and helper. They will be equipped with the equipment detailed in RowSafe. They will be positioned at the start, in the middle and at the end of the course. Any launch can be called to assist a crew in trouble by the nearest race official as they will be in radio contact and or hailing distance. Launches will inspect the course, clearing any debris before each division and will patrol and area not be stationary.

They had a separate aide memoire detailing how they will affect a rescue. Any crew in trouble are to stay with their boat and follow the instructions given to them by the Safety Boat Crew. They will get you to the side, into the launch and back to the Landing stage as efficiently as possible.

3. Accident and Emergency Procedures

Reference in Risk Assessment and Emergency Response Plan

First Aid Cover

A qualified Paramedic or equivalent will be on site in the Regatta Field before racing and at Pilot during racing to attend to any medical incidents. *He will have a defib on board / spinal board?* Otherwise a first aid box is situated in the Boat House and on each of the Launches.

Emergency Services

The nearest A&E unit is at the following location:

Gloucestershire Royal Hospital
Great Western Road,
Gloucester,
Gloucestershire,
GL1 3NN

It will take about 15 minutes to reach.

Any Emergency Services called will be asked to enter the site by Dave Hook Way off the A430 - Latitude 51°50'31.21"N, Longitude 2°16'16.91"W (SO 81401 15968).

A designated person will meet and direct them to any Emergency.

The New Boat House Field can get boggy so Emergency services should stay on the paved roadway. As they are based in Quedgley they should take 10/15minutes to arrive.

Useful Numbers

Emergency Services:	999
Local Police	0845 090 1234
Accident & Emergency	01452 394600 (Gloucester Royal Hospital)
Medical Advice	0845 4647 (NHS Direct)
Docks Emergency Number	0800 47 999 47

Emergency Equipment

In addition to the equipment present on the safety launches all Marshals and Umpires will have throw lines and thermal blankets available from them to use as and when required.

Pre-Boating Safety Checks

Control commission may check any boat going afloat.

It is the responsibility of the Clubs, Coaches and Crews to ensure their equipment meets the minimum standard laid down in the RowSafe Guide and BR Rules of Racing before being racing.

The following must be checked – heel restraints, buoyancy, bow balls, cox lifejacket

Notes: Heel Restraints – Poor and defective heel restraints continue to represent a major safety concern. All boats where “fitted shoes” are employed must have effective heel restraints. These must be properly adjusted (each heel shall be restrained to prevent it from rising higher than 7cm measured at right angles from the footplate) and in working order. Likewise, the foot release from any other type of fitment that may be used must be selfacting and not require the intervention of the athlete or a rescuer. .

Buoyancy - ALL boats competing in BR events must have integral full underseat buoyancy or additional buoyancy added by way of buoyancy bags or suitable alternatives providing a similar level of buoyancy. All boats are expected to meet either the BR buoyancy recommendation or the FISA minimum flotation standard (BR: all boats must have sufficient inherent buoyancy, together with their oars and sculls, to support a seated crew of the stated design weight such that the rowers’ torsos remain out of the water and the boat can be manoeuvred. FISA - All boats when full of water with a crew of average weight equal to the design weight, seated in the rowing position should float such that the top of the seat is a maximum of 5 cm below the static waterline), RowSafe (Buoyancy compartments, seals, hatch covers, boat hull and ventilation bungs are secure and watertight. Buoyancy Bags have been installed if no under-seat buoyancy compartments are fitted.) and Rules of Racing (condition and general maintenance of the boat, including the integrity of any buoyancy compartments. Note: If a compartment is fitted with a method of closing that compartment then the fitment must be in place and intact.)

Club may certify that the boat has been tested and buoyant.

Compromised bow / stern canvases must be repaired so are watertight.

Bow Balls must be securely fixed – not flex out of the way on impact, fixing must not be a potential hazard.

Coxes must wear the correct type of life jacket, know how to use them and they are operational. Coxes in Bow loaders must not wear automatic lifejackets or buoyancy aids.

Official Warning for Control commission failures maybe given and or boats prevented from racing if not suitable for use.

4's and 8's with Wing riggers must have back stays fitted i.e. 4-/+ & 8+ Bow Pair (1, 2) and 4x/8x Bow (1) as minimum. Boats incorrectly fitted will not be allowed to race.

Incident Reporting

Any incident or accident must be reported to Event Organiser and the Event Safety Adviser. The Safety Adviser will record any incidents and submit them online to British Rowing.

If in doubt any competitor, official, coach or spectator can and is encouraged to log any incidents on the BR website.

Emergency Response Plan / Incident Response Plan

- The key to a successful Response is to have effective decision making and communication – be clear and concise with radio messages – the full details can be recorded and passed on later.
- Water based incidents will be controlled initially by the Umpires / Marshals on duty, before the Safety Launches and or Safety Adviser take over responsibility.
- Off Water Incidents can be controlled initially by those finding the incident until the Safety Adviser and or the Paramedic takes over responsibility.
- A separate document exists as an aid memoire for those acting in an official capacity.

4. Abandonment Plan

We are luckier than most being on wide navigable canal. The only conditions that would cause racing not to take place would be Frozen Water, no water or severe winds. All other conditions would see some form of racing taking place.

- If the event is to be abandoned in its entirety this will be determined the Thursday before the event so that all clubs are made aware before they travel.
- At the start of the day an assessment will be made by the Race Committee based on the fixed and variable aspects of the event i.e. Age, Experience / Category, 1x, 2x, Coxless, Front Loader, No under seat buoyancy, Weather, the course, Water Conditions, Other External Factors as to what categories are deemed able to race. Any restrictions will be advised to all Club coaches.
- An ongoing assessment will be made during the day by the Race Committee based on the fixed and variable aspects of the event i.e. Age, Experience / Category, 1x, 2x, Coxless, Front Loader, No under seat buoyancy, Weather, the course, Water Conditions, Other External Factors as to what categories are deemed able to race. Any restrictions will be advised to all Club coaches.

Note for Club / Coach / Individual

- The Competition / Event will endeavour to provide a safe environment in accordance with British Rowing's "Row Safe", although competitors, coaches and clubs are specifically reminded that every person attending the event, including those competing, or officiating, do so entirely at their own risk and are solely responsible for:
 - their own safety;
 - ensuring that their boats are safe and are prepared to the standards required by British Rowing's "Row Safe" and the British Rowing Rules of Racing. Any boat found failing to meet the standard shall be excluded;
 - the strict observance of the circulation pattern and British Rowing's "Row Safe";
 - deciding, together with their coaches, whether or not they are competent to compete in the prevailing weather and stream conditions; and
 - ensuring 'a responsible adult' accompanies junior competing in the event to assist them 'in loco parentis' with their responsibilities and assume responsibility for their welfare.

5. "Plan B"

Needed to cover for failure of any part of the planned safety arrangements – what, if, then, else

Failure of safety arrangements

In the event of:

the loss of a safety boat / multiple launches will see a shortening of the course to maintain a 2 minute pick up time and / or operation of a batch system;

loss of RMMU support will be covered by extended shifts or others suitably qualified officials and or persons; specifically the Safety Adviser will be replaced by **Zara Cottrill / Beth Rodford and or Ben Rodford**.

loss of medical cover will be covered by a qualified club First Aider - **First Aider – Katy Llewellyn and or Mr Llewellyn**

loss of radio communications will be covered by mobile phones;

Changes to racing arrangements may see the length of the course being shortened, restrict racing to larger boats and or competent crews.

Two permanent and one removable landing stage will give us multiple options to boat as conditions dictate.

These arrangements have been made based on previous events history and will be reviewed as situations develop.

If the New Gloucester Boat House cannot be used, Protyre and the Club House will be the event base camp.

6. Measures for Specific Hazards

Weather and water conditions

There will be some weather and water conditions that may require the event to be changed: Conditions and Possible Prevention and Mitigation Measures.

Before and during the event a weather watch will take place which dependent on the information obtained will determine for example if boating will take place (ref section 4)

- **Lightning** - Suspend racing and stop boating until storm blows over.
 - Use the '30 - 30 Rule' when you see lightning.
 - Count the time until you hear the thunder.
 - If it is 30 seconds (approx. 10 km away) or less, seek 'proper shelter'.
 - If you can't see the lightning, just hearing the thunder is a good back-up rule for it being time to seek 'proper shelter'.
 - Wait a minimum of 30 minutes after the last lightning or thunder before leaving shelter.
- **Flooding** (fast current and/or debris in water or on bridges) - Cancel event. Limit entries to older and more experienced crews and larger boats
- **Heavy rain** - Ensure appropriate clothing is worn at boat inspection and control commission.
- **Strong Wind** – Cancel event. Ensure appropriate clothing is worn at boat inspection and control commission. Limit single and double crews.
- **Snow/ ice/very low temperatures** – Cancel event. Ensure appropriate clothing is worn at boat inspection point. Limit entries to older and more experienced crews and larger boats.
Arrange for salt to be spread round boating area.
- **Water Level** - Canal water level too low – Cancel Event

Slips and trips

The boating and trailer areas should be kept free from blades, shoes, trestles, etc.

Wet surfaces – close to the water's edge can be slippery

Impact on public right of ways – towpaths, cycle routes – signs required / marshals

Manual Handling

Launches onto water

Movements of equipment

Setting up landing stage, commentary, tents

Car Park and Trailing Area

Car park marshals will be present to help people decide where to park. If in doubt the following applies:

Cars are to be parked outside of the New Boathouse Site.

Trailers can park inside the New Boathouse Site in the designated areas. Towing vehicle are to be removed, as soon as possible, to the car park outside of the New Boathouse site, as space is limited.

The road and track is likely to be muddy so drive with caution. If you get stuck ask for assistance.

Hygiene

Toilets are available on the New Gloucester Boathouse site. Separate male & female toilets & washing facilities are available at the Club House.

If utilities fail (water, sewerage or electricity) the Event Committee will contact the appropriate utility or contractor to rectify the problem.

Litterbins are to be provided. The Competition / Event area is to be inspected during and after the event & left clear of rubbish.

Normal hygiene procedures apply and washing facilities will be made available to people serving food.

Alcohol will not be sold to Juniors or anyone who appears to be under 18. Identification may be requested & the event committee reserves the right to refuse to serve alcohol.

Welfare

The welfare and well-being of all is paramount – regardless of age, culture, disability, gender, first language, racial origin, religious belief and/or sexual identity or ability, all have equal rights to safety and protection.

The Event Committee believes that special care is needed for children and vulnerable adults.

The Safeguarding & Welfare Adviser will report any matter of concern to the British Rowing Lead Safeguarding Officer and the relevant authorities as appropriate.

A separate Welfare Plan has been developed by the Safeguarding & Welfare Adviser based on BRWG documents and BR Adults at Risk Policy.