

Runcorn Junior Regatta on Sunday 15 July 2018

Event Water Safety Plan

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1. Introduction

1.A. Document Control.

Event Water Safety Plan for:	Runcorn Junior Regatta 2018.
Date	Saturday 15th July 2018
Author	Andy Greenwell, Chair of Race Committee & Chief Marshal email: andy.greenwell@btinternet.com Phone: 01606 - 782884
Safety Plan Version	10/07/18 – comments from NW RSA 18/06/18 - Review 12/5/2015 - Draft for internal review, Version 1. 27/5/2015 - reviewed, Version 2 28/5/2015 - minor corrections, typos etc. updated in Ver 2.1 (non-trivial changes shown in blue) 31/5/2015 - Sect. 2.2.A. - Approval of plan by British Rowing (NW) 25/6/2015 - Sect. 2.2.A. - Approval of plan by Canal & River Trust - Addition to Race Committee 30/7/2015 - Changes agreed on race day re: landing stages (mainly 3.4.2. and Appendix 11). 27/11/2015 - Ver 2.3 - Appendix 11 changed to add NW Umpires warning on foul language 08/06/2016 - minor corrections, typo's etc. 15/05/17 – V25 – changes to personnel.

1.B. Defining the Event.

Event organiser Contact:	Runcorn Rowing Club, The Boat House, Cholmondeley Road, Clifton, Runcorn, WA7 4XT Bev Johnstone / Alison Stock, Chair of Organising Committee email: rrc.events.secretary@gmail.com Mobile: 07751 999520/ 07947 437448
Event venue	Runcorn Rowing Club, The Boat House, Cholmondeley Road, Clifton, Runcorn, WA7 4XT
Event location	<ul style="list-style-type: none"> Between A56 Sutton Bridge and Runcorn RC at Rock Savage swing bridge) on the Weston Canal (River Weaver Navigation) in Cheshire. This is a distance of approx. 1,200 metres including marshalling areas. This is a canal, improved to take coastal ships up to 1,000 tonnes, and is approximately 30-40 metres wide and 3.5 metres deep, with no bridges or narrow points on either of the race courses. The races will be run, 2 crews at a time, over either of two 300 metre courses. The courses are either side of the M56 motorway viaduct, with a large marshalling / waiting area between them. <p>See the annotated aerial photo of the regatta courses at www.runcornrowing.com/docs/Runcorn_Jun_Regatta_course_map_20140628.pdf (and Appendix 5.5. below).</p>
Navigation Authority Contact:	Canal & River Trust (CRT), North Wales & Borders Waterways, Navigation Road, Northwich, Cheshire CW8 1BH Waterway Manager: Wendy Capelle email: enquiries.northwalesborders@canalrivertrust.org.uk

Phone 0303 040 4040.

1.C. Scope of the Event.

This section aims to explain what is going to happen, for the benefit of non-rowing people who need to read this Event Safety Plan.

Restriction:	<i>This is a very short-distance rowing event on calm water in the summer. It aims to give younger juniors experience of side-by-side racing from a static start. Restricted to competent rowers who need race experience.</i>
Expected competitors & participants	Registered competing members of British Rowing, of either gender. <ul style="list-style-type: none"> • Juniors J13 - J15. (Approximately 12 - 15 year olds) • In 2014 there were 196 races and 118 crews. • Numbers in 2015 should be +/- 10% of 2014. The event has a limit on entries, to keep the number of races below 230 races.
Expected or required competitor experience level	<ul style="list-style-type: none"> • Competitors are expected to be competent scullers, but with limited (or no) side-by-side racing experience. • J12 competitors or younger are not permitted. • J16 competitors or older are not permitted; no adults. • No Adaptive (disabled) events are offered. • All competitors are members of Rowing Clubs, and under British Rowing's RowSafe Code have to certify that they are able to swim at least 50 metres while wearing racing clothing. • Coxswains wear lifejackets or personal buoyancy aids. • Bad weather - control. Crews must be capable of rowing in normal British summer weather conditions. If there is bad weather, activities on the water may be curtailed or suspended, depending on the hazard. • Bad weather - protective clothing. Clubs must ensure that their competing members are adequately clothed for the weather conditions. All races for a crew are grouped together to minimise the time crews are racing or waiting on the water in marshalling areas. Crews can quickly become cold if the weather is showery or wet and if the crews do not have rain-resistant tops. And if the weather is hot and sunny clubs must ensure crews have sun-screen, hats & water bottles. • Fitness for competition. It is the responsibility of club Captains or the person making the entry to the event to ensure that their competitors are competent to paddle to the start, and then compete over the course without putting themselves at risk. • Race officials and safety boat drivers will evaluate crews on the way up river to the start and will advise the Race Committee to refuse to let a crew race on safety grounds, if they feel that crew is not competent to navigate the course safely.
Expected or required racing craft	<ul style="list-style-type: none"> • All boats to be shell (river) racing boats with sliding seats <ul style="list-style-type: none"> ○ coxed quad sculls (5 people), ○ double sculls (2 people) ○ single sculls (1 person). • All boats have 2 oars for each competitor for enhanced stability. • No coastal or fixed-seat boats. • No Octuples (9 seats, 16 sculls) or sweep-oar boats (9, 5, 4 or 2 seats).

Competition format	<ul style="list-style-type: none"> • The regatta is a 'Round Robin' event. • All crews in a group of up to 6 boats will race all the other crews in that group, in a series of side-by-side races from a static start. Most crews will have 5 races. • Boats will be grouped into classes based on size of boat, age group and gender. All boats will be sculling boats (i.e. each competitor will have 2 oars, unless the competitor is a cox (a steerer of a quad)). • There will be approx. 200 races, starting 08:30 and finishing by 18:00. • Points will be awarded for winning a race, and Gold, Silver & Bronze medals will be awarded to the 3 most successful crews in each group. • The races may be on either of two 300 metre courses. • All races for a crew will be held within an hour, to minimise boat movements on and off the water, and exposure to bad weather. r
Competition Rules	<ul style="list-style-type: none"> • The event is run under British Rowing's 'Rules of Racing'. • These can be downloaded from the 'Competing' menu on website www.britishrowing.org

2. Event Organisation

2.1 Event Organising Committee

This event is organised by Runcorn Rowing Club. The Event Organising Committee includes:

Role	Name	Contact phone no.	Email
Chair of Organising Committee	Bev Johnstone / Alison Stock	07751 999520 / 07947 437448	chair@runcornrowing.com
Event Safety Advisor	Paul Swift	07549 563988 or via radio net	safety@runcornrowing.com
Volunteer Coordinator	Clare Oakley	via Race Control	volunteers@runcornrowing.com
Club Welfare Officer	Elaine Richardson	via Race Control	welfare@runcornrowing.com
Medical Officer	Dr Heather Hatt	via Race Control	membership@runcornrowing.com

British Rowing Rules of Racing require a Race Committee of British Rowing-registered Umpires.

Role	Name	Contact phone no.	Email
Chair of Race Committee	Heidi Hackett	via radio net	chair@runcornrowing.com
Umpire Member of Race Committee & Race Control	Simon Leach	07801 228193	simonleach@mac.com
Umpire Member of Race Committee	Aidan Hunt	via radio net	aidan.hunt@btopenworld.com
Coordinating Umpire	Anne Hignell	via radio net	anne.hignell@tiscali.co.uk

Sections 2.2 to 2.7 below aim to ensure effective communication between all involved:

2.2. Communications Prior to the event

2.2.A. Communication with Navigation Authority (or Proprietor – see Section 1)	
<ul style="list-style-type: none"> British Rowing Requirements: Authorisation from navigation authority and any conditions) <p>1. Canal & River Trust (CRT) are the Navigation Authority for the River Weaver Navigation.</p> <p>2. CRT require:</p> <ul style="list-style-type: none"> an Event Application Form, Course map, Risk Assessment / Event Safety Plan and Public Liability Insurance Certificate, <p>before giving permission to hold the event on the river.</p> <p>3. This Event Safety Plan is also being sent for review / approval to: British Rowing NW Region Water Safety Advisor, Colin Davies.</p>	<p>June 2018 <i>Judith Smith</i> [Decision: Yes/No] YES</p> <p>[Date & Ref] June 2018</p>
2.2.B. Communication with Emergency Services	
<ul style="list-style-type: none"> BR Requirements: notify emergency services, list land-access point(s). <p>1. Notifications of the event are being sent by email or 'Contact' links on websites to:</p> <ul style="list-style-type: none"> Police (Cheshire Constabulary), Cheshire Fire & Rescue Services, NW Ambulance Service and <ul style="list-style-type: none"> local A&E Hospital (Lovely Lane, Warrington). <p>2. The nearest RNLI stations are on the Irish Sea coast at New Brighton and Hoylake.</p> <ul style="list-style-type: none"> RNLI have not been notified. The event is on non-tidal water and RRC provide three (3) safety boats & crews for the approx. 1200 metres of river used for this competition (courses and marshalling areas). <p>3. Due to the rural character of this part of the river, the only 'land access points' for ambulances etc. are:</p> <p><u>Distance</u> <u>Address & Postcode, Latitude + Longitude & O/S Grid Reference.</u> <u>from RRC</u></p> <p>0 metres Runcorn RC, bottom of Cholmondeley Road, Clifton, Runcorn WA7 4XT Latitude 53°31'10.97"N, Longitude 2°71'26.44"W (Grid Ref. SJ 52600 79575)</p> <p>1000 metres Sutton Bridge, Chester Road, Sutton Weaver, Runcorn WA7 3GF Latitude 53°18'17.47"N, Longitude 2°41'59.54"W (Grid Ref. SJ 53525 78700)</p>	<p>[Date]</p> <p>June 2018 N/A</p>
2.2.C. Communication with Highways / Local land owner / Local community	
<p>1. No notification to Cheshire Highways, Highways Agency, or local landowners are req'd.</p> <p>2. The Liaison Officer for 'MerseyLink CJV', the Second Mersey Bridge consortium, who are rebuilding the nearby M56 Jct 12 roundabout will be emailed by 08/06/2016. Runcorn RC are not aware of any serious access issues for Merseylink / Junction 12 for that date.</p> <p>3. Discussions with Inovyn and Ashville Estates for the loan of car parks are an ongoing process that will be completed before 08/06/2018, as in previous years. We have been running this event</p>	<p>[Date(s)] N/A</p> <p>June 2018 & Ongoing</p> <p>Ongoing</p>

<p>with the assistance of Inovyn (and the previous owners, ICI Chemicals) for nearly 10 years, and with Ashville Estates' cooperation for 3 of the last 5 years.</p> <p>4. Local community:</p> <ul style="list-style-type: none"> • There are only 20 houses near Runcorn RC on the river side of the M56 motorway, the A557 and the 'Frodsham Curve' railway, all in upper Cholmondeley Road. • A hand-delivered letter to each house will tell them about the racing and invite them to free refreshments at the event. The letters will be delivered shortly before the event, as we want the residents to visit us. We normally follow this up with a personal contact. (Contact: Chair of Organising Committee). • Feedback from the 2014 Junior Regatta has been built into this plan. 	<p>Late June. Week before the regatta</p>
<p>2.2.D. Communication with Other River users</p>	
<p>1. In summer there are normally fewer than 10 other river-users (i.e. motor boats on any one day) of this part of the Weston Canal, except for users from Runcorn Canoe Club.</p> <p>2. The Sutton-side towpath is a public right of way and is used by walkers from Beechwood (Runcorn) to Frodsham, both over a mile away. The Frodsham-side river bank is difficult to reach, even on foot from the National Grid access road. The canal-boat water point on the Frodsham bank at Sutton Bridge will not be affected by the regatta. The course is not close to any town centres (e.g. Runcorn, Widnes, Frodsham) or villages (e.g. Kingsley, Crowton, Aston).</p> <p>3. The Press Officer will contact local newspapers in Frodsham and Runcorn, and the rowing world through Rowing & Regatta (British Rowing's members magazine).</p> <p>4. There are no other rowing clubs (on this length of river) that are not participating.</p> <p>5. Runcorn Canoe Club is based at Runcorn RC and have been informed.</p> <p>6. There are no angling clubs, due to the salty river water discouraging fish.</p> <p>7. Weaver Cruises (Acton Bridge) no longer operate a large trip boat on the Weaver.</p> <p>8. The local sailing and water-ski clubs operate on the next pound downstream, below Frodsham Sluices, and will not be affected by the event.</p> <p>9. The grain barge operation at Frodsham Mill does not use this part of the river, and since 2014 has been based at Runcorn Docks on the Manchester Ship Canal.</p> <p>10. A summary of date & times of the event, locations of busy points and estimate of numbers of boats have been emailed to:</p> <ul style="list-style-type: none"> • Weaver Motor Boat Club (Sutton Basin) • Acton Bridge Cruising Club (7 miles upstream, above Dutton Locks) • River Weaver Navigation Society (no known activity on lower Weaver in July) 	<p>[Action]</p> <p>N/A</p> <p>N/A</p> <p>Contact Press Officer</p> <p>N/A</p> <p>June 2018</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Contact Race Cttee Chair for content. All notified June 2018</p>
<p>2.2.E. Communication with Third Party Services e.g. Safety Boats, First Aid</p>	
<p>1. No third party services are involved or hired in. The event is staffed by Runcorn RC members and NW Rowing Council umpires.</p>	<p>[Dates]</p> <p>N/A</p>
<p>2.2.F. Communication with Host Clubs</p>	
<p>1. There is no separate 'Host Clubs' relationship, as Runcorn RC are running this event themselves from their own premises.</p>	<p>[Action]</p> <p>N/A</p>

(continues)

2.2.G. Communication with participants (Can be web based / email / "snail mail")	
<p>1. The following documents are sent by the Event Secretary to each club that enters, for distribution to all their participants. It is the responsibility of all participating clubs to make sure their crews are made aware of the content:</p> <ol style="list-style-type: none"> a. Notice of the Event (<i>Event poster</i>). b. How to get to Runcorn Rowing Club (<i>street map of M56 Jct 12 local area</i>). c. Annotated aerial photo of the 2 racing courses. <i>There is no 'Circulation Pattern' as referenced in Rules of Racing 1.2.d. and 2.2.3, as crews either travel upstream through a course before the race or downstream afterwards. Marshals control the marshalling areas at each end of the race courses.</i> Normal river navigation / Collision Avoidance rules apply. d. Event Safety Plan e. Information for Regatta Competitors. See Appendix 5.11 below) f. The Draw (<i>including boats' racing numbers and race times</i>). <p>All this information is available on the Runcorn RC website www.runcornrowing.com</p> <p>2. The Regatta Secretary & Race Control have rapid-contact details (<i>e.g. from BROE, British Rowing's Online (internet) Race Entry system</i>) for all entering clubs (mobile phones, emails, Twitter), and can issue 'event cancellation' notifications to clubs if necessary to prevent unnecessary travel.</p>	
2.2.H. Alternative Arrangements Plan	
<ol style="list-style-type: none"> 1. The Event Water Safety Advisor will work with the Chair of the Race Committee, under BR Rules of Racing 2.2.2., to monitor weather and river flow, and forecasts. 2. If cancellation or curtailment of the event is required, the Race Committee will be consulted, if possible. They will advise the Water Safety Advisor, Chair of Race Committee and Organising Committee on whether to run all or only part of the event. 3. The Event Water Safety Advisor & the Chair of the Race Committee will communicate decisions to participants and interested bodies (see section 2.2.A. - 2.2.E. above). 4. Decisions may be to: <ul style="list-style-type: none"> • Consider abandoning the event (the day(s) before if possible). • Consider a delay or postponement. • Change or shorten the course • Make assessments based on fixed and variable aspects of the event, such as: age, experience, status category, type of boat, strength & resilience of competitors, exposure of different parts of the course to adverse weather, water flow/level, existence of other external factors (such as the safety of travelling to the event in stormy conditions). 5. NW Region events do not permit the use of crew boats without adequate buoyancy (see RowSafe). 6. If we can assess a bad weather situation early enough, and if the event has to be postponed, delayed or cancelled, the Regatta Secretary has rapid-contact details (e.g. from BROE) for all entering clubs (mobile phones, emails, Twitter), and will consult and then issue cancellation notices in order to prevent unnecessary travelling. 	<p><i>[Action]</i> <i>(Record the details of advice given, decisions taken and any notifications).</i></p> <p>N/A at June 2018</p>

<p>(continues)</p> <p>7. On the day of the event, the Event Water Safety Advisor will inspect the whole course immediately before any crews take to the water.</p> <p>8. Once crews have boated, ANY key race official (e.g. umpire) can halt or modify racing on safety grounds, such as bad weather.</p> <p>9. The Event Water Safety Advisor and all umpires & safety boats can talk to each other on Channel 1 (Course 1 & Race Control) or 2 (Course 2 and Race Control) on the 2-way radio system. Or the Event Water Safety Advisor can speak to all of the Race Committee & Race Control for a less-public discussion by switching to a spare radio channel (Ch. 4 - 14). Or mobile phones could be used for a point-to-point discussion between 2 people.</p> <p>10. Any notifications to race officials of changes to the event format, or curtailment of the event will be made on Channel 1 & 2 of the radio system, so action can be taken by all Race Officials together.</p> <p>11. Competitors on the water will be informed of changes by Race Officials using electronic loudhailers, and by Safety Boats and Start Marshals speaking to nearby crews.</p> <p>12. Race Control will notify crews still on land using the Public Address system, and by using Crew Call & other marshals to speak to coaches & crews in the boat park areas.</p> <p>13. The River Weaver is unlikely to experience the rapid changes in river flow that affects rivers with large catchment areas (e.g. Severn or Trent). The Weston Canal, on which the regatta will be held, runs in parallel with the main river flow over Frodsham sluices, and is not normally a channel for the passage of floodwater. Runcorn RC receive CRT notifications of advised Restrictions to Navigation, and water level data from the EA's automated river level station at Pickerings (4 miles upstream) (via Twitter @riverlevel_2240), in the days before the event. Even if water levels rise in the main river, the short regatta racing courses on the Weston Canal are likely to be safe for rowing.</p>	
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2.3. At the start of the event.

2.3.1. Organisers, Umpires, Marshals, Race Monitors, Safety people	
<ul style="list-style-type: none"> • Race Officials' & Safety documents will be sent to all Race Officials and Organising Committee team leaders by the Chair, Race Cttee at least 3 days before the event. • Organising Committee members are required to attend a series of Organising Committee meetings, the last of which will be on the Tuesday before the event, at 20.00 at Runcorn RC, to discuss the final details for the event. • Most team leaders on the Organising Committee will need to attend a final working party at Runcorn RC at 18.00 on the day before the event. • Umpires, Race Monitors, Marshals and Safety Boat Drivers are required at a Race Officials Briefing covering Safety and Race issues, in the RRC Workshop at 08.00 before racing starts. • This event will not use any Third Party contractors for safety launches or First Aid. 	<p>[Action] June 2018 N/A</p>
2.3.2. Participants / Competitors.	
<ul style="list-style-type: none"> • All crews will paddle up the whole length of Course 2 (or both courses) on the way to the start, as directed by marshals and umpires. • All participating clubs will have been sent the Event Safety Plan, Information for Head 	<p>[Action]</p>

<p>Race Competitors, and Course Map before the event, with an instruction to coaches to make their crews aware of the contents before arriving.</p> <ul style="list-style-type: none"> • If the planned Event has to be cancelled or curtailed, the arrangements will be communicated as shown in 2.2.G. and 2.2.H. above. 	
<p>2.3.3. Event Water Safety Advisor</p>	
<ul style="list-style-type: none"> • Monitor weather & water conditions, safety incidents and safety occurrences during the event in line with: <ul style="list-style-type: none"> ○ BR Rules of Racing 2.2.2., and with ○ Sections 2.2.G. of this Plan (communications with participants) and ○ 2.2.H. (abandonment) of this Plan (see above). • Advise the Race Committee & Race Control on the starting, suspension, alteration or abandonment of the event. 	<p>[Action] N/A</p>

2.4. During the event.

<p>2.4.1. Organisers, Umpires, Marshals, Race Monitors, Safety people.</p>	
<ol style="list-style-type: none"> 1. Race Officials and most land-based team leaders will be issued with NW Rowing Council's Ofcom-licenced 2-way radios, as on the (race) Officials Duty Schedule. <ul style="list-style-type: none"> ○ Channel 1 will be used for primarily for SAFETY issues, by race officials and safety boat crews. ○ Channel 2 for land-based teams (Crew Call, landing stage, Road Traffic). ○ Channels 4 - 14 are available for brief 'offline' discussions between race officials and Race Control but remember that if you are using one of these channels, you are failing to monitor the safety channel, Channel 1. ○ Mobile phones between officials (if used at all) should only be used briefly for admin matters while continuing to monitor Channel 1 on the radio. 2. NWRC Umpires are trained in the use of VHF radios 3. Other officials will be given a briefing in their use when they sign-out a radio. 4. All radio users will be given a brief 'aide-memoire' card on 'Radio Protocol', and the minimal instructions for emergency / incident calls for help. See Appendix 2 below. 5. Spare radio batteries are available. 6. The Road Traffic team will also have 8 VHF radios on their own frequency, to sequence vehicles into car parks, and switch resources between locations. 7. Race Control will have mobile phone numbers for key officials. The risk of total radio system failure suggested by British Rowing, is assessed as 'very low risk'. These radios are owned by NW Rowing Council, and NWRC VHF radios have been in regular use on NW rowing courses approximately every fortnight for the last 10 years, without system failure. They were all tested by our Motorola supplier earlier in 2015. 	<p>[Action] All</p>
<p>2.4.2. Event Water Safety Advisor</p>	
<ol style="list-style-type: none"> 1. During the event, continue with tasks as at 2.3.3. above. 	<p>[Action]</p>

2.5. After the event.

2.5.1. After the event - Participants & Officials	
<p>1. On-water issues: Any feedback or comments on water-based aspects of the Event, or umpiring, or safety or Rules of Racing issues should be notified to the Race Committee or any Race official on the day, or by email to the Race Committee afterwards via andy.greenwell@btinternet.com</p> <p>2. Request for feedback: The Chair of the Race Committee will contact all race officials within 72 hrs of the event and specifically request feedback, particularly on any safety issues, from race officials and Organising Committee team leaders</p> <p>3. Regional Umpires Audit:</p> <ul style="list-style-type: none"> • The NW Region Rowing Council Umpires' Committee will have an auditor at the Event. He/she will complete a Safety Audit Questionnaire for the event. After the event they will discuss any issues with the Chair, Race Committee, who will be asked to sign to acknowledge the audit findings, and any remedial advice. • On-land issues: Comments on land-based issues should be notified to Race Control, or emailed to the Organising Committee via rrc.events.secretary@gmail.com <p>4. Event Review process: All feedback will be noted and presented to the Event Review Meeting shortly (usually 2 weeks) after the event. The aims of this are:</p> <ol style="list-style-type: none"> a. to review issues brought to the Organising Committee's notice, and b. to action changes to improve future events. c. This includes all aspects, including safety, efficiency, First Aid, Rules of Racing issues, catering, road traffic, site management, complaints etc. 	<p>[Action]</p> <p>All</p> <p>Chair, Race Cttee</p> <p>NWRC Umpires, Race Cttee</p> <p>Organising Cttee</p> <p>Organising Cttee</p>
2.5.2. After the event - debrief of participants.	
<p>1. Solicit comments from participant clubs: The Regatta Secretary will write to all clubs who entered the event, and (among other points) ask them for comments.</p> <p>2. Debrief of competitors: There are no plans to debrief participants specifically after the event, partly because of the numbers involved and partly because some crews will be finishing the event at a variety of times between 09:30 and 18.00. However, comments are welcomed.</p> <p>3. Input to Event Review process: All feedback, complaints etc., whether specifically on Safety or not, will be logged and input to the Event Review Meeting, which will produce a list of action points for future events.</p>	<p>[Action]</p> <p>Regatta Sec.</p> <p>N/A</p> <p>Organising Cttee</p>

2.6. Other Documents relating to the Event Safety Plan.

2.6.1. Documents	
<p>These documents (1 - 6) have been requested by British Rowing ‘to be attached as Appendices to the "Event Safety Plan".</p> <p>Some are elsewhere (e.g. because they are too large), as indicated below:</p> <ol style="list-style-type: none"> 1. Event Risk Assessment - <i>Separate document, as it has over 20 pages.</i> 2. Emergency Response Plan / Incident Response Plan 3. Abandonment Plan for the Event 4. 'Plan B' (i.e. an Alternative Plan to run the Event) 5. Course Map (or "circulation pattern") - <i>Available as a separate PDF and on website.</i> 6. Access Points (for Emergency Services) - see Section 3.2.5 below. 	[Action]
<p>These documents (7 - 13) for Runcorn rowing race events, are Appendices, except as noted:</p> <ol style="list-style-type: none"> 7. Emergency Procedure - Gas Escape (at Mexichem chemical works). 8. Prevention of Road, and Road-versus-Boat traffic accidents 9. Site / Car Parks Map - <i>Separate PDF document.</i> 10. Trailer Parking location diagram - <i>Separate PDF document.</i> 11. Information for Head Race Competitors. 12. Weils Disease (also known as LEPTOSPIROSIS) warning page 13. Officials Duty Schedule - for Race Officials and land-based team leaders. <ul style="list-style-type: none"> - <i>This is a separate document, as the final version will not be available until 4 days before the event.</i> - <i>It includes a detailed safety-launch departure process, summaries for each location of the official's responsibilities at that place, names of volunteers allocated to each position, and the start and finish times for their duty period, etc.</i> - <i>Contact the Chair of the Race Committee (andy.greenwell@btinternet.com) if you need a sample copy from last year, or this year's copy after 28/06/2016.</i> 	

2.7. Safety Monitors.

All Event officials have a primary duty to run the event in a safe manner, within:

- BR Rules of Racing
- BR 'Row Safe' code, taking into account:
- other safety instructions as referenced in this Event Safety Plan and the:
- (Race) Officials' Duty Schedule.

2.7.1. Roles and responsibilities of Race Marshals, Monitors and Umpires (RMMU).	
<ul style="list-style-type: none"> • See (Race) Officials' Duty Schedule for full details of Role, Location, Hazards, reporting times etc. • Race Monitors are responsible, in the section of river under their control: <ul style="list-style-type: none"> ○ for the correct adherence to the Rules of Racing ○ for the safety of competitors. • In the event of any official seeing, or being advised of, an incident that requires immediate assistance they will immediately call on the radio, Channel 1, • “PAN, PAN, incident at (location)” and request a safety boat to that place. • In the case of imminent danger or potential for loss of life this call should be raised to “Mayday, Mayday” triggering the emergency procedure. This will comply with RowSafe basic radio protocol section 2. • <i>All other radio users except Race Control must observe radio silence and follow the instructions of that Official.</i> • The Safety launches, if not called by the official on the spot, will be alerted by Race Control, who will co-ordinate any action required and will call for external help as needed. • If Race Monitors can do so, they should help at an incident directly (e.g. using megaphone and throwlines), abandoning the supervision of racing. • Race Monitors or Umpires will use loudhailers to warn any passing crews of any new hazards or problems further along the course. • There are no hazards on the Regatta courses or related marshalling areas that would require temporary buoys at hazards. 	
2.7.1.2. Roles and responsibilities of Land-based Marshals & team leaders.	
<p>2.7.1.2. All land-based teams</p> <ol style="list-style-type: none"> 1. See (Race) Officials Duty Schedule for the main land-based team leaders' details of Role, Location, duty times etc. 2. See Runcorn RC’s ‘Event Checklist’ for a list of land-based team leaders. 3. See Runcorn RC's set of Excel Spreadsheets for detailed team task lists and related responsibilities. <ul style="list-style-type: none"> • There is one sheet for each land-based team. • copies can be obtained by email from the Chair of the Organising Committee (events.secretary@gmail.com) • Latest filename is: rrc junior regatta 2015.xlsx 	[Action]

<p>Specific considerations are:</p> <p>2.7.1.2.1. Control Commission (CC). This team is responsible for</p> <ul style="list-style-type: none"> • carrying out safety spot checks on boats, crew clothing & lifejackets, against the requirements in the Rules of Racing (2.3.1. - 2.3.8) and RowSafe. • spot-checking that the people getting into a boat are the people who were entered for the race (and not illegal substitutes). • Competitors are responsible for ensuring crew + boats + oars meet the safety standards. • All boats must go via Control Commission to the landing stages. If several failures are found in spot-checks on boats, CC may institute 100% boat checking (by CC). • Boats that fail safety checks will not be allowed on the water until repaired. • Any CC safety check failures will be logged by CC. • The Chair of the Race Committee will input the 'CC failure log' as 'Incidents' to the online British Rowing Incident Reporting system, to encourage clubs presenting defective boats: <ul style="list-style-type: none"> ○ to review their boat maintenance and ○ to improve their crews' safety inspection training. • In line with NW Region policy, this Event will enforce the BR rules and Rowsafe advice on: <ul style="list-style-type: none"> ○ 'additional buoyancy' ○ boat identification / numbering (e.g. RUN123), ○ life jackets for coxes ○ adequate & waterproof clothing for the conditions, (hats and water bottles if hot/sunny), particularly because at this event all crews are aged under 16. <p>2.7.1.2.2. Car Parks & Roadways Team This team is responsible for</p> <ul style="list-style-type: none"> • signs and approach-road cones etc., • ensuring a clear access to houses in the upper part of Cholmondeley Road, • ensuring a clear access for road tankers along Cow Hey Lane between M56 Junction 12 roundabout and Mexichem Gate 5 • ensuring a clear route for Ambulance access down Cholmondeley Road to RRC. • All 6 car parking areas, including those owned by Mexichem and Ashville Estates, trailer and towing-vehicle parks, and coach parking. • Liaising with MerseyLink JV (the 2nd Mersey Bridge crossing contractors) who have work sites and storage areas close to Cow Hey Lane and M56 Jct 12. 	
<p>2.7.2. Roles and responsibilities of Safety Boat drivers and crew.</p>	
<ul style="list-style-type: none"> • See general roles & responsibilities in BR RowSafe 2.4 'Launch Driving'. This is on the BR website at: http://www.britishrowing.org/sites/default/files/rowsafe/2-4-LaunchDriving-v1.pdf • See specific instructions in the Officials Duty Schedule, which summarises risks and responsibilities at each safety boat location for this event. <ul style="list-style-type: none"> • Provider of safety boats: Runcorn Rowing Club. • Number of safety boats: Three, one every 200 metres of the race courses. • Training of drivers? All hold RYA Powerboat Level 2 certificates. • Location of safety boats. See annotated aerial photo (Course Map) and also • the Officials Duty Schedule. 	<p>[Action] see text at left.</p> <p>Runcorn RC. 3 boats. RYA PB2. See course-map.</p>

3. Accident and Emergency Procedures.

3.1. First Aid Cover	
3.1.1. Who will provide First Aid?	A rota of First Aiders from the membership of Runcorn RC.
3.1.2. What are their qualifications?	Several qualified medical Doctors (GPs and hospital doctors), + nurses (SRN) + qualified First Aiders.
3.1.3. Where will they be located?	<ul style="list-style-type: none"> Runcorn RC's clubhouse at Rock Savage / Cholmondeley Road. All 3 safety launches carry First Aid kits. No competitor will be more than 1,200 metres from First Aid.
3.1.4. How many people?	Eight, including the Medical Officer, for the Junior Regatta.
3.1.5. What is the level of equipment (e.g. will they have defibrillator / spinal board etc.)?	The First Aid team is run by a qualified doctor. Contact the M.O. if you have a good reason for requesting this sort of detail.

3.2. Emergency Services	
Note: This is a low risk, outdoor event. Emergency Services have not been called in the last 10 years.	
3.2.1. Where is the nearest 'Accident & Emergency' hospital?	Warrington Hospital, Lovely Lane, Warrington WA5 1QG Tel: 01925 635911
3.2.2. What are the approximate travel times?	<ul style="list-style-type: none"> 21 minutes via M56 J12 - J11, Chester Rd, Warrington Bridgefoot 27 minutes via Runcorn-Widnes Bridge, A57. Starting point is Runcorn RC at postcode WA7 4XT
3.2.3. Map of route to hospital?	See map on website whh.nhs.uk using menus: Home > Patients & visitors > Getting to our hospitals > Getting to Warrington Hospital
3.2.4. What are the appropriate ambulance response times?	<ul style="list-style-type: none"> Understood to meet NHS National standards. There is an ambulance station 8 minutes (2.7 miles) away at Southgate, Runcorn WA7 2UT.
3.2.5. Ambulance access points	<ul style="list-style-type: none"> There is an ambulance access point 100 metres upstream (south east) of the Course 1 Start Marshalling area at Sutton Bridge. A safety launch will normally transfer a casualty to First Aid at Runcorn RC for evaluation, followed by collection by ambulance if necessary. A launch will only deliver a casualty to the ambulance access point at Sutton Bridge if he or she is an exceptionally urgent case. Access points are: <ul style="list-style-type: none"> Runcorn RC, bottom of Cholmondeley Road, Clifton, Runcorn WA7 4XT Latitude 53°31'10.97"N, Longitude 2°71'26.44"W (Grid Ref. SJ 52600 79575) Sutton Bridge, Chester Road, Sutton Weaver, Runcorn WA7 3GF Latitude 53°18'17.47"N, Longitude 2°41'59.54"W (Grid Ref. SJ 53525 78700)
3.2.6. Who will meet & guide Emergency Services?	<ul style="list-style-type: none"> Senior First-Aider on duty if Ambulance, Car Parks team leader if Fire or Police. Both have 2-way radios to Race Control & safety boats.

3.3. Emergency Equipment	
3.3.1. List equipment other safety people will have with them (See RowSafe for standing requirements for safety boats).	<p>Race monitors, marshals and umpires will have:</p> <ul style="list-style-type: none"> • 2-way radios & aide-memoire card. • Key officials will also have mobile phones. • Throwlines. • Loudhailers with siren to attract crews' attention • Race Control have radio mics for Public Address system, and copies of Mexichem 'Gas Escape' safety plan. • Fire extinguishers and First Aid kits at Runcorn RC clubhouse and boathouses.
3.4. Pre-boating safety checks.	
3.4.1.1. Level of checking to take place - rowing boats	<ul style="list-style-type: none"> • Competitors are responsible for checking and ensuring that crew, boats + oars meet the safety standards. • Control Commission (CC) will carry out random spot checks on boats and crews as required by the Rules of Racing (2.3.1. - 2.3.8.) and RowSafe. • If several failures are found in spot-checks on boats, CC may institute 100% boat checking (by CC). • See also Section 2.7.1.1. 'Control Commission' above.
3.4.1.2. Level of checking to take place - safety launches	<ul style="list-style-type: none"> • Safety boat drivers will check their launches and equipment before they leave the landing stage area. • Particular attention should be given to life jackets, kill cords, and full fuel tanks.
3.4.2. Where and When	<ul style="list-style-type: none"> • Competitors are required to check their boats, crews (clothing, lifejackets) in their boat assembly areas, which are mainly along Cholmondeley Road, downhill of the crossroads. • CC will check boats at the bottom of Cholmondeley Road, commanding the approaches to: <ul style="list-style-type: none"> ○ the floating landing stage to the north ○ (the concrete landing stage to the south not be used). ○ The checking will take place in sufficient time for crews to meet their published boat-on-water times (approx. half an hour before the time of the first race for their group of boats), as shown in the draw / race programme.

4. Welfare Plan.

This Welfare Plan is based on British Rowing's 'Safeguarding and Protecting Children' Guidance Document WG3.4 'Guidance for Rowing Competitions'. It is available, with a library of other 'safeguarding' guidance documents on www.britishrowing.org/about-us/safeguarding

- The Organising Committee of this Regatta believe the welfare and well-being of all children is paramount.
- All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection.
- All suspicions, concerns and allegations of harm will be taken seriously, and responded to swiftly and appropriately.

This 'welfare plan' is related to the risks, to the type of event (i.e. a short distance regatta in early July), to the size of the event, and to the age profile of the competitors (all will be juniors aged between 12 and 16). The plan will take all reasonable steps to address aspects listed below.

4.1. Welfare Reporting Structure

- The first point of contact for any concerns or allegations should be Runcorn RC's **Club Welfare Officer (CWO)**, who will be the welfare officer/coordinator for this event. She will be on site all day. She can be contacted via any official, via Race Control or via the Event Registration Desk in the clubhouse. Or email welfare@runcornrowing.com if you do not need a response on race day.
- **Notices on how to contact the CWO will be displayed in the boating area all day.**
- The overall responsibility for decisions and disciplinary procedures lies with the Club Chair, who is also the Chair of the Organising Committee for this event.
- The Chair of the Organising Committee can be contacted as shown in Section 1. above, or via Race Control in person, or by radio, regarding a welfare issue.
- A matter may be reported to police as recommended in BR Safeguarding policy.
- The Chair of Runcorn RC is responsible for passing a concern to the British Rowing Child Protection Officer (CPO).

4.2. Code of conduct.

- All participants and coaches abide by the Rules of the competition and by good sportsmanship, as required in the British Rowing Rules of Racing. There are penalties for such matters as foul language and conduct that is unfair to other competitors.
- All competitors, coaches and supporters are required to bear in mind that this is an amateur event with no significant prizes, and that participants must show respect for others in the Event, whether competitors, officials or spectators.

4.3. Medical cover

- Medical cover is provided for the whole of the event between 08.00 and 19.00 by the First Aid team, not just when races are taking place. All competitors and officials will have departed by 19.00.
- The First Aid team (and Race Control) will have contact numbers for the local hospital (as shown above) or doctors' clinic. In an emergency, participants can always contact **999**. This information will be made available on the same poster as the Club Welfare Officer details.

4.4. Appropriate Level of Security

An appropriate level of security should be provided to ensure people are not given free access to young people. Appropriate volunteers will be briefed to be vigilant, including the Crew Call team who work with crews and coaches in the boat assembly areas, and the registration team who are located close to changing rooms. The volunteers will be asked to report anything suspicious, such as someone taking photos in the changing area, spectators apparently posing a hazard to juniors who are waiting to race, or someone unknown to crews hanging around, or tampering with equipment.

4.5. Procedure for Missing Participants

- Any missing participants should be reported to Race Control, or the Club Welfare Officer if under 18 or a vulnerable person. If urgent, contact any official, such as Crew Call or Control Commission.
- The Chair of the Organising Committee will be kept informed through Race Control.
- Race Control, who hold emergency mobile numbers for the person responsible for each crew, will use that mobile phone number (ex-BROE) (or if not responding, send a marshal to the club's trailer or crew bus) to make contact with team manager/crew coach, if an athlete has had an accident.
- Further action on missing persons will be considered jointly between Race Control, the person's team manager/crew coach (and the CWO if appropriate) on a case by case basis. If necessary, missing persons will be reported to the police.
- This Welfare Plan recognises that with a Course 1 marshalling area 1,000 metres upstream of Runcorn RC, it may be difficult for clubs to keep track of all participants while racing is under way. But there are almost no facilities within a mile of the course that might attract a participant away from their fellow crew members, the river and Runcorn RC.

4.6. DBS (Disclosure and Barring Services) Checks.

- *These were previously known as 'CRB Checks'.*
- The event will not have any volunteers working:
 - on the competition's behalf, with 'at-risk' supervisory roles over children, or
 - unsupervised in changing rooms when junior crews are present, so DBS checking of volunteers will not be required.
- **Personal contact details** of children, whether competitors or volunteers (there are no roles for children as stake-boat boys/girls), are only held by Race Control and the Volunteer Coordinator (respectively) who are DBS-checked people.

4.7. Basic Training for those with unsupervised contact with children.

- Not appropriate for this event. See Section 4.6. above.

4.8. Photography

British Rowing is concerned that child photography is a difficult issue for rowing events, as the events generally take place on open public land and may cover considerable distances.

- This event takes place along 1,200 metres of publicly accessible river, and both Runcorn RC and all the car / trailer parking areas are accessible to the public. It is not possible to ban photography of the event.
- However, the car and trailer parking areas are in a predominantly industrial area separated from most local housing by expressways, motorways and rivers, and 2 miles from the nearest town.
- The courses for the regatta have a public right of way along the towpath beside the waterway, observed / supervised by an umpire, safety boat crew or marshal every 100 metres on average.
- The race courses and marshalling areas have only 3 access points:
 - at Runcorn RC, partly supervised by the Course 2 Finish Judge
 - via a footpath from the Ashville Industrial Estate, partly supervised by Course 1 Finish Judge, and
 - the narrow A557 at Sutton Railway Viaduct, close to the Course 1 Start team.
- The Organising Committee will consider the advice given in BR Welfare Guidance document WG 5.1 and will brief volunteers on how to respond to any 'inappropriate photography' they may witness.

5. Appendices - Documents supporting this Event Safety Plan.

These documents (Nos. 1 - 6 requested by British Rowing), are Appendices on the next few pages, except where supplied separately for the reasons noted:

1. **Event Risk Assessment** - Separate document, as it has over 20 pages.
2. Emergency Response Plan / Incident Response Plan
3. Abandonment Plan for the Event
4. 'Plan B' (i.e. an Alternative Plan to run the Event)
5. **Course Map** (or "circulation pattern") - This annotated aerial view of the courses and marshalling area is a separate PDF document.
6. Access Points (for Emergency Services) - See 3.2.5. above.
7. Emergency Procedure - Gas Escape (at Mexichem chemical works).
8. Prevention of Road & Road-versus-Boat traffic accidents
9. Site / Car Parks Map - separate PDF document.
10. Trailer Parking location diagram - separate PDF document.
11. **Information for Head Race Competitors.**
12. Weils Disease (also known as LEPTOSPIROSIS) warning page
13. **(Race) Officials Duty Schedule** - for Race Officials and land-based team leaders.
 - Separate document, as the final version will not be available until 4 days before the event, after volunteer availability has been finalised, and final numbers of boats are known.
 - Includes detailed safety-launch departure process (related to boat numbers) and responsibility / risk priority summaries for each location on the course for each course monitors, etc., as well as the names of the people at those positions for each race.
 - *Contact the Chair of the Race Committee (andy.greenwell@btinternet.com) if you need a copy from last year's event, or for this year's copy, (which will be similar to 2015) available after 28/06/2016.*

Appendix 2 - Emergency Response Plan / Incident Response Plan

- The key to a successful response to an incident or an emergency is to have effective communication.
- All race officials and land-based team leaders who need to respond to incidents or emergencies have 2-way radios on the same safety channels as Race Control and the safety boats:
 - Channel 1 for Course 1 (& Race Control)
 - Channel 2 for Course 2 (& Race Control)
 - Channel 3 for Land-based team leaders (who may need to switch from (land admin.) Channel 3 to (safety) Channels 1 or 2).
- Officials should be **clear** and **concise** in radio messages. Full details can be recorded, then passed on later for Incident Report logging. The basic essentials of radio communication are shown on the 'Aide Memoire' (aka Reminder Tag) available to all radio users when a radio is issued:

BASIC 2-WAY RADIO PROTOCOL

1. **LISTEN** – *Make sure no-one else is transmitting before you press your 'transmit' button.*
2. Try not to use people's names on the radio, e.g. ask for 'Starter' rather than Fred Bloggs, start with: -
"(their position) (their position) this is (your position)....." (e.g.: "Finish, Finish, this is Start;")
3. Then carry on with your message, as briefly as possible, and at the end of your message use:
 - OVER** - for I require a reply/response
 - OUT** - for I don't require a reply/response
4. If someone calls you without a message, then respond with:
"(their position) this is (your position); receiving, over." (e.g. "Start this is Pomona; receiving, over")
5. If there is an emergency, e.g. a crew in the water, then announce **"PAN, PAN; Safety boat wanted at (location)"** and then everyone else (except a safety boat confirming they are on the way) should keep silent till the originator of the 'PAN, PAN' emergency message declares the emergency is finished.

- **In the event of an accident, the first duty is to the safety of the competitor, or anyone in difficulty.**
- If Race Monitors can do so, they should help at an incident directly (e.g. using megaphone and throwlines), abandoning the supervision of racing.
- Race Monitors or Umpires should warn passing crews of any new hazards or problems further along the course, using their loudhailers.
- If a race is being started, and an incident is declared further down the course, then Start team should hold any further crews back, in the start marshalling area, till the course is clear.
- People who have been rescued should be taken by safety launch to the First Aid team at Runcorn RC.
- If they need attention quickly, safety launches have First Aid kits. If an ambulance is required for someone at the Start of Course 1, then Race Control can phone for one to meet the safety launch at Sutton Bridge; otherwise ambulances should be directed to Runcorn RC.
- **Land-based Incidents** should be controlled initially by those finding the incident, until the Safety Adviser and/or the First Aid team take over responsibility. Team leaders on land can:
 - use 2-way radios (Channel 1), or
 - use mobile phone to Race Control on 07885 232500, or
 - send a runner to Race Control.
- The public address system and land-based marshals will be used to assist in controlling competitors in the event of any land-based emergency.
- Note the procedure for dealing with a possible **gas escape from Inovyn**, in the appendices below. If this occurs, the site falls under Inovyn' and Cheshire Police's control. Stay under cover till given the All Clear.
- There are further details for various emergencies during the different phases of the event, and considerations of the risks and appropriate response, in the **Event Risk Assessment**. Full details of the incident or emergency should be recorded and input to British Rowing's online incident system, or communicated to the Race Committee (umpires), so they can log the incident.

Appendix 3 - Abandonment Plan for the Event

- The Event plans to provide a safe environment, in accordance with British Rowing's "Row Safe" code and the Rules of Racing.
- Competitors, coaches and clubs are specifically reminded that every person attending the event, including those competing, or officiating, is personally responsible for:
 - i. their own safety;
 - ii. the strict observance of any circulation pattern and British Rowing's "Row Safe";
 - iii. deciding, together with their coaches, whether or not they are competent to compete in the weather, stream or surface conditions as they find them on the day; and reviewing if their clothing will be suitable for the conditions;
 - iv. ensuring 'a responsible adult' accompanies juniors competing in the event to assist them in the absence of their parents and assumes responsibility for the juniors' safety and welfare.

- The measures taken to Abandon the Event will differ, depending on the stage the event has reached at the time an abandonment is being considered.
- If **several days before** the event, emails, phone calls to club contacts, tweets, text messages and notices on the www.runcornrowing.com website will be used to cancel the event.
- If **hours before** the event, the same methods will be used, but the emphasis will be on phone calls.
- If **before the boats are on the water** (e.g. following the Event Water Safety Advisor's course inspection) then the abandonment will be notified by Public Address announcement and land marshals' loudhailers. Note that 'Plan B' may be implemented as an alternative, following consultation by the Race Committee with club coaches, or a reduction in scope of the event may still be an option, as outlined in the Risk Assessment. Such reductions in scope may include (but are not limited to): excluding smaller boats, smaller or younger people, or less-experienced people; shortening, abandoning or moving one or both courses.
- If **after the boats are put on the water**, Race Control will contact race officials' radios on Channel 1 to abandon the event, and Race Monitors' loudhailers to communicate the decision to the crews. If the cause of abandonment is rough water or windy conditions on certain parts of the course, race monitors may hold crews back in sheltered parts of the course and safety boats will then escort crews in small batches, through the bad water, back to the landing stages.

- The Water Safety Advisor and the Race Committee will make their assessment, with Race Control and the Chair of the Organising Committee (as appropriate). The assessment will be based on fixed and variable aspects of the event, such as Age, Experience / Category, coxed or coxless, Front-Loader or rear-coxed, wind strength, direction and consistency (steady or gusts? increasing or reducing?), short term local weather forecasts, temperature, precipitation (hail? lightning?), shelter on the course, water conditions and flow, and other external factors.

- Some of the factors leading to abandonment are considered in more detail in the **Risk Assessment**.

Appendix 4 - 'Plan B' (i.e. an Alternative Plan to run the Event).

1. Cancellation.

If there is a failure in any part of the planned safety arrangements, then the event may be abandoned, postponed to a later date, or altered, depending on what aspect has failed.

- In the event of the **large-scale** loss of
 - safety boat cover,
 - RMMU support (such as insufficient umpires, or marshals / monitors),
 - medical cover, or
 - communications breakdown (radios),then racing will be cancelled or reduced to a single course (and reducing the number of races correspondingly, giving priority to larger boats) to reduce risks, unless alternative cover can be arranged at short notice.
- See Appendix 3, Abandonment Plan, above.

2. Reduced Scope, Normal Courses.

- If the failure of safety provisions is only a **small reduction in the resources** needed to run the full event, then appropriate measures may be:
 - reducing the use of one of the courses (e.g. abandoning one of the courses after midday) and reducing the number of races correspondingly (giving priority to larger boats) so as to complete racing by 18:00.
 - or providing more volunteer bank marshals with throwlines,
 - or reducing the number of crews permitted
- The Water Safety Advisor and Race Committee will consider what options are available for running a safe event with slightly reduced resources on both or one of the original courses.

Appendix 7 - Emergency Procedure - Gas Escape (at Inovyn).

NOTICE

PLEASE READ AND TAKE NOTE

1. There is a remote possibility that gas may escape from our neighbouring chemical works.
2. A gas escape will be signalled by 3 short blasts from a siren.
3. When the siren sounds, take cover in the rowing club or boathouses. Do as instructed by the marshals.
4. Close all doors, windows and vents.
5. Remain under cover until the emergency is over, or until instructed otherwise.
6. Do not leave the Regatta site.
7. The end of the emergency will be indicated by a single long blast from the siren.

EMERGENCY PROCEDURE - GAS ESCAPE - DETAIL

1. Introduction

There is a small risk of gas escaping from the Inovyn site, the factory adjacent to the Regatta site.

In the event of an escape, all people present on the site must have easy access to an enclosed space such as a building or a vehicle.

Bearing in mind the number of clubs attending the Regatta, there could be 650 people on the Regatta site at any one time.

The amount of indoor space available in the event of an emergency is adequate. The rowing club Clubhouse can accommodate 100 people and the 3 boathouses can also accommodate 225, 75 and 100 people, with space for another 100 in smaller buildings. With between 3 and 5 car parking areas in use, it is anticipated that up to 50 spectators, drivers, car park marshals etc. would be able to shelter in vehicles (which normally include mini-buses and coaches).

2. Warning Notices

Notices giving the procedure to be followed in the event of an emergency will be displayed in Cholmondeley Road and at the edge of the river. The content of the notices is given in Appendix 7 immediately above

3. Action in the Event of an Emergency

On hearing the alarm given by Inovyn

Chlor, the Club Safety advisor will instruct everyone on site via the public-address system to take cover in the rowing club or boathouses. The marshals will ensure that the instructions from the Club Safety advisor are complied with, while taking cover themselves. Rowing umpires attending the event will act as marshals during an emergency. They will be in contact with the Club Safety advisor by NWRC radios, which they carry at all times.

The Club Safety advisor will follow the advice given by Inovyn site Emergency Services.

4. The All Clear.

When the All Clear is given by Cheshire Police at *Joint Silver Tactical Command* to Inovyn, Inovyn will inform the Club Safety advisor who will then make the necessary announcements.

RA-RRC-Heads
Rev 2.8
10/02/2015

Appendix 8 - Prevention of Road, & Road-versus-Boat traffic accidents

1. Introduction

The Regatta site will occupy:

- The lower half of Cholmondeley Road, west of the junction with Cow Hey and Clifton Lanes.
- The Inovyn overspill (contractors' or Lagoon) car park at the junction of these roads.
- The lay-by 100 metres north of the cross-roads on Cow Hey Lane
- The main Inovyn car park, 200 metres north on Cow Hey Lane
- On-road parking on the Ashville Industrial Estate, and office car parks if available.

The road between the M56 Jct 12 / A557 roundabout and the gate to Inovyn' works (Cow Hey Lane) must be kept clear, as it is used in both directions, 24 hours a day, 7 days a week, by large and frequent chemical tanker lorries.

Traffic Marshals will control the parking and traffic movements around the Regatta site. Traffic Marshals will wear **YELLOW** high visibility jackets.

Boat movements between trailers, boat assembly areas and landing stages will be controlled by Crew Call Team. Crew Call Team will wear **PINK** high visibility jackets.

2. Procedures

2.1 'No Parking' cones/notices/traffic-marshals will be used to prevent car etc. parking on

- Cow Hey Lane,
- Clifton Lane
- Cholmondeley Road north of the junction.

2.2 Parking for

- large coaches (more than 20 seats) in the lay-by on Cow Hey Lane
 - boat trailers and First Aid team only will be permitted on the verges of Cholmondeley Road within the Regatta site.
 - 4x4s & trailer towing vehicles will use the Inovyn 'lagoon' (contractors) car park.
 - Cars and other vehicles will use the main Inovyn car park **and the Ashville Industrial Estate**.
- Traffic Marshals with 2-way radios will control this parking.

2.3 If the car parking areas become full,

- Traffic Marshals will direct vehicle drivers to the turning circle at the North end of Cholmondeley Road and
- ask them to leave the site and find alternative parking.

Appendix 11 - Information for Junior Regatta Competitors.

PLEASE NOTE

- The event is run under British Rowing's Rules of Racing, and British Rowing's RowSafe Code. These can be accessed on the British Rowing website at www.britishrowing.org. Any Local Rules are detailed in this Safety Plan.
 - Boat trailers must be brought down the approach road to the Club, turned around and parked on the left (north west) of the road facing uphill, as close to the boating area as possible, or as instructed by marshals. Park towing vehicles in the car park at the top of the road that leads down to the Club,
 - All other cars or buses must park in the Inovyn Main car park, 200m from the Club approach road.
 - **DO NOT park on the road between the A557 roundabout and Inovyn Liquids' Filling Gate.**
 - **DO NOT** assemble your boats on the tarmac roadway down to the Club. Access must be available for emergency and other vehicles.
 - You will boat from the Club stages. Before boating your boat should be checked by Control Commission for compliance with the safety requirements, and your identities may be compared with the entry list. **See next page ('Equipment') for the boat checks you must carry out before leaving the boat park.**
 - **Registration.** When 'booking in' on arrival, please have your **BR Membership card** available for inspection.
 - **Where is the Start?** Check out the aerial photo showing the landing stages, the two race courses, the motorway viaduct, and the marshalling areas. Doing this will help you when you are on the water, but the marshals will to help you to go up to the Start. This labelled aerial photo is also on our website: see www.runcornrowing.com/docs/Runcorn_Jun_Regatta_course_map_20140628.pdf
 - Before going on the water, the **CREW CALL** team (in dayglo **PINK** jackets) will approach you (and all the opposition crews in your group of races) and direct you / your crew to move your oars and boat towards the water. Control Commission may check your boat is safe, and your identities may be compared with the entry list.
 - **Going to the Start.** You will put the boat on the water from the floating pontoon. After boating under the control of the Landing Stage Marshals, (and a short wait to make sure the waterway is clear), you will be asked by the marshals at the swing-bridge narrows (by the boathouses) to move upstream towards the Mid-Course marshalling area at the M56 motorway bridge, and then to the Start of whichever course you will be racing upon. (There are 2 courses)
 - Crews will travel to the start in batches of crews, in the time-gaps between sets of races. This will avoid accidents due to poor steering and helps to start the next set of races as soon as possible. No 'race-practice' rowing should take place on the way to the start.
 - Unless you are stopped by the Course 2 Starter, continue past the Course 2 Start under the M56 Motorway viaduct into the Mid-Course Marshalling Area, where you will be guided by the Start Marshals.
 - It is your responsibility to be at the Start 2 minutes before your race time.
 - You will probably race on the course shown on the race programme, but the mid-course marshals may re-allocate your race to either Course 1 (further upstream, starting near the railway bridge), or turn you round to race on Course 2 back towards the boathouses, (e.g. if there is a delay on the planned course).
 - **Racing.** The races will all be started and umpired from the river bank.
 - After you have finished your race, paddle clear of the Finish line and follow the instructions of the marshals to wait, or to return to the start line with the rest of the competitors in that event, for the next set of races. Again, the next race may be on either Course 1 or Course 2 (the marshals will tell you). Once the whole set of races in an event is complete, please [return to the landing stage](#), keeping to the Runcorn (boathouse) side of the river. The Stage Marshals will call you into the landing stage when there is space to get out of your boat.
 - If you are involved in an incident on the water, or require assistance, draw the attention of the nearest Umpire to the problem.
- In the event of a dangerous incident during racing, racing may be suspended, and safety launches will move to the scene of the incident at high speed. **Watch out for their wash.**
- Medical support (First Aid) and emergency phones are available at the landing stages, and outside assistance can be summoned. There is a public telephone towards the top of the road leading down to the Club (opposite the houses). **(Information continues on the next page.)**

Delays to Racing. The Race Committee will find out if any very large motor boats will be moving on race day and will tell competitors. This is unlikely, but there may be movements of tugs, large barges or passenger trip boats. There is a deep channel in the river which they must use or run aground. When one of these boats passes, the water level will drop by up to 300mm.

- If you are stopped, DO NOT rest your oars on the bank.
 - The ideal place to be is about 1 metre out from the bank, clear of any underwater obstacles and with the bows pointing slightly towards the motor boat.
 - As it passes, your sculling boat crew should start moving and continue moving.
 - Do NOT suddenly change direction in front of a large motor boat, as the steerer may think there is a possibility of collision and deliberately run his boat aground to avoid loss of life.
 - Racing will be suspended during the passage of large commercial craft. If you meet one, then keep to the starboard side (sculler's left hand side) of the river on straight parts of the river but keep away from the (deep) outside of any bends.
- ***Races will usually be delayed a few minutes if any narrow-beam (2.2 metre or 7 feet wide) motor boats or small pleasure craft need to travel through the course. Look out for such motor boats, which normally steer down the middle of the river, and keep out of their way.***

COMPETITORS' RESPONSIBILITIES

EQUIPMENT. All Clubs must ensure the equipment (boats, oars, PFDs etc.) used by their members is safe.

The following checks must be made, as shown in Rules of Racing 2.3.8. and RowSafe:

- **Bow Ball:** The bows of racing boats shall be properly protected. A solid ball, of not less than 4cm diameter, made of rubber or material of similar resilience, must be firmly attached to the bows and the fixing must not itself present a hazard. It is recommended that the bow ball be white.
 - **Coxswains:** ability to escape from front-coxed boats. Such coxswains must NOT use automatically-inflating lifejackets. Gas-inflated lifejackets must have a gas canister, and the activating toggle must be clearly visible.
 - **Boat - General:** Condition and standard of maintenance of the boat. check that the boat is suitable for the situation in which it is to be used, for example maximum crew weight
 - **Buoyancy compartments,** seals, hatch covers, boat hull and ventilation bungs are secure and watertight. If a compartment has a method of closing it, then the fitment must be in place and intact.
 - **Additional Buoyancy:** All quads which do not have sealed compartments under the seats, must have additional buoyancy added. Control Commission will not allow such boats to compete if they do not. Boats with damaged canvasses will also be prevented from competing. This is a requirement of the RowSafe Code.
 - **Riggers etc.** check that outriggers, swivels, gates, seats and stretchers are secure and operating freely.
 - **Splash boards:** In difficult water conditions are 'splash boards' available and fitted?
 - **Heel restraints:** must be secure; check restraints are adequate and effective. Each heel should be positively restrained not to rise higher than the **lowest fixed point of the shoe**. The foot release from any other type of fitment must be self-acting and not require the intervention of the athlete or a rescuer.
 - **Steering:** check that rudder lines, steering mechanisms, rudder **and fin**, are secure and in good working order
 - **Oars:** check sculls for damage; and ensure that 'buttons' are secure and properly set
 - **Boat ID:** All boats shall comply with Rules of British Rowing Section R and show a Boat ID, e.g. '**ABC 123**'.
- **Ability to swim.** Clubs must ensure that its rowing members can swim at least 50 metres clothed, as required by British Rowing's RowSafe Code.
- **Bad weather / adequate clothing.** Clubs must ensure that their competing members are adequately clothed for the weather conditions. Most crews will have to wait for a short while in their start marshalling positions. Even in **summer**, if the weather is showery or wet, crews must have rain-resistant tops. If the weather is hot and sunny, crews must have access to sun-screen, hats and water bottles while afloat.

(Information continues on the next page.)

Fitness for Competition. It is the responsibility of **the Captain or person making the entry** for the event to ensure that the competitors are competent to paddle to the start, and then compete over the course, without putting themselves at risk.

This applies particularly to very small or inexperienced juniors in sculling boats. Note that all crews will have had to cover approx. 3,000 metres (1,500metres at race pace) to get through each event.

The Race Committee may refuse to allow any competitor to race, if they feel that competitor is not competent to navigate the course safely.

- **Capsize drill.** Clubs should ensure that their members are trained in capsize drill and that, in the event of a capsize, they should hold onto their boat and wait for assistance. If safe to do so, crews should attempt to reach the bank **with their boat.**
- **British Rowing Rules of Racing and local rules.** All competitors must make themselves aware of British Rowing's Rules of Racing and any local rules issued to all Clubs in this document.
- **Coxes and steerers are reminded that rowing is a non-contact sport.**
Under Rule 2.5.6
"A Foul is any collision or contact between boats, oars, sculls or persons in the same race" and under Rule 2.5.7. **A foul may result in disqualification** of the offending crew.
- **Bad Language, and threatening or abusive behaviour.**
Under Rules of Racing 2.7.4. 'Unsportsmanlike Behaviour' competitors, crews, coaches, groups of club members or supporters of a club found to be using foul and abusive language will be penalised, and crews will be disqualified.

Appendix 12 - Weils Disease (LEPTOSPIROSIS) warning page

WEILLS DISEASE (also known as LEPTOSPIROSIS)

Unlike tap water, the water in canals, rivers and reservoirs is contaminated, and micro-organisms are present naturally.

Although the risk of contracting illness (including the much publicised but rare Weill's Disease) is extremely small, sensible precautions should be taken as follows:

- Avoid full immersion in the water
- Cover all cuts and abrasions with waterproof dressings before contact with water
- Wash all exposed skin after contact with water, and before eating
- Do not put wet ropes, fishing lines or other wet objects in your mouth

Should any illness occur within two weeks of contact, **seek medical advice and inform your doctor that you have been in contact with untreated water.**