



## **Event Water Safety Plan**

### **Runcorn Spring Eights Head**

**Saturday 4 March 2017**

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## 1 Specifying the plan

### 1.1 Document control

Event Water Safety Plan for	<b>Runcorn Spring Eights Head 2017</b>
Date	<b>Saturday 4th March 2017</b>
Editor	Andy Greenwell, Chair Race Committee (andy.greenwell@btinternet.com) Phone: 01606 - 782884 Paul Swift, Event Water Safety Advisor, (safety@runcornrowing.com)
Safety Plan Version	Version 1, 20/1/2017 for review by Race Committee & Welfare Officer

### 1.2 Defining the event

Event organiser	Runcorn Rowing Club Anne Hignell, Chair of the Event Organising Committee, Email: anne.hignell@tiscali.co.uk, mobile: 07885 232500.
Event venue	Runcorn Rowing Club, The Boat House, Cholmondeley Road, Clifton, Runcorn, WA7 4XT.
Event location	Between Dutton Locks and Runcorn Rowing Club on the River Weaver and Weston Canal in Cheshire. This is a canalised river and is approximately 30-40 metres wide, with no bridges or narrow points on the course. The race itself will be from Pickerings Locks and a finish line 200 metres upstream of Sutton Swing Bridge. See the course map in Section 11.
Navigation Authority Contact:	Canal & River Trust. Wendy Capelle, Waterway Manager, North Wales & Borders Waterways, Canal & River Trust, Navigation Road, Northwich, Cheshire CW8 1B, email: enquiries.northwalesborders@canalrivertrust.org.uk, Telephone 0303 040 4040.

### 1.3 Scope of the event

Expected competitors & participants	Juniors J16 - J18 (approximately 15 - 18 year olds), adults in all statuses Novice to Elite and Masters. About 50-70 boats in each of 2 divisions, about 700-900 competitors overall.
Expected or required competitor experience level	All competitors will be members of rowing clubs and registered competing members of British Rowing. Club Captains or the person making the entry into the event will ensure that their competitors are sufficiently competent to participate in the event without putting themselves or others at risk. Race officials and safety boat drivers will monitor crews on the way up river to the start and will advise the Race Committee to refuse to let a crew race if they judge that crew is not competent to navigate the course safely.
Expected or required racing craft	Eights or Octuples (9 people) and Quadruples or Fours (4 or 5 people). All boats will be racing boats with sliding seats.
Competition format	The event is a 6,000 metre time trial for rowing boats. There will be 2 divisions, one starting at 10.30, the other at 14.15. Crews will be grouped into classes, based on type of boat, age, etc. Boats will start at short intervals (4 or 5 lengths apart) in single file, and timed over the course. The boat with the fastest time in each class is the winner.
Competition Rules	The event is run under British Rowing's Rules, and the British Rowing Rules of Racing (which include the RowSafe requirements and advice)

## 2 Event Organisation

### 2.1 Committees

#### 2.1.1 Organising Committee

Role	Name	Telephone	Email
Chair	Anne Hignell	01928 890937 07885 232500	<a href="mailto:anne.hignell@tiscali.co.uk">anne.hignell@tiscali.co.uk</a>
Chair of Race Committee	Andy Greenwell	01606 782884 07549 941018	<a href="mailto:andy.greenwell@btinternet.com">andy.greenwell@btinternet.com</a>
Event Advisor	Simon Leach	01928 795376 07801 228193	<a href="mailto:simonleach@mac.com">simonleach@mac.com</a>
Event Volunteer Coordinator	Xanthe Burgess	via email	<a href="mailto:volunteers@runcornrowing.com">volunteers@runcornrowing.com</a>
Event Water Safety Advisor	Paul Swift	07549 563988	<a href="mailto:safety@runcornrowing.com">safety@runcornrowing.com</a>
Event Welfare Officer	Shirley Miller	07733 620116	<a href="mailto:welfare@runcornrowing.com">welfare@runcornrowing.com</a>

#### 2.1.2 Race Committee

Role	Name	Telephone	Email
Chair of Race Committee & Chief Umpire	Andy Greenwell	01606 782884 07549 941018	<a href="mailto:andy.greenwell@btinternet.com">andy.greenwell@btinternet.com</a>
Umpire	Simon Leach	07801 228193	<a href="mailto:simonleach@mac.com">simonleach@mac.com</a>
Umpire	Aidan Hunt	via radio net	<a href="mailto:aidan.hunt@btopenworld.com">aidan.hunt@btopenworld.com</a>
Umpire	Ian Fisher	via radio net	<a href="mailto:macfishery@hotmail.com">macfishery@hotmail.com</a>
Race Control umpire	Anne Hignell	01928 890937 07885 232500	<a href="mailto:anne.hignell@tiscali.co.uk">anne.hignell@tiscali.co.uk</a>

## 2.2 Communications

### 2.2.1 Before the event

Navigation Authority	
Authorisation and conditions (if any). Canal & River Trust <i>An Event Application Form, 3rd Party Liability Insurance, Risk Assessment and Event Safety Plan are required.</i>	[Date & Ref]  [Yes/No]
Emergency Services	
Police (Cheshire Constabulary)	[Date]
Cheshire Fire & Rescue Services	[Date]
NW Ambulance Service	[Date]
A&E Hospital (Lovely Lane, Warrington)	[Date]
<i>All to be informed of Sect.1, possible impact and land access points for emergency vehicles.</i>	
Highways, Local land owner and Local community	
Cheshire Highways and Highways Agency Liaison Officer for the MerseyLink project	Not req'd [Date]
Mexichem Chlor (formerly Ineos Chlor) and Ashville Estates	[Date]
Local community (hand delivered letter to houses on Cholmondeley Road)	[Date]
Other river users	
Lock keeper at Dutton Locks	[Date]
Runcorn Canoe Club	[Date]
RRC Facebook / Twitter / RRC website	[Date]
Frodsham and Runcorn local newspapers	[Date]
Weaver Motor Boat Club	[Date]
Acton Bridge Cruising Club	[Date]

River Weaver Navigation Society	[Date]
<b>Third Party Services (Safety Boats, First Aid...)</b>	
Hire of safety launch from Chester Boat Hire	[Date]
Loan of safety launch from Frodsham Sea Scouts	[Date]
Loan of safety launch from Warrington Rowing Club	[Date]
Loan of safety launch from Liverpool Victoria Rowing Club	[Date]
<b>(Other) Host Clubs</b>	
Not applicable.	N/A
<b>Organisers, Umpires, Marshals, Race Monitors, Safety People</b>	
The Event Safety Plan should be sent to the NW Region Rowing Council safety advisor for comment, for reply 2 months before the event.	[Date]
The Event Safety Plan, excluding the Risk Assessment, is sent by Email to all organisers, volunteers etc, 3 days before the event.	[Date]
<b>Participants</b>	
The Chair of the Organising Committee Emails the Event Safety Plan, excluding the Risk Assessment, to all clubs entered into the event using the BROE contact details and requests onward distribution to participants.	[Date]
In addition, all this information (including the Risk Assessment) is available on the Runcorn Rowing Club website <a href="http://www.runcornrowing.com">www.runcornrowing.com</a> .	[Date]
<b>Cancellation or curtailment of the event</b>	
<ul style="list-style-type: none"> <li>During the week before the event, the Event Water Safety Advisor monitors weather forecasts, river levels and flow, and Canal and River Trust navigation restrictions.</li> </ul>	[Action]
<ul style="list-style-type: none"> <li>If there are emergent safety concerns, the Event Water Safety Advisor consults with the Chair of the Race Committee to decide if the event should be cancelled or curtailed.</li> </ul>	[Action]
<ul style="list-style-type: none"> <li>The Chair of the Event Committee informs participants via the BROE 'Club Contact' details and any other interested parties as soon as any decision has been made.</li> </ul>	[Action]

### 2.2.2 At the start of the event

<b>Organisers, Umpires, Marshals, Race Monitors, Safety people</b>	
Safety briefings for (inter alia) Umpires, Race Monitors, Marshals and safety boat drivers will be held in the RRC workshop at 08:15 (Division 1) and 12:15 (Division 2) where they will be issued with hard copies of the Event Safety Plan and briefed specifically on responding to a safety incident or cancellation or curtailment.	[Action]
<b>Competitors</b>	
Safety briefings for coxes and steerers will be held on the northeast side of the Jim Newcomb boathouse before each division. These will be announced via the public address system.	[Action]
<b>Event Water Safety Advisor</b>	
The Event Water Safety Advisor (EWSA) will inspect the course at 07:00,	[Action]
The EWSA will monitor weather forecasts, actual weather & water conditions	[Action]
The EWSA Advisor will consult and advise the Chair of the Race Committee to determine if the event should be cancelled or curtailed.	[Action]

### 2.2.3 During the event

<b>Organisers, Umpires, Marshals, Safety people</b>	
<ul style="list-style-type: none"> <li>Race officials and safety boat crews will be issued with NW Rowing Council's Ofcom-licenced 2-way radios. These will be the primary method of communication.</li> <li>Channel 1 will be used for safety issues.</li> <li>NWRC Umpires are trained in the use of VHF radios. Other officials will be briefed in their use when they sign-out a radio. An aide-memoire card on radio protocol is available to all radio users; see Section 5.2.</li> </ul>	[Action]
<ul style="list-style-type: none"> <li>Mobile telephone numbers of key race officials will be issued to race officials and safety boat crews. Mobile phones will only be used as a backup system, because a) other race</li> </ul>	[Action]

officials will be unable to hear such communications and b) mobile phone signals are often of poor quality or unavailable in the riverside area near Kingsley.	
<b>Event Water Safety Advisor</b>	
- Monitors weather and water conditions and forecasts, and emergent safety incidents. He raises any concerns with the Chair of the Race Committee who considers what action may be needed (e.g. the event is reduced in scope or abandoned).	[Action]

## 2.2.4 After the event

<b>Participants &amp; Officials</b>	
- The NW Rowing Council Umpires' Committee will allocate a trained BR Umpire to act as an <b>auditor</b> to review the event. He/she will complete a safety audit questionnaire for the event and discuss any issues with the Chair of the Race Committee. The Chair of the Race Committee will sign to acknowledge the audit findings and any advice.	[Action]
- The Chair of the Race Committee will contact all race officials within 3 days of the event and request <b>feedback</b> , particularly on any safety issues.	[Action]
- The Chair of the Organising Committee will write to all participating clubs within 3 days of the event and ask for <b>feedback</b> , particularly on any aspect of safety.	[Action]
- The Chair of the Organising Committee will call an <b>event review meeting</b> within 2 weeks: <ul style="list-style-type: none"> <li>- to review issues notified as above and any other comments from elsewhere (competitors, volunteers, etc.) and</li> <li>- record changes to be made to improve the safety and organisation of future events.</li> </ul>	[Action]
• The Event Water Safety Advisor will log any safety incident on British Rowing's <b>online incident reporting system</b> .	[Action]
<b>Debrief of participants</b>	
The Chair of the Race Committee, or other umpires on the Race Committee, will debrief any participants involved where the Race Committee has investigated any protest or a safety incident.	[Action]

## 2.3 Documentation

- This Event Safety Plan (with Section 12 'Risk Assessment') contains all the documentation required for an Event Safety Plan as required by British Rowing.	[Action]
- See Level 1 sections in 'Contents' for a complete list of documents contained in the plan.	
- These sections can be extracted to suit the needs of people who require specific information in the plan, thus avoiding printing of information when it is not needed.	
- The Race Officials Duty Schedule is a separate document, because it will not be available until 3 days before the event. The Chair of the Race Committee will send you a copy if you ask.	

## 2.4 Safety monitors

### 2.4.1 Race Marshals and Umpires

- Race Marshals and Umpires are responsible for the correct adherence to the BR Rules of Racing and for the safety of competitors within the section of river under their control, throughout the time that crews are on the water.
- In the event of any official seeing, or being advised of, an incident that requires immediate assistance they will respond according to the Emergency Plan in Section 5.
- Full details of role, location, reporting times of Race Marshals and Umpires will be given in the Race Officials' Duty Schedule which will be supplied to them before the start of the event.

### 2.4.2 Race Control

Amongst other duties, Race Control in consultation with the Event Water Safety Advisor will be overall responsible for coordinating and responding to safety concerns and incidents, including changes in weather and stream.

### **2.4.3 Control Commission**

- Control Commission is responsible for carrying out spot checks on boats, clothing and lifejackets against the requirements in the Rules of Racing (2.3.1. - 2.3.8) and RowSafe, with special emphasis on boat buoyancy and identification, life jackets and clothing.
- Control Commission also spot check actual crew member names against those entered for the race.
- Control Commission has discretion to institute 100% checking. All failures will be logged and reported to the Chair of the Race Committee and the Event Water Safety Advisor.

### **2.4.4 Car Park, Crew Call & Landing Stage Teams**

These teams are responsible for the safe and orderly flow of road vehicles, boats and people at RRC and for the maintenance of clear access for emergency vehicles to RRC.

### **2.4.5 Safety Boat drivers and crew**

- Safety boat drivers and their crew have roles and responsibilities in accordance with British Rowing Rules of Racing and RowSafe.
- All drivers will hold RYA Powerboat Level 2 certificates, or a higher qualification.
- In most cases, they will also have a Race Marshal or Umpire role – See 2.4.1.
- They will provide safety support in accordance with the Emergency Plan in Section 5.
  
- Full details of role, location, reporting times of Safety Boat Drivers and crew will be given in the Race Officials' Duty Schedule which will be supplied to them before the start of the event.
  
- Runcorn Rowing Club will provide (or obtain by hire or loan) **six safety boats**, about one per 1,000 metres of the course. They will be positioned as shown on the map in Section 11.



### 3 Accident and Emergency Procedures

#### 3.1 First Aid cover

Who will provide First Aid?	A rota of First Aiders from the membership of RRC.
What are their qualifications?	Qualified Doctors (GPs and hospital doctors), nurses (SRN) and qualified First Aiders.
Where will they be located?	RRC's clubhouse, at the start and at the finish.
How many people?	Twelve.
What is the level of equipment?	Normal first aid kits including thermal blankets but excluding defibrillator and spinal board.

#### 3.2 Emergency Services

Where is the nearest A&E hospital?	Warrington Hospital, Lovely Lane, Warrington WA5 1QG.
Approximate travel time?	25 minutes.
Map of route to hospital?	See map on website <a href="http://www.whh.nhs.uk">www.whh.nhs.uk</a>
What are the appropriate ambulance response times?	Understood to meet NHS National standards. There is an ambulance station 8 minutes (2.7 miles) away at Southgate, Runcorn WA7 2UT.
Ambulance access points	<p>The primary access point is:</p> <ul style="list-style-type: none"> <li>- Runcorn Rowing Club, bottom of Cholmondeley Road, Clifton, Runcorn WA7 4XT,</li> <li>- Latitude 53°31'10.97"N, Longitude 2°71'26.44"W,</li> <li>- Grid Ref. SJ 52600 79575.</li> </ul> <p>A safety launch will transfer a casualty from the river to First Aid at RRC for evaluation and collection by ambulance.</p> <p>The secondary access point is:</p> <ul style="list-style-type: none"> <li>- Sutton Swing Bridge, Chester Rd, Sutton Weaver, Runcorn, WA7 3GF, Latitude 53°18'17.47"N, Longitude 2°41'59.54"W,</li> <li>- Grid Ref. SJ 53525 78700</li> </ul> <p>This which will only be used if evacuation from the river by ambulance is urgently required.</p>
Who will meet & guide Emergency Services?	The senior First-Aider on duty if Ambulance, or the Car Park team leader if Fire or Police.

#### 3.3 Emergency Equipment

List of equipment other safety people will have with them.	<ul style="list-style-type: none"> <li>- Race marshals and umpires will have: 2-way radios &amp; an aide-memoire card for the radio communications protocol (key officials will also have mobile phones), throw lines, and loudhailers.</li> <li>- The start team will have an air-horn to attract crews' attention.</li> <li>- The start and finish teams will have First Aid kits, thermal blankets and also road vehicles within half a mile of their race positions.</li> <li>- Race Control will have radio microphones for the public address system and copies of the Mexichem Chlor gas escape safety plan.</li> <li>- Officials based at RRC have access to fire extinguishers and First Aid kits in the RRC clubhouse and boathouses.</li> <li>- Safety launches will have the safety equipment recommended in RowSafe, including First Aid kits and thermal blankets.</li> <li>- Parking marshals will have 2-way radios.</li> <li>- There will be a public address system at RRC.</li> </ul>
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### 3.4 Pre-boating safety checks

Level of checking to take place - rowing boats	<b>Under the BR Rules of Racing, competitors are responsible for checking that their boats meet safety standards.</b> In addition, Control Commission 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, then Control Commission may institute 100% boat checking.
Level of checking to take place - safety launches	Safety launch drivers will check their launches and equipment according to the requirements of RowSafe.
Where and When	Competitors at their boat assembly point, before proceeding to Control Commission. Control Commission at the bottom of Cholmondeley Road near the landing stages immediately before crews take to the water. Safety Launch drivers at the launch mooring point at the bottom of Cholmondeley Road 15 minutes before embarkation.

### 3.5 Contingency plans

Sections 5, 6 and 7 contain:

- plans for dealing with an emergency (Section 5),
- when and how to abandon the event (Section 6) and
- what to do when safety cover is less than required to run the full event (Section 7).

## 4 Welfare plan

This Welfare Plan is based on British Rowing's document **WG3.4: Guidance for Rowing Competitions**.

### 4.1 Policy

The Organising Committee of this Head believes that the welfare and well being of all is paramount. All participants, 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. The welfare plan will take all reasonable steps to address aspects listed below.

### 4.2 Welfare reporting structure

The first point of contact for any concern should be RRC's Welfare Officer (CWO) for the event. She will be on site all day and can be contacted via any Official, Race Control or the Event Registration Desk in the clubhouse. Alternatively, she can be contacted by email at [welfare@runcornrowing.com](mailto: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 welfare lies with the Club Chair who can be contacted via the Chair of the Organising Committee for this event, or via Race Control, or by email at [chair@runcornrowing.com](mailto:chair@runcornrowing.com). The chair of the club is responsible for reporting a concern to British Rowing's Child Protection Officer and may report a concern to the local authority social services, in accordance with British Rowing's safeguarding policy.

### 4.3 Code of conduct

All participants and coaches abide by the Rules of the competition and by good sportsmanship, as required in British Rowing's Rules of Racing. Racing Officials may impose penalties for such matters as foul language and conduct that is unfair to other competitors.

All competitors, coaches and supporters should 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.

### 4.4 Medical cover

Medical cover is provided between 08.00 and 17.00 as outlined in Section 3.1.

### 4.5 Level of security

An appropriate level of security will be provided for all participants, including young children. Volunteers will be asked to report anything suspicious, such as someone taking photos in the changing area, or anyone unknown to crews hanging around or tampering with equipment.

### 4.6 Procedure for missing persons

Any missing participant should be reported to Race Control (or any official, such as Crew Call or Control Commission if urgent), who will inform the event Welfare Officer if under 18 or a vulnerable person.

Race Control will coordinate the investigation to locate the missing participant. If initial investigations are fruitless then further action will be considered jointly between Race Control and the missing person's team manager or coach or parent (and the CWO if appropriate) on a case by case basis. If necessary, missing persons will be reported to the police.

### 4.7 DBS checks

DBS checks are not required for any official or volunteer of this event except the event Welfare Officer.

#### **4.8 Unsupervised contact with children**

There will be no unsupervised contact by Event Officials with children for this event.

#### **4.9 Photography**

British Rowing is concerned that child photography is a difficult issue for rowing events, as events generally take place on open public land and may cover considerable distances. This event takes place along 5 miles of publicly accessible river, and both RRC and all the car and trailer parking areas are accessible to the public. It is not practical to ban photography of the event. The Organising Committee will consider how to respond to any inappropriate photography that may be witnessed.

## 5 Emergency response plan

### 5.1 Communications

Effective communication is the key to a successful response to an emergency.

- All race officials and land-based team leaders have 2-way radios on the same safety channel (Channel 1) as Race Control and the safety launches.
- Land based team leaders may need to switch from Channel 2 (which is used for land administration) to Channel 1.
- The radio protocol below is standard for race officials at rowing events in the NW region, and cards showing it are issued when the radios are issued.
- Radio messages should be clear and concise during an emergency. Point 8 in the protocol specifically covers radio communications in an emergency.

### 5.2 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:*
4. *OVER - for I require a reply/response, or*
5. *OUT - for I don't require a reply/response.*
6. *If someone calls you without a message, then respond with:*
7. *"(their position) this is (your position); receiving, over" (e.g. "Start this is Pomona; receiving, over")*
8. *If there is an emergency, e.g. a crew in the water, then announce "PAN, PAN; safety boat wanted at (location)" or as appropriate in order to respond to the emergency, and then everyone else (except a safety boat confirming they are on the way, and Race Control) should keep silent until the originator of the 'PAN, PAN' message declares the emergency is finished.*

### 5.3 Emergency on water

Subject to maintaining personal safety and the safety of others, the priority is to respond to the emergency, first by informing Race Control of the emergency and calling for assistance such as a safety launch. 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 possible, Race Marshals and Umpires should help at an incident directly (e.g. using loudhailers and throw lines), abandoning the supervision of racing. Race Marshals and Umpires should otherwise remain on station and 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 the start team should hold any crews back in the start marshalling area until the course is clear.

People who have been rescued and require treatment should be taken by safety launch to the First Aid team at RRC. Safety launches have First Aid kits should treatment be needed quickly, or the First Aiders at the Start or Finish may be able to help. If an ambulance is required, Race Control will telephone for one to meet the safety launch at Sutton Swing Bridge if urgent or at RRC if not so urgent.

### 5.4 Emergency on land

Those finding a land-based incident should call for assistance using Channel 1 on their 2-way radio and then control it until the First Aid team take over responsibility. They can alternatively use a mobile telephone to call Race Control on 07885232500 or 07801228193, or send a runner. Land-based marshals will manage competitors in the event of any land-based emergency using the public address system as appropriate. See the next section for details of how to respond to a gas escape at Mexichem Fluor (formerly Ineos Fluor).

#### **5.4.1 Gas escape at Mexichem Fluor**

There is a remote possibility that gas may escape from our neighbouring chemical works. This will be signalled by **3 short blasts from a siren**. When the siren sounds, the Event Water Safety Advisor or delegate will instruct everyone on site via the public address system to take cover in the rowing club or boathouses. The estimated capacity of indoor facilities for the emergency is 750, which is sufficient. Marshals will ensure that the instructions from the Event Water Safety Advisor are complied with, and take cover themselves. Rowing umpires attending the event will act as marshals during the emergency. They will be in contact with the Event Water Safety Advisor by radio. Marshals will ensure that all doors, windows and vents are closed and that all remain under cover throughout the emergency. The Event Water Safety Advisor will follow the advice given by Mexichem Fluor site Emergency Services. The Event Water Safety Advisor will announce the end of the emergency after being given the all clear by Mexichem Fluor.

#### **5.5 Reporting**

Full details of the incident or emergency should be recorded by the Event Water Safety Advisor and input to British Rowing's online incident system, and communicated to the Chair of the Race Committee.

## 6 Abandonment Plan

### 6.1 Decision process

A decision to abandon on safety grounds will be taken by the Chair of the Race Committee in consultation with the Event Water Safety Advisor. The decision will be based on factors such as age and experience of crews, type of boats, the severity of water and weather conditions and level of safety provision.

### 6.2 Plan

The measures taken to abandon the event differ, depending on the stage the event has reached at the time the decision to abandon is made.

- **If several days before the event**, emails, phone calls to club contacts, tweets, text messages and notices on the [www.runcornrowing.com](http://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** then the abandonment will be notified either at the coxswains and steerers safety briefing or by public address announcement and land marshals' loudhailers.
- **If boats are on the water**, Race Control will contact Race Marshals, Umpires and Safety boats by radio to inform them of the decision to abandon the event. Race Marshals and Umpires will use their loudhailers to communicate the decision to crews. If the cause of the abandonment is rough water or windy conditions on certain parts of the course, Race Marshals and Umpires will hold crews back in sheltered parts of the course and safety launches will escort crews in small batches through the bad water back to the landing stages. The safety launch highest up the course will sweep down the course to ensure that all competitors are safely returned to land.

## 7 Failure in safety cover plan

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

### 7.1 Large-scale loss of safety cover

Large-scale loss of safety cover includes loss of several safety launches, insufficient umpires and marshals, insufficient medical cover or communications breakdown between Race Control, umpires, marshals and the Event Water Safety Advisor.

Racing will be abandoned in any of these circumstances unless alternative cover can be arranged with adequate notice. The decision to abandon will be taken by the Chair of the Race Committee in consultation with the Event Water Safety Advisor. See the Abandonment Plan above.

### 7.2 Less than large-scale loss of safety cover

If the failure of safety provisions is a small reduction in the resources needed to run the full event, then it may be possible to shorten the course to the 4,500 metre course from the White Gate or the 3,700 metre course from the Black Hut, thereby reducing the number of safety launches, umpires and marshals needed, and bringing the risk of running the event within acceptable limits.

Alternatives are to provide more volunteer marshals with 2-way radios and throw lines, to restrict the type of boat, age or experience of crew allowed to compete, or to cancel one of the divisions.

The Event Water Safety Advisor and Race Committee will consider what options are available for running the event safely with reduced resources, and take action to achieve an acceptable level of risk for the event.

## 8 Road and boat traffic management plan

### 8.1 Requirements

With up to about 900 competitors from 20 or so clubs, provision must be made for safe traffic management in the vicinity of RRC, and parking of up to 400 cars, up to 10 coaches, and 20 or so trailers and their towing vehicles.

The flow of vehicles will be at its greatest during the early morning when the majority of competitors and trailers will arrive for Division 1. There will be a small flurry of additional competitors and a few more trailers arriving during the midday period in time for Division 2 and the majority will leave up to one hour or so after the end of Division 2.

Beside the requirement to manage this traffic safely and efficiently:

- the road between the M56 Junction 12 / A557 roundabout and the gate to the Mexichem Fluor (formerly Ineos Fluor) works (Cow Hey Lane and Clifton Lane) must be kept clear, as it is used 24 hours a day, 7 days a week, by chemical tanker lorries.
- The access road down to the RRC site must be kept clear for emergency vehicles and
- the club's neighbours who live on the upper part of Cholmondeley Road must not be obstructed.
- There is also a requirement to separate the movement of boats, from the movement of road vehicles, and to manage the movement of boats safely through the site to and from the landing stages.

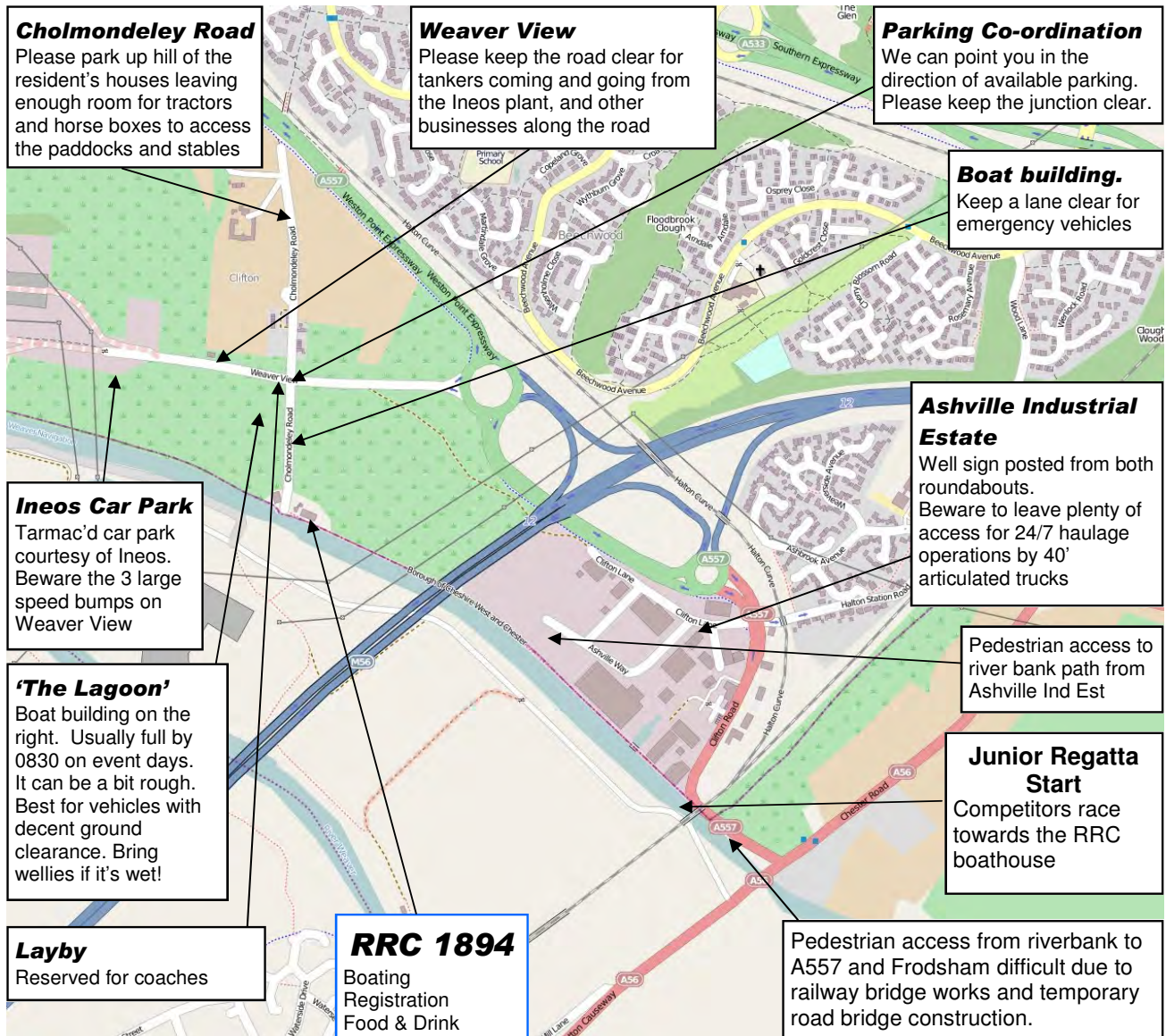
### 8.2 Plan

A team of marshals wearing high visibility yellow jackets in contact with one another by two-way radio will manage road traffic. The main marshalling point will be at the junction between Cholmondeley Road and Cow Hey Lane, with additional marshals stationed strategically to manage the various parking areas and the parking of trailers. The car parking areas are shown in the parking map (Section 9).

- The majority of trailers will be parked on Cholmondeley Road below the traffic marshalling point, with extra trailers in the Mexichem Fluor lagoon car park. Trailer-towing vehicles will also be parked in the Mexichem Fluor lagoon.
- This arrangement of parking areas ensures that boat movement on land is separated from road traffic movement.
- Coaches (more than 20 seats) will be parked in the layby on Cow Hey Lane.
- Boat movements between trailers, boat assembly areas and landing stages will be controlled by the Crew Call team who will be wearing high visibility pink jackets, and who will communicate with competitors in the boat assembly area using the public address system.



## 9 Parking map



## **10 Information for competitors**

### **10.1 Safety**

The event organisers will endeavour to provide a safe environment in accordance with British Rowing's guidance. However, competitors, coaches and clubs are specifically reminded that every person attending the event, whether supporting, competing or officiating, do so entirely at their own risk, are solely personally responsible for their own safety and must strictly observe all rules of the event, all instructions given to them by Event Officials, and all rules of navigation and circulation.

### **10.2 Rules of the event**

The event is run under British Rowing's Rules, and the BR Rules of Racing (which now include the RowSafe Code). Additional rules and guidance are given in the information below. All competitors must make themselves aware of these rules and guidance.

In particular, coxes and steerers are reminded that rowing is a non-contact sport and

- 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."
- Also, under Rule 2.7.4 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.

### **10.3 Fitness to compete**

It is the responsibility of the Captain or person making the entry for the event to ensure that their club's competitors

- meet the requirements of the RowSafe code, particularly with respect to swimming ability and capsizing training, and
- are competent to paddle to the start and compete over the course without putting themselves or others at risk, taking into account the weather and stream conditions on the day.

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

### **10.4 Juniors**

A responsible adult must accompany all juniors competing in the event to assist them 'in loco parentis' and to assume responsibility for their safety and welfare.

### **10.5 Boat trailers**

Boat trailers should be brought down the approach road to the club, turned round and parked on the left of the road facing uphill, as close to the boating area as possible, or as instructed by the traffic marshals at the junction of Cholmondeley Road and the road off the A557 roundabout called Cow Hey Lane.

Towing vehicles should be unloaded as quickly as possible and then parked in the car park at the top of the road that leads down to the club, as instructed by the marshals.

### **10.6 Parking**

Cars and buses must be parked as instructed by the traffic marshals at the junction of Cholmondeley Road and the road off the A557 roundabout called Cow Hey Lane. Please do not obstruct the traffic marshalling area. Please do not park anywhere on the road between the A557 roundabout and the Mexichem Fluor (formerly Ineos Fluor) site gate because this road takes very large tankers carrying dangerous chemicals. Please also do not park next to the houses on the upper part of Cholmondeley Road.

### **10.7 Race numbers and substitutions**

Race numbers should be obtained from the Event Registration Desk in the clubhouse.

Any substitutions must be notified to the Event Registration Desk when collecting race numbers.

Racing licences must be shown for all substitutions.

### **10.8 Boat assembly and safety checking**

Please do not assemble your boats on the tarmac roadway down to the club. Access must be available for emergency and other vehicles. Please check your boats for safety in accordance with the Rules of Racing and the RowSafe guide before boating. Boats must have sufficient sealed compartments or additional buoyancy fitted so as to remain afloat when swamped and with the crew aboard.

### **10.9 Coxswains and steerers safety briefing**

There will be a safety briefing for coxswains and steerers at 8:30 for Division 1 and 12:30 for Division 2 (or later if racing is delayed) on the land immediately to the northeast side of the large blue boatshed at the bottom of Cholmondeley Road.

### **10.10 Clothing to be worn**

You must wear clothing appropriate for the weather. Take plenty of warm clothing for the wait at the start. Crews may be prevented from boating if Control Commission considers the crews' clothing to be inadequate for the conditions.

### **10.11 Boating process**

You will boat from the club stages. Before boating your boat may be checked by Control Commission at the bottom of Cholmondeley Road for compliance with the safety requirements, and your identities may be compared with the entry list. Please boat promptly at the boating time given to you, or when your crew is called to boat, by the Crew Call team using the public address system. Oars & sculls should be taken to a convenient point close to the boating area before boating.

### **10.12 Proceeding to the start**

After boating under the control of the Stage Marshals,

- move **briskly** upstream to the start in accordance with normal rules of navigation and
- **do not stop** unless instructed to do so by a Marshal.

**You may not be allowed to race if you are too late to reach the Start by 2 minutes before race start time.**

### **10.13 Start procedure**

The start marshalling area is divided into lengths, each with a letter code as shown on the edge of your printed race number. Crews should wait at their marshalling position with bows pointing UPSTREAM, because of the flow of the river at this time of year.

- A loud foghorn blast just before race time will signal to crews to get ready to race (tops off etc.).
- A 2nd loud foghorn blast will signal to the first block of crews (usually 5 crews) to spin their boats, and row towards the start line at race pace, but keeping 3 - 4 lengths from the crew in front.
- Marshals on the bank will help you to maintain the right spacing.
- Crews who get too close to the crew in front, immediately before the start line, may fail to have a start time recorded, or may receive a time penalty from the Starter.

### **10.14 Hazards on the river**

The river has shallows on the inside of a few bends and the worst of them will be buoyed.

There may also be over-hanging trees and the worst will have orange hazard markers attached.

You will be told about any other hazards at the coxes and steerers meeting.

### **10.15 Returning to the club**

After the finish, carry on paddling into the 200 metre marshalling area ahead of the white Sutton swing Bridge. A marshal's safety boat will guide crews in single file through the bridge. Carry on paddling continuously through the next (railway) bridge and return to the club landing stages in accordance with the normal rules of navigation.

Do not stop until beyond the railway bridge, and then only if it is safe to do so.

At the landing stages please get off the water as quickly as you can.

### **10.16 Responding to river traffic**

The Race Committee will find out if any very large motorboats or ships will be moving on race day, and will tell competitors. There is a deep channel in the river, which they must use. When one of these boats passes, the water level will drop by up to 300mm. If you are stopped, please do not rest your oars 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 motorboat or ship. Your crew should start moving and continue as the motorboat passes. Please do not suddenly change direction in front of a large motorboat or ship.

Racing will be suspended during the passage of large motorboats or ships. If you meet one, then follow the normal rules of navigation, but keep away from the (deep) outside of any bends.

**Racing will not be suspended for narrow-beam motorboats or other small pleasure craft.** It is the crew's responsibility to look out for any pleasure craft and act accordingly.

### **10.17 Incidents on the water**

If you are involved in an incident on the water, or require assistance, draw the attention of the nearest Marshal or Umpire to the problem. Medical support is available at the Start and Finish and at the landing stages. You will be informed by Marshals if racing is suspended in the event of an incident. Safety launches will move to the scene of the incident at speed. Watch out for their wash.

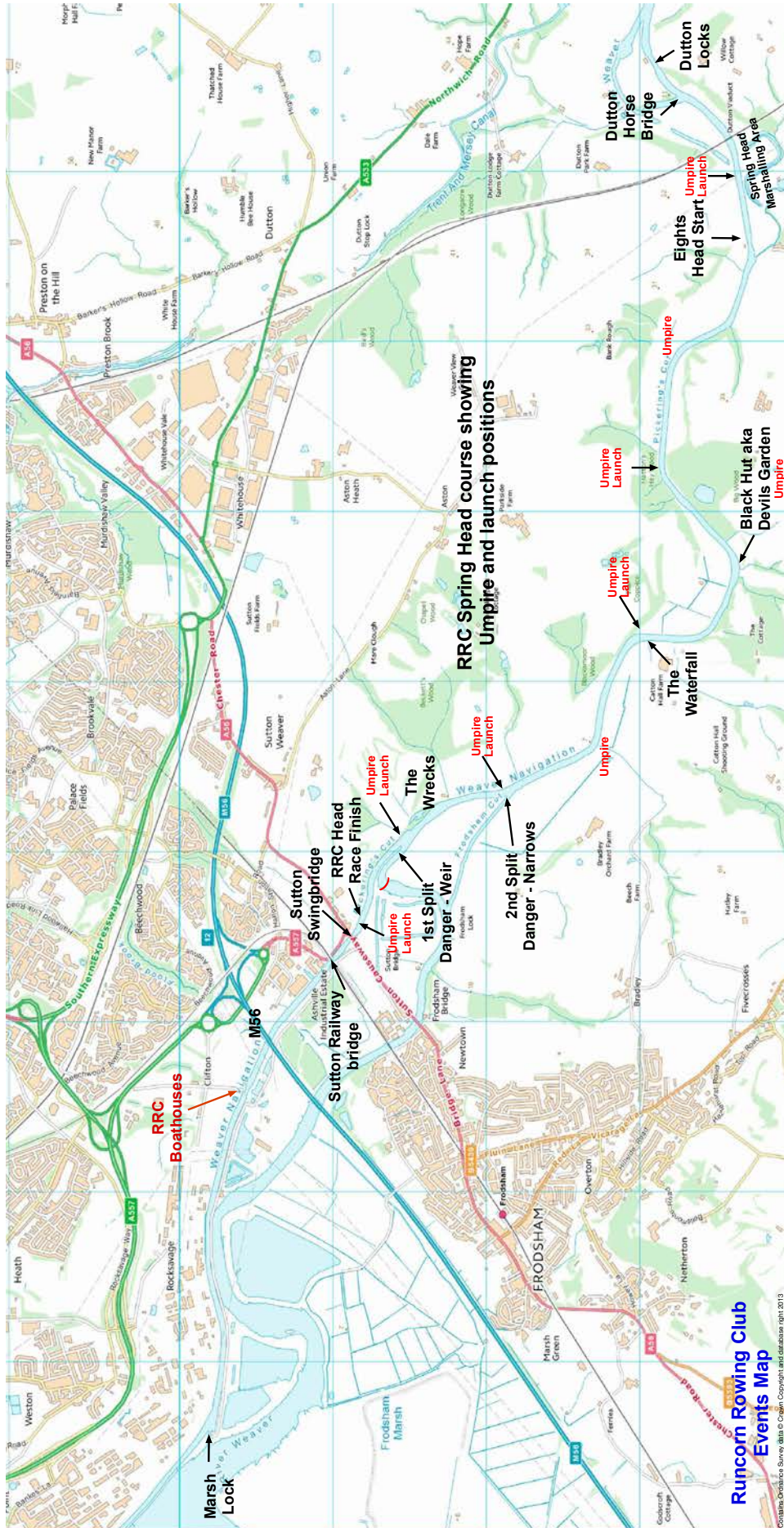
### **10.18 Information about Weills Disease**

Micro-organisms are present naturally in the water. Although the risk of becoming ill due to contact with the water is 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 the water,
- wash all exposed skin after contact with water and before eating, and
- 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.



# 11 Course Map



## **12 Event Risk Assessment**

To keep the size of this document to a manageable length, the Risk Assessment has been moved to a separate document.

See **Risk\_Ass\_Head\_20170304\_App12\_v2.110.doc** or the .pdf format copy.

(Available on the [www.runcornrowing.com](http://www.runcornrowing.com) website).