

Runcorn October Head

- 30th September 2017 -

Event Water Safety Plan

Contents.

1. Introduction
 - 1.A. Document Control
 - 1.B. Defining the Event
 - 1.C. Scoping the Contests
2. Event organisation
 - 2.1. Event Organising Committee
 - 2.2. Communication - Prior to the event
 - 2.3. Communication - At the start of the event
 - 2.4. Communication - During the Event
 - 2.5. Communication - Post Event
 - 2.6. Documentation
 - 2.7. Safety Monitors
3. Accident and Emergency Procedures
 - 3.1. First Aid cover
 - 3.2. Emergency Services
 - 3.3. Emergency Equipment
 - 3.4. Pre-boating Safety Checks
4. Welfare Plan
5. Appendices
 - 5.1. Event Risk Assessment (see separate document)
 - 5.2. Emergency Response Plan / Incident Response Plan
 - 5.3. Abandonment Plan for the Event
 - 5.4. 'Plan B' (i.e. an Alternative Plan to run the Event)
 - 5.5. Course Map (or "circulation pattern") (see separate document)
 - 5.6. Access Points (for Emergency Services) - See 3.2.5 above.
 - 5.7. Emergency Procedure - Gas Escape (at Mexichem (formerly INEOS) Fluor chemical works).
 - 5.8. Prevention of Road, and Road-versus-Boat traffic accidents
 - 5.9. Site / Car Parks Map (see separate document)
 - 5.10. Trailer Parking location diagram (see separate document)
 - 5.11. Information for Head Race Competitors.
 - 5.12. Weils Disease (LEPTOSPIROSIS) warning page
 - 5.13. Officials Duty Schedule (see separate document)

1. Introduction

1.A. Document Control.

Event Water Safety Plan for	Runcorn October Head 2017.
Date	Saturday 30th September 2017
Author	Andy Greenwell, 2016 Chair of Race Committee and updated by Paul Swift, Event Safety Advisor, 3/9/2017 email: andy.greenwell@btinternet.com Phone: 01606 - 782884 or: safety@runcornrowing.com
Safety Plan Version	11/8/2015 - Version 1 - Draft for internal review - Version 1 26/8/2015 - Version 2 - Reviewed version, sent to CRT 26/8/2015 - Version 2.1 - Amended for DBS (not CRB) in Sect. 4 Welfare Plan, and URL for Rowsafe 2.4 Launch Driving, omitted in error from Ver.2. 27/11/2015 - Version 2.2 - Appendix 11 Updated for NW Umpires Committee request on foul language of mid-Oct 2015. 19/08/17 – Version 2.4 – update with minor changes to Appendix 7 to incorporate information from Halton Borough Council. 3/9/2017 - Version 2.4.1. - updated for 2017 changes to BR Rules of Racing and to officials (ACG)

1.B. Defining the Event.

Event organiser Contact:	Runcorn Rowing Club, The Boat House, Cholmondeley Road, Clifton, Runcorn, WA7 4XT Bev Johnstone or Alison Stock Caldwell, Joint Chairs of Organising Committee Email: rrc.events.secretary@gmail.com Mobile: 07751 999520 (BJ) or 07947 437448 (ASC)
Event venue	Runcorn Rowing Club, The Boat House, Cholmondeley Road, Clifton, Runcorn, WA7 4XT
Event location	<ul style="list-style-type: none"> • Overall, between Dutton Locks and Runcorn RC (at Rock Savage swing bridge narrows) on the River Weaver and Weston Canal in Cheshire. • This is a canalised river, 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 the course. • The race will be timed over 4,500 metres between the White Gate (1,500 metres downstream from Pickerings) and a Finish line 200 metres upstream of Sutton Bridge. • There will also be start lines for competitors unsuited to the full course, from 2,250 metres (Catton Hall) and 800 metres (Frodsham Cut fork). • See the annotated O/S map of the Head courses at www.runcornrowing.com
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.

<p>Restriction:</p> <p>Expected competitors & participants</p>	<ul style="list-style-type: none"> • <i>This is a medium-distance rowing and sculling event in early Autumn.</i> • <i>Entries are restricted to small boats (1 to 5 seats), and excluding Racing Eights.</i> • <i>2 timed races, one in morning and one in afternoon, split into age, gender and rowing-status-related classes.</i> <p>Registered competing members of British Rowing, either gender.</p> <ul style="list-style-type: none"> • Juniors J13 - J18. <i>(Approximately 13 - 18 year olds)</i> • Adults in all statuses Novice to Elite. <i>(Note that adults with British Rowing 'Novice' status will have received adequate coaching, but will not have gained any 'status points' from having won an event (usually several rounds of knock-out racing) during the previous summer).</i> • Masters, depending on entries. <i>(Masters A unlikely; so age 36 or older).</i> • Para-rowing and Rowability (disabled) classes, depending on entries. <i>(Unlikely to be more than 8 competitors. For definitions, see Rules of Racing 3.3.6 and 3.3.7, downloadable from: www.britishrowing.org/competing/rules)</i> <ul style="list-style-type: none"> • In 2014 there were 117 boats in the morning, 100 in the afternoon. • Numbers of boats in 2016 should be similar.
<p>Expected or required competitor experience level</p>	<ul style="list-style-type: none"> • No competitors younger than J13 are permitted. J13 and J14 crews are restricted to the short (2,250metre) course. • Para-rowing and Rowability competitors to be capable of rowing at least 800 metres in competition <i>(or a total of 3,600 metres, including 1,800 metres getting to the start and 1,000 metres returning to the boathouses from the Finish).</i> • All competitors are members of Rowing Clubs, and under BR'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 (PFDs). • Bad weather - control. Crews must be capable of rowing in normal British early autumn 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, especially in the colder months of the year. Most crews will have to wait in their marshalling positions at the Start, and even in 'normal' spring or autumn weather, crews can quickly become very cold if the weather is showery or wet and if the crews do not have rain-resistant tops. • 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. <i>This applies especially to Novice crews in Coxed Four (4+) boats, and to small or inexperienced juniors in sculling boats. Note that all crews from the 4,500metre start will have to cover nearly 12 kilometres (nearly 8 miles) in all.</i> • 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"> • Racing fours or quads (4 or 5 people), doubles or pairs (2 people) or single sculls (1 person). • All boats except 'Explore Rowing' class to be shell (river) racing boats with sliding seats. • Fixed-seat boats are permitted only for Para-rowing or Rowability classes. • No Racing Eights or Octuples (9 seat boats) • No coastal rowing boats.
Competition format	<ul style="list-style-type: none"> • The event is a Head (or time trial) for rowing & sculling boats. • There will be 2 races, one starting at 10.30, the other at 14.30 • There will be Start lines at 4,500 metres, 2,250 metres, and 800 metres, with a common Finish line. • The shorter-distance races will start first. Crews from 4,500 metres will be sent off 5-10 minutes later, to avoid congestion near the Finish. • Boats will be grouped into classes, based on size of boat, age, experience etc. • Boats will start at short intervals (4 or 5 lengths apart) in single file, and will be timed over the course. • The boat with the fastest time in each class is the winner. • It will take approx. 45 - 60 minutes for all boats to cross the Start lines. Fast crews will take 19 minutes to cover the full course and slow crews 28 minutes.
Competition Rules	<ul style="list-style-type: none"> • The event is run under British Rowing's 'Rules', and British Rowing's 'Rules of Racing', which include the associated British Rowing 'RowSafe' code. • These can be downloaded from website www.britishrowing.org. The Rules of Racing are on the 'Competing' page.

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
Organising Committee Chair (Jointly held by:)	<i>Bev Johnstone and Alison Stock Caldwell</i>	<i>Radio Net and 07751 999520 Radio Net and 07947 437448</i>	<i>rrc.events.secretary@gmail.com bevjohnstone5@yahoo.co.uk</i>
Event Secretary (Joint)	<i>as above</i>	<i>as above</i>	<i>rrc.events.secretary@gmail.com</i>
Race Control	<i>Alison Stock Caldwell</i>	<i>via radio net</i>	<i>rrc.events.secretary@gmail.com</i>
Event Safety Advisor	<i>Paul Swift</i>	<i>via radio net</i>	<i>safety@runcornrowing.com</i>
Volunteer Coordinator	<i>Clare Oakley</i>	<i>via radio net or Race Control</i>	<i>volunteers@runcornrowing.com</i>
Club Welfare Officer	<i>Shirley Miller</i>	<i>07733 620116 or via Race Control</i>	<i>welfare@runcornrowing.com</i>
Medical Officer	<i>Dr Heather Folwell</i>	<i>Via Race Control</i>	<i>via Race Control</i>

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

Role	Name	Contact phone no.	Email
Chair of Race Committee & Chief Umpire	<i>Heidi Hackett</i>	<i>01244 317993</i>	<i>all@familyhackett.co.uk</i>
Umpire Member of Race Committee	<i>Anne Hignell</i>	<i>07885 232500</i>	<i>anne.hignell@tiscali.co.uk</i>
Umpire Member of Race Committee	<i>Simon Leach</i>	<i>01928 795376</i>	<i>simonleach@mac.com</i>
Umpire Member of Race Committee	<i>Andy Greenwell</i>	<i>01606 782884</i>	<i>andy.greenwell@btinternet.com</i>

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"> <i>BR Requirements: Authorisation from navigation authority and any conditions)</i> <p>1. Canal & River Trust (CRT) are the Navigation Authority for the River Weaver.</p> <p>2. CRT require an Event Application Form, 3rd Party Liability Insurance and Risk Assessment / Event Safety Plan before giving permission to hold the event on the river.</p> <p>3. This Event Safety Plan will also be submitted for approval to: British Rowing NW Region Water Safety Advisor Stuart Murray</p>	<p>[Date & Ref] YES</p> <p>[Decision: Yes/No] Not available (N/A)</p> <p>N/A</p>
2.2.B. Communication with Emergency Services	
<ul style="list-style-type: none"> <i>BR Requirements: notify emergency services, list emergency land-accesses</i> <p>1. Notifications of the event have been sent to:</p> <ul style="list-style-type: none"> • Police (Cheshire Constabulary) , • Cheshire Fire & Rescue Services, • NW Ambulance Service • local A&E Hospital (Lovely Lane, Warrington), <p>using email or the 'Contact Us' facility on their websites.</p>	<p>[Date]</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

<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 six (6) safety boats & crews. <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 from RRC</u> <u>Address & Postcode, Latitude + Longitude & O/S Grid Reference.</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>800 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><i>Not relevant</i></p>
<p>2.2.C. Communication with Highways / Local land owner / Local community</p>	
<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 are being emailed during August. Recent discussions with Merseylink (in June & July 2015) lead us to believe that there will not be any serious access issues for the date of the event.</p> <p>3. Discussions with INEOS and Ashville Estates for the loan of car parks are an ongoing process that will be completed before 26/9/2015, as in previous years. We have been running this event with the assistance of Mexichem Fluor (and the previous owners, INEOS and ICI Chemicals) for over 20 years, and with Ashville Estates' cooperation for 4 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 railway, all at the upper end of 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 previous Autumn Head races have been built into this plan. 	<p>[Date(s)]</p> <p>N/A</p> <p>Ongoing</p> <p>Ongoing</p> <p>Mid-September</p> <p>Late-September</p>
<p>2.2.D. Communication with Other River users</p>	
<p>1. In October, after the end of the main holiday season, the number of motor boat users of this part of the river who are on the move, is estimated as approx. 5 boats per day, (plus several moored up). On race day marshals will speak to the moored craft's crews before the races, and marshals in launches will ask any motor boats on the move, to keep clear of the course at race time. The Chair of the Race Committee will normally visit the lock keeper at Dutton Locks 2-3 days before the event, provide a map of the race course and the times of the races, and answer any questions.</p> <p>Runcorn Canoe Club are river users, but as part of Runcorn RC are aware of the event.</p> <p>Pedestrians / ramblers: The river bank can only be reached on foot across fields, or along a truncated towpath from the A56, and the course is over a mile from any villages (e.g. Kingsley, Crowton, Aston).</p>	<p>[Action]</p> <p>Officials to contact motor boats, lock keeper.</p> <p>N/A</p> <p>N/A</p>

<p>2. The event is a medium-distance time-trial, so a casual spectator couldn't tell who had won by watching crews on the river. It is of limited spectator interest to non-rowing people, and the selective notification of local villages and parishes reflects that.</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 freshwater 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 waterski 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 based 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; most boats are not licenced in winter) • Acton Bridge Cruising Club (7 miles upstream, above Dutton Locks) • River Weaver Navigation Society (no known activity on lower Weaver in March) 	<p>N/A</p> <p>Contact Press Officer</p> <p>N/A</p> <p>August</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Contact Org. Cttee Chair for content of emails</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 by NW Rowing Council umpires.</p>	<p>[Dates] 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] N/A</p>
<p>2.2.G. Communication with participants (Can be web based / email / "snail mail")</p>	
<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. O/S Map of the Course. <i>There is no 'Circulation Pattern' as in Rules of Racing 1.2.d. and 2.2.3, as crews either travel upstream before the race or downstream afterwards.</i> <p>Normal river navigation / Collision Avoidance rules apply.</p> <ol style="list-style-type: none"> d. Event Safety Plan e. Information for Head Race Competitors (includes notice of Safety Briefings for Coxes and Steerers before each Division. See Appendix 5.11 below) f. Universities' Victor Ludorum Rules (<i>only for crews at Runcorn Spring Head</i>). g. The Draw (<i>including boats' racing numbers and start marshalling sequences</i>). <p>All this information is available on the Runcorn RC website www.runcornrowing.com</p> <p>2. The Event Secretary & Race Control have rapid-contact details (e.g.. from BROE) for all entering clubs (mobile phones, emails, tweets), and can issue 'event cancellation' notifications to clubs if necessary to prevent unnecessary travel.</p>	

2.2.H. Communications & Cancellation or curtailment of the event	
<p>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.</p> <p>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.</p> <p>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).</p> <p>4. Decisions may be to:</p> <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 ice and other external factors (such as the safety of travelling to the event in stormy or snowy conditions). <p>5. NW Region events do not permit the use of 4x or 4+ crew boats without adequate buoyancy (see British Rowing 'RowSafe' code).</p> <p>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, tweets), and will consult and then issue cancellation notices in order to prevent unnecessary travelling.</p> <p>7. On the day of the event, the Event Water Safety Advisor will inspect the whole course from a safety launch, immediately before the Division 1 'coxes and steerers' safety meeting, and 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 on the 2-way radio system.</p> <p style="padding-left: 20px;">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).</p> <p style="padding-left: 20px;">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 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).</p> <p>Runcorn RC receive CRT notifications of advised Restrictions to Navigation, and water level data from the EA's automated river level station at the Start (via Twitter @riverlevel_2240), in the days before the event.</p>	<p><i>[Action]</i> <i>(Record the details of advice given, decisions taken and any notifications).</i></p> <p>N/A</p>

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 08.15 (Div 1) and/or 12.15 (Div 2). • This event will not use any Third Party contractors for safety launches or First Aid. 	[Action]
2.3.2. Participants / Competitors.	
<ul style="list-style-type: none"> • Safety Briefings for coxes, steerers and any other interested participant will be held in a large tent on the south side of the blue Jim Newcomb boathouse before each race; at approx. 08.30 & 12.30 • The Briefings will be given by the Event Water Safety Advisor using a wall-sized O/S map of the course to point out any hazards or features. • All crews will paddle up the whole length of their course on the way to their start line, so will be able to identify key points on the course before they race. • All participating clubs will have been sent the Event Safety Plan, Information for Head Race Competitors, and Course Map before the event, with an instruction to coaches to make their crews aware of the contents before arriving. • 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. 	[Action]
2.3.3. Event Water Safety Advisor	
<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. (communications with participants) and ○ 2.2.H. (abandonment) of this Plan (above). • Advise the Race Committee & Race Control on the starting, suspension, alteration or abandonment of the event. 	[Action] N/A

2.4. During the event.

2.4.1. Organisers, Umpires, Marshals, Race Monitors, Safety people.	
<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 not monitoring the safety channel, Channel 1. ○ Mobile phones between officials (if used at all) should only be used briefly for admin matters while still monitoring Channel 1 on the radio. 	[Action]

<ol style="list-style-type: none"> 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, but are unlikely to be needed for head races. 6. The Road Traffic team will also have 9 VHF radios on their own frequency, to direct vehicles into car parks, (filling each in turn in a specified sequence), and to move parking marshals from one location to another, as required. 7. Race Control will have mobile phone numbers for key officials. <ul style="list-style-type: none"> • The risk of total radio system failure is assessed as 'very low risk'. • These radios are owned by NW Rowing Council, and NWRC's VHF radios have been in regular use on NW rowing courses approximately every fortnight for the last 10 years, without system failure. • They were most recently checked, tested and passed for use by our Motorola supplier in March 2015, following a software upgrade. 	N/A
2.4.2. Event Water Safety Advisor	
<ol style="list-style-type: none"> 1. During the event, continue with tasks as at 2.3.3. above. 	[Action]

2.5. After the event.

2.5.1. After the event - Participants & Officials	
<ol style="list-style-type: none"> 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 all@familyhackett.co.uk 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 3. Regional Umpires Audit: 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. 4. 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 5. 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: <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. 	[Action]
2.5.2. After the event - debrief of participants.	
<ol style="list-style-type: none"> 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. 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 11.45 and 12.00, and other crews between 15.00 and 16.30. However, comments are welcomed. 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. 	[Action]

2.6. Other Documents relating to the Event Safety Plan.

2.6.1. Documents	
<p>These documents have been requested by British Rowing 'to be attached as Appendices to the "Event Safety Plan" '.</p> <p>Some are elsewhere (e.g.. because too large), as shown below:</p> <ol style="list-style-type: none"> 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") - OS map available as a separate PDF. 6. Access Points (for Emergency Services) - see Section 3.2.5 below. 	[Action]
<p>These documents, specific to Runcorn Head Races, are Appendices to this Event Safety Plan, except where noted below:</p> <ol style="list-style-type: none"> 7. Emergency Procedure - Gas Escape (at Mexichem Fluor chemical works). 8. Prevention of Road, and 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. Officials Duty Schedule - separate PDF document <p><i>* This is because the final version of this 4 page document for Race Officials and land-based team leaders will not be available until 4 days before the event.</i></p> <p><i>* It includes the detailed safety-launch departure process, location-based responsibility summaries, volunteer names etc.</i></p> <p><i>* Contact the Chair of the Race Committee (all@familyhackett.co.uk) if you need a sample copy from last year, or this year's copy will be available after 29/9/2015.</i></p>	

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, and taking into account
- other safety instructions as referenced in this Event Safety Plan
- (Race) Officials' Duty Schedule.

2.7.1. Roles and responsibilities of Race Marshals, Monitors and Umpires (RMMU).

- **See (Race) Officials' Duty Schedule for full listing of Role, Location, Hazards, reporting times etc. for race officials for this specific event.**
- **Race Monitors** are responsible, in the section of river under their control:
 - for the correct adherence to British Rowing's '**Rules of Racing**' and taking into consideration the recommendations in the BR '**Rowsafe**' code.
 - **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.**
- *All other radio users except Race Control must observe radio silence, and follow the instructions of that Official.*
- 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.
- Working parties before the event will place temporary buoys at known hazards, such as:
 - shallows inside Black Hut / Devils Garden bend,
 - across the weir-stream channel to Frodsham Sluices (near the Finish, opposite Sutton Level Locks, also known as 'The Wrecks').

2.7.1. Roles and responsibilities of Land-based Marshals & team leaders.

2.7.1.1. All land-based teams

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 Spreadsheet set for detailed team tasks and responsibilities. **RRC_Head_Team_Leader_Tasks_201YMMDD_ACG.xlsx**
There is one spreadsheet for each land-based team.
4. Land-based teams will be informed that crews will be scheduled on the Draw (crews listing)) to take to the water in the sequence below.
The purpose of this is to avoid vulnerable people (mainly younger juniors, Para-Rowing and Rowability crews) being exposed to cold, wet or windy weather any

[Action]

more than is necessary to take part. The sequence is:

- Slow Adult crews, J15 & J16 crews (who all start from 4,500 metres)
- Then small juniors, Para-Rowing and Rowability crews (who will start from 2,250 or 800 metre start lines)
- Then fast Adult crews and J17, J18 Juniors (who all start from 4,500 metres).

Specific considerations are:

2.7.2.1. Car Parks & Roadways Team

This team is responsible for

- signs and approach-road traffic-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 the M56 Junction 12 roundabout and the Mexichem Fluor Works entrance gate.
- ensuring a clear route for Ambulance access down Cholmondeley Road to RRC.
- All 6 car parking areas, including those owned by Mexichem Fluor and Ashville Estates, trailer and towing-vehicle parks, and coach parking.

2.7.1.2. Crew Call Team.

This team is responsible for

- Ensuring that crews boat in time for their races.
- Working with the Control Commission umpire to assist with safety checks.
- Keeping the road clear for emergency traffic between Cow Hey Lane and the river.
- Act as a point of contact for queries from competitors, coaches and the public.

2.7.1.3. Control Commission (CC).

This team is responsible for

- carrying out out safety spot checks on boats and on crew clothing & lifejackets, against the requirements in the Rules of Racing (2.3.1. - 2.3.8) and RowSafe.
- spot-checking that people getting into a boat are the people who entered the race.
- **COMPETITORS are responsible for ensuring crew, boats + oars meet the safety standards.**
- All boats must go via Control Commission to the landing stages. If CC's spot-checks find several failures on boats or crews, CC may then decide to check all boats and crews before they are allowed onto the landing stages.
- 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 to review their boat maintenance and improve their crews' safety inspection training.
- In line with NW Region policy, this event will enforce the BR rules and Rowsafe advice on:
 - 'additional buoyancy' for the larger 4x, 4- and 4+ boats
 - boat identification / numbering (e.g. RUN123),
 - life jackets for coxes
 - adequately warm & waterproof clothing for the anticipated weather conditions, particularly if the crews are aged under 18.
- Control Commission may be assisted by Crew Call team.

2.7.1.4. Landing Stage Team.

This team is responsible for:

- ensuring that crews go on the water, and come off the water, **safely**.
- ensuring that crews go on and off the water without wasting any time.
- contacting First Aid if any crew members coming off the water require attention.

2.7.2. Roles and responsibilities of Safety Boat drivers and crew.	
<ul style="list-style-type: none"> • See BR RowSafe regarding the equipment required in safety launches • See general roles & responsibilities of drivers / crew 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 (Race) 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: 6, i.e. (more than) one per 1,000 metres of the course. • Training of drivers? All hold RYA Powerboat Level 2 certificates. • Location of safety boats. See O.S. Course Map & the Officials Duty Schedule. 	<p>[Action] see left.</p> <p>see left.</p> <p>Runcorn RC Six RYA PB2 See 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 Doctors (GPs and hospital doctors), nurses (SRN) and 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. First Aider at the Finish, 200 metres south of Sutton Bridge, First Aider at the 4,500m Start at White Gate. All 6 safety launches carry First Aid kits.
3.1.4. How many people?	Twelve, including the Medical Officer, for the Autumn Head.
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 15 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?	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 are no ambulance access points between the Start Marshalling areas and Sutton Bridge. A safety launch will transfer a casualty to First Aid at Runcorn RC for evaluation and collection by ambulance if necessary. Only if ambulance evacuation is urgent will a launch deliver a casualty to the ambulance access point at Sutton Bridge. 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 & the 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 (4,500m Start team will have have an air-horn to attract crews attention) • Start and Finish teams will have First Aid kits. Finish will have road vehicles (cars) within 250 metres of their race position. • Race Control have radio mics for Public Address system, and copies of Mexichem Fluor (formerly INEOS Fluor) '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). • Control Commission may be assisted by Crew Call team. • 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 <ul style="list-style-type: none"> ○ 2-way radio (operational on Channel 1) , ○ (engine) 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, mainly 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. • The checking will take place in sufficient time for crews to meet their published boat-on-water times before each of <ul style="list-style-type: none"> ○ Division 1 (morning) between 08.35 and 09.45, ○ Division 2 (afternoon) between 12.25 and 13.45.

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 Head 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 2-division Head Race in early autumn), to the size of the event, and to the age profile of the competitors (usually evenly split between adults with some university students, and Juniors).

Runcorn Autumn Head is not offered to children in age categories younger than J13 / WJ13, mainly because of the length of the course and a judgement that younger crews would be too slow to be safe in this event. J13 / WJ13 and J14 / WJ14 competitors are restricted to a shortened Head course, crews rowing only half the length of the adult course (i.e. 2,250 metres, not 4,500 metres). The whole course will be supervised by safety boats, umpires and marshals. This 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, (chair@runcornrowing.com) or contact via Race Control.
- 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 17.00 by the First Aid team, not just when races are taking place. All competitors and officials will have departed by 17.00.
- The First Aid team (and Race Control) will have contact numbers for the local hospital (as shown above in the Event Safety Plan) 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, 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 Race Finish over half a mile upstream of Runcorn RC, and the Start lines 2 miles and 4 miles upstream, 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 4 miles 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 course for the Head races is through isolated countryside, with very limited access (predominantly footpaths across farmland, with no roads close to the river). The only exceptions are:
 - the busy A56 main road crossing near the Finish, and
 - 100 metres of the busy and narrow A557 at its junction with the A56 at Sutton Bridge.
- 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 detailed OS map is a separate PDF document.
6. Access Points (for Emergency Services) - See 3.2.5. above.
7. Emergency Procedure - Gas Escape (at Mexichem Fluor (formerly INEOS Fluor) 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 when 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 monitor, etc.,
 - as well as the names of the people at those positions for each race.
 - The whole of the Head Race courses will be supervised by (i.e. in sight of) marshals, safety boats and umpires.
 - *Contact the Chair of the Race Committee if you need a copy from last year's event, or for this year's copy, (which will detail similar locations and duties to last year).*

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 channel (Channel 1) as Race Control and the safety boats. Land based team leaders may need to switch from (land admin.) Channel 2 to (safety) Channel 1.
- 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, or the First Aider at the Start or Finish may be able to help. If an ambulance is required, Race Control can phone for one to meet the safety launch at Sutton Bridge.
- **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 07947 - 437448 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 a **gas escape from Mexichem Fluor** (formerly INEOS Fluor), in the appendices below. We have not had such an emergency in the last 20 years, but if there is, then the site falls under Mexichem Fluor & Cheshire Police control, and people should 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 either at the coxes & steerer's safety meeting, or 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 (excluding smaller boats, smaller or younger people, less experienced people, or shortening the course) may still be an option, as outlined in the Risk Assessment.
- If **after the boats are put on the water**, Race Control will contact race officials' radios 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 will hold crews back in sheltered parts of the course (e.g. near the waterfall at Catton Hall) and safety boats will escort crews in small batches, through the bad water, back to the landing stages.
- The event may also be abandoned **after Division 1 has raced, but before Division 2** has taken place (or been completed). The second division has been cancelled twice in 10 years, due to a change in the weather. All competitors were supervised back to the Clubhouse.
- 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 shortened to reduce risks, unless alternative cover can be arranged at short notice.
- See Appendix 3, Abandonment Plan, above.

2. Reduced Scope, Normal Course.

- 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:
 - shortening the course (e.g.. to the 4,500 metre course from the White Gate used for the Autumn Head,
 - or the 3,700 metre course from the Black Hut used for the October Head till approx. 2000),
 - or providing more volunteer bank marshals with throwlines,
 - or reducing the number of crews permitted,
 - or cancelling one of the divisions.
- The Water Safety Advisor and Race Committee will consider what options are available for running a safe event with slightly reduced resources on all or part of the original course.

3. Reduced scope, 2-legs of a short course, south of Weston Marsh Lock.

- If a few days before the event the weather forecast is for **unsuitable river conditions on the usual course**, (such as ice, up-river) then there is a 'Plan B' to run the event as a (2-legs x 1,900 metres) event, on a course north of Runcorn RC, between Weston Marsh Lock and Rock Savage (at the boathouses).
- This 2-mile stretch of water (including marshalling areas) is protected from certain weather conditions, is slightly warmed by Mexichem Fluor, INEOS CHLOR and other industrial operations alongside, and was handling 750 tonne ships until 1999. This shorter course has been used in recent years (including for 100 crews in 2014) for NW Junior time trials, so that sight lines and race umpire, marshalling and safety boat positions are known, and it is regularly used for training.
- The Water Safety Advisor and Race Committee will consider if this option is viable in the circumstances, and communicate, as appropriate, with competitors, volunteers and officials.

Appendix 7 - Emergency Procedure - Gas Escape (at Mexichem Fluor).

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 and repeated periodically (approximately every 15 minutes).
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 Mexichem Fluor (formerly INEOS Fluor) site, the factory next to the Regatta site.

In the event of a gas escape, all people 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 notice is in Appendix 7 (immediately above).

3. Action in the Event of an Emergency

On hearing the alarm given by Mexichem Fluor, 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 also 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 Mexichem (formerly INEOS) Fluor's Site Emergency Services department.

4. The All Clear.

When it is safe, Cheshire Police at *Joint Silver Tactical Command* will announce the 'All Clear' to Mexichem Fluor, Mexichem will tell the Club Safety Advisor, and the Club Safety Advisor will announce the 'All Clear' to people at the rowing event.

RA-RRC-Heads
Rev 2.10.1
25/08/2015

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

1. Introduction

The Autumn Head site will occupy:

- the lower half of Cholmondeley Road, west of the junction with Cow Hey and Clifton Lanes.
- The Mexichem Fluor Contractors' (or overspill 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 Mexichem (formerly INEOS) Fluor car park, 200 metres north west, 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 Clifton Roundabout, and the gate to Mexichem (formerly INEOS) Fluor works is called Cow Hey Lane. This must be kept clear, as it is used 24 hours a day, 7 days a week, by 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 Mexichem Fluor (formerly INEOS) Fluor 'lagoon' (contractors) car park.
- Cars and other vehicles will use the main Mexichem (formerly INEOS) Fluor 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 Head Race Competitors.

PLEASE NOTE

- The event is run under British Rowing's Rules of Racing, and the RowSafe Code. Any Local Rules are detailed in this Safety Plan.
- Boat trailers must be brought down the approach road to the Club, turned round 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 Mexichem Fluor (formerly INEOS Fluor) Main car park 200m from the Club approach road.
- **DO NOT park on the road between the A557 Clifton Roundabout and Mexichem Fluor (formerly INEOS Fluor) 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.**

- After boating under the control of the Stage Marshals, move steadily upstream to the Start.
- **When paddling to the Start, use the whole crew, paddle briskly (half pressure) with full-length strokes, and do not stop (unless told to stop by umpires or marshals).**
- The Start marshalling area is divided into lengths, each with a letter code (A, B, C, etc.). This letter is also shown on the edge of your printed Race Number. The Start Marshals will guide you to your starting position, and control you for the start of the race.

- **The Start Procedure at the 4,500 metre start has been changed to reduce delays:**
 - **Crews should spin on arrival at their marshalling position, and wait with bows pointing downstream.**
 - **A loud Fog-horn blast just before race time will signal to crews to get ready to race (tops off etc.).**
 - **A 2nd loud Fog-horn blast will signal to the first crews to row at 'race pace' towards the Start line.**
 - **Keep 3 - 4 lengths apart at the Start line.** Marshals' instructions will assist you to maintain the required 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.

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

- After the **Finish**, carry on paddling into the 200 metre marshalling area and continue through the black & white A56 Sutton bridge. A marshal and safety boat here will help to guide crews in single file through the bridge.
- Carry on paddling continuously through the next (high level) railway bridge and return to the club landing stages. Do NOT stop at the railway bridge, as this will create a log-jam of boats back through Sutton Bridge. At the landing stages the Marshals will help you get out. Remember that Division 2 crews may be waiting to take over boats being used in Division 1, so do not waste any time returning from your race.

- The Race Committee will find out if any 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 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 rowing/sculling boat crew should start moving and continue.
 - 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.

Appendix 11 - Information for Head Race Competitors (continued).

- **Racing may not be suspended for narrow-beam (2.2 metre or 7 feet wide) motor boats or other small pleasure craft.**
- **It is the crew's responsibility to look out for any pleasure craft and steer clear of them.**
- If you are involved in an incident on the water, or require assistance, draw the attention of the nearest Umpire or marshal to the problem.
- In the event of a dangerous incident during racing, racing may be suspended, and safety launches may move to the scene of the incident at high speed. **Watch out for their wash.**
- Medical support 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

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 7.2.8. 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 fours, quads and eights 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 **7 cm** at right angles from the footplate. 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 oars and 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 an ID, e.g. '**ABC123**'.
- **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, especially in the colder months of the year. Most crews will have to wait for a short while in their start marshalling positions. Even in 'normal' spring or autumn weather, if the weather is showery or wet and crews do not have rain-resistant tops, then crews can become very cold.
- **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 especially to Novice crews in Coxed Four (4+) boats, and to very small or inexperienced juniors in sculling boats.

Note that J13 / WJ13, J14 / WJ14 and Explore Rowing crews will have had to cover nearly 7 kilometres (4.5 miles) in all, Para-Rowing and Rowability will have had to cover (at least) 3.6 kilometres (2.3 miles) in all, and other competitors, 12 kilometres (8 miles) in all.

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 the local rules issued to all Clubs in this document.
- **Coxes and steerers are reminded that rowing is a non-contact sport.**
Under Rule 7.5.6
"A Foul is any collision or contact between boats, oars, sculls or persons in the same race"
and under Rule 7.5.7. : **a foul may result in disqualification** of the offending crew.
- **Bad Language, and threatening or abusive behavior.**
Under Rules of Racing 8.4. 'Unsportsmanlike Behavior' 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.**