

# HENLEY VETERAN REGATTA

## SAFETY PLAN

9<sup>TH</sup> & 10<sup>TH</sup> July 2010

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### 1. Introduction

The Henley Veteran Regatta (“HVR”) is held under the British Rowing (“BR”) rules of racing and conforms to the Row Safe guide a copy of which may be viewed or downloaded from the BR website [www.britishrowing.org/row-safe](http://www.britishrowing.org/row-safe).

All competitors must comply with the Row Safe Code and the BR Rules of Racing [www.britishrowing.org/rules](http://www.britishrowing.org/rules) and the HVR Rules [www.henleyveteranregatta.org.uk/#rules](http://www.henleyveteranregatta.org.uk/#rules) at all times both on and off the water.

A copy of this Safety Plan is lodged with British Rowing, the Environment Agency, the Emergency Services and all officials involved in HVR.

For the purposes of this Plan, the term “crew” shall include any single sculler.

### 2. Preventive measures taken to minimise incidences and their outcomes.

#### 2.1 Instructions to participants and officials

Instructions to Competitors plus a map of the Course and circulation pattern are made available to all competitors and can be seen on [www.henleyveteranregatta.org.uk/#overseas](http://www.henleyveteranregatta.org.uk/#overseas) and [www.henleyveteranregatta.org.uk/circ\\_pattern.pdf](http://www.henleyveteranregatta.org.uk/circ_pattern.pdf)

A plan of the course is prominently displayed in the Registration tent and Race Control.

A copy of this Safety Plan is to be distributed to all Umpires, Marshalls, Regatta Officials, safety boat crews and first aiders by the Safety Adviser.

A briefing of all Officials, including marshals and assistants, shall take place prior to the commencement of racing on each day when boating, navigation and emergency procedures shall be reiterated. All communication equipment shall be checked, distributed and synchronised at that time.

All boats going afloat shall report to Race Control where an Umpire shall consider the integrity of the boat by check heel restraints, bow balls, steering equipment, buoyancy and general condition of the boat. In addition to an Umpire officiating in boats going afloat, each pontoon shall be manned by at least two assistants and a Marshal. They shall provide help and navigation advice to crews going afloat or returning who may be unfamiliar with the changes to the usual navigation pattern.

Marshals shall be positioned on the River bank along and beyond the course plus on a marshal’s launch downstream of the Island where crews waiting to start may have particular difficulty in interpreting the crossing and turning points. All Umpires and Marshals shall have radio and mobile communication with Race Control, the Safety Adviser and the safety boats. They shall also have megaphones to communicate with competitors.

Three safety boats shall be positioned along the course and shall have full visibility of the course and marshalling area. The safety boats shall be operated by two persons per craft with training in boat handling and first aid. All launches must carry the obligatory safety equipment defined in the Row Safe guide.

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### 2.2 Procedures in the event of an incident

#### 2.2.1 Collisions and capsizes.

Umpires and marshals shall pay particular attention to any incident on the river. Should a crew be involved in a collision or suffer any injury that requires assistance, or should a sculler capsize or crew member fall out of a boat, the nearest official shall summon a safety launch by radio. If the course is blocked, the nearest official shall also:

- Advise the start that no further races should be started.
- Advise umpires of any races already started and yet to pass the incident that the race should be stopped.
- Supervise the swift recovery of the crew and boat either by way of the attending safety boat or, if more appropriate, the extraction of the crew and boat directly on to the bank on the Berks Station.

Following the recovery of the crew and boat from either the course (or other parts of the River), the official shall:

- Advise the Umpires that the course is clear
- Supervise the safe return and accompaniment of the crew and boat to the trailer park and, if appropriate, the first aid tent.
- Relay an account of events to the Regatta Safety Adviser.

#### 2.2.2 The illness or injury of a competitor

Should a competitor suffer an illness or injury that requires assistance, the nearest official shall immediately:

- Summon a safety boat by radio.
- Advise Race Control and the Safety Adviser (in that order) of the incident and the need for emergency services, if appropriate. The Race Control and the Safety Adviser will call any outside agency such as the ambulance service, if required.
- Supervise the safe recovery of the competitor to the nearest place on the River bank where first aid can be administered.

### 2.3 Extreme weather conditions/ other threats

The course marshal shall consider the forecast weather conditions when recruiting stake-boat volunteers, who must be physically strong enough to hold an eight in expected cross winds and stream conditions. The Marshall shall take into account any change in conditions and make appropriate changes to the volunteers as quickly as possible.

Start marshals shall arrange for sun-protection, water and relief stake-boat volunteers in excessively hot weather.

In case of extreme weather conditions or other situations that could require the cessation of all racing, either for the day or until the conditions change, the decision will be the responsibility of the Chairman of the Race Committee in consultation with the Safety Adviser. Any such decision made before the day of the Regatta shall be communicated to the Entries Secretary and/or Captain of each competing Club by email. On the day of the Regatta, the decision shall be communicated via the public address system and radios. The decision to cease racing due to local lightning strikes should be governed by the 20:20 rule in that if there is less than a twenty

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second interval between the flash and the corresponding thunder clap, all racing shall be stopped and the course shall remain clear until twenty minutes after this condition has passed. In the event of lightening a risk warning will be broadcast advising participants already ashore to avoid moving boats and oars during the period of the storm. The message shall make clear whether or not racing could be resumed if conditions improve and whether crews already on the water should return immediately or complete their race first. As soon as the decision is made, every effort will be made to get all competitors and officials ashore and safe as quickly as possible.

### 2.4 Protecting children

Although HVR is an event for Seniors, children may be involved either in the role of coxwains, for stake boat duties or assisting in other tasks involved in running the Regatta. The welfare and wellbeing of all children is paramount. All juniors have a right to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

The Upper Thames Rowing Club Welfare Officer, Guy Girling, will be in attendance and will be available to assist should the occasion arise. His contact telephone number will be displayed at Crew Registration. The Welfare Officer may be called over the public address system, by reporting to Race Control.

It is expected that the welfare of junior competitors is primarily the responsibility of the competing clubs own coaches and officers, or individual parents accompanying the children.

In the event of a junior being involved in any incident, the responsible adult will be identified from the competitor's entry form, held in Crew Registration. The named person will be called over the public address system and contacted by the mobile phone number given on the entry form.

It is the responsibility of the coach or parent accompanying juniors to monitor their whereabouts. In the event of any junior going missing the responsible adult must take appropriate action. In the first instance a call may be broadcast over the PA, by contacting Regatta Control. The named adult, or in their absence, the Regatta Chairman, is responsible for deciding whether the local police should be contacted in the case of any incident

### 3. Communications

All Officials acting as Umpires, Marshals, safety boats and persons in other key roles shall be supplied with radios but should also carry charged mobile phones that can be used in the event of a radio failure. A card containing appropriate contact numbers for other Officials and relevant agencies shall be handed to all Officials by the Safety Adviser at the briefing at the start of each days racing.

In the event of an incident, the communication party shall announce an "Emergency Situation" followed a brief summary of the incident, its location and the numbers involved. whereupon other users of the frequency shall remain silent

### 4. Access and transport

In the event of any accident or emergency beyond that detailed in the safety plan and outside the capabilities of the regatta first aid and safety facilities, the emergency services will be called using 999 by mobile phone, or if necessary from fixed lines available at Upper Thames Rowing Club.

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Emergency vehicle access shall be determined by the location of the injured party but it shall be the responsibility of Race Control and/or The Safety Adviser to decide and communicate to the Emergency Services the chosen rendezvous point.

### 5. Accident and Emergency Action Plan

#### 5.1 Purpose

This Emergency Action Plan sets out mitigation and procedures in relation to an emergency which represents a general threat to Regatta participants.

#### 5.2 Responsibility

Responsibility for actions in the event of an emergency rests with the Regatta Chairman, or in the event of his/her absence or incapacity, members of the Race Committee. These individuals will carry mobile phones at all times.

#### 5.3 Risks / Threats

In addition to the aforementioned incidences and actions, the following threats, probabilities, impacts, mitigating issues and actions have been identified:

##### Risks whilst on water

Threat	Probability	Impact (threat to personal safety)	Mitigating Issues	Action in event of emergency
Risk of collision of boats	Low	medium	Competitors, mostly experienced. Safety Boats along Course Monitors/marshals along course and above start with megaphones and radios Clearly defined navigation patterns from HRR Booms Club Launch above start to marshal boats	Marshalls and umpires to summon nearest safety launches and advise Race Control. See Action Plan within Safety Plan
Illness of Competitor such as heart attack	Low	High	Marshalls and Umpires along Course to Monitor incidences and advise safety boats/race control Qualified first aiders in Safety Boats.	Action Plan for Marshalls to advise Race Control and Race Control to call Emergency services

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Malfunction of Equipment	Low	medium	Umpire/Race control to check equipment before crews go afloat	Umpire to prevent use of boat until defect corrected.
Abuse of Junior assistants on stake boats	Medium	Low	Start control to organise periods of stake boat duties (max two hours) and ensure sufficient water and sun protection. Verbal abuse reported to Umpires. The Welfare Adviser to monitor	Any abuse to be relayed to Race Control, the Welfare Adviser and the Safety Adviser for appropriate action to be taken
Severe weather preventing racing	Low	Low	Safety Adviser and Regatta Chairman to assess conditions before and during the Regatta	Temporary or permanent cessation of racing.

#### Risks off Water

Threat	Probability	Impact (threat to personal safety)	Mitigating Issues	Action in event of emergency
Injury to competitors or spectators whilst in Regatta enclosure	Medium	medium	All tent guy ropes to be clearly marked and all supply of utility services to be properly marked, protected & covered	Immediate notification of the first aiders on site and report to the Safety Adviser.
Fire in the Rowing Club	Low	High	Normal fire precautions already available (alarm, extinguishers)	Evacuate building. Call emergency services. General evacuation if necessary
Fire in a tent or marquee	Low	High	Extinguisher to be situated in marquee	Evacuate Tent/Marquee. Call emergency services. General evacuation if necessary
Serious public disorder/violent behaviour	Very low	Medium	None considered necessary	Call police. General evacuation if necessary
Terrorist Threat	Very low	High	None considered necessary	Call police. General evacuation if necessary

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### 5.4 Reporting

The Marshals and Race Control will be the initial public contact points for reporting of emergencies. Contact numbers for Race Officials and the Safety Adviser will be available in the race Control

### 5.5 Evacuation

If an evacuation is ordered by the Regatta Chairman, evacuation instructions will be given via the PA system or, if this is not working, by hand-held megaphone (race umpires have these and will be contacted by radio). The normal evacuation area in the forecourt of Upper Thames Rowing Club. Instructions will be given to leave on foot (not using motor vehicles).

## 6. Additional Documents

These documents support the Safety Plan. Their purpose is to inform, guide or remind competitors, Umpires, Officials, various other river users, Regatta volunteers on how to conduct themselves whilst in the Regatta location. These are stand alone documents and notices that have been produced and are listed below:

### 6.1 Notes to Competitors

This document provide complete guidance to the competitors on how to get to the regatta, parking arrangements, how the regatta is run, provides essential information on the course, informs them about first aid facilities and how to liaise with the Regatta in the case of an incident.

### 6.2 Information for River Users

To provide information and guidance to any other River users that pass though the Henley Reach of the Thames during the regatta period