

Leicester Regatta Safety Plan 2018

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Introduction

- The event is organised by Leicester Rowing Club and held on the Mile Straight of the Grand Union Canal, Leicester. Racing takes place between the Newarke Bridge (SK581040) and the clubhouse (SK580033) and competing crews will be restricted to the canal between Freemans' Lock and West Bridge
- Events will be offered to adult, junior and masters rowers. Junior categories will run from J11. Seniors will be banded according to ranking points . Masters categories will run from A upwards.
- The format is side by side racing in fine boats and upwards of 200 crews are expected of varying competences.
- Racing will be organised in batches, with all crews for a batch boating, marshaling and then rowing to the start as a group.
- British Rowing Rules of Racing will apply
- The safety plan explains safety measures that have been introduced as a result of the event risk assessment specific details relating to British Rowing requirements.

Event Organising Committee

The event is organised by Leicester Rowing Club

The event organising committee

Chair:	Liz Pulford
Chairman of Race Committee:	Tim Walton
Event Water Safety Adviser:	Sally Horrocks
Event Welfare Officer:	Liz Pulford
Race Committee	
Chairman of Race Committee:	Tim Walton
Umpires:	Barbara Delaney
	Jeff Hallam
	Ian Hepworth
	Anne Hock
	Peter Jowitt

Communications

Prior to the event

The following documentation will be posted on the club website, www.leicester-rowing.co.uk and emailed directly to club contacts with the draw:

- How to get to Leicester Rowing Club and locations for car and trailer parking
- Circulation pattern
- Safety plan
- Competitors' safety instructions

- Welfare plan

It is the responsibility of participating clubs to ensure that all their crews are aware of the contents.

In the event of cancellation prior to the event participants will be informed via email, telephone, website and Twitter (@LeicesterRowing)

Safety briefings for marshals will be held prior to the event

Other river users have been informed of the event through the local media, club website (www.leicester-rowing.co.uk) and the Canal and River Trust website (<http://canalrivertrust.org.uk/notice/749/uperton-road-bridge-109-and-west-bridge-112-mile-straight-leicester>), who have given permission for the event. The Canal and River Trust have also suspended mooring on the regatta course and at the Castle Gardens landing stages.

The local police have also been advised and will be providing the Regatta with the support of at least one police constable on the day

At the start of the event

A briefing for umpires will take place on the day of the event prior to the start of boating.

Paper copies of safety documentation, including circulation pattern, will be available from registration

During the event

Communication will be by radio with mobile phones as a back up. Umpires, marshals and registration will have radios and hold a list of mobile numbers.

Information on radio procedure will be circulated to all those using radios and covered in the briefings for marshals and umpires.

A PA system will be available for communication off the water and will be used in the event of a coaches' meeting. Megaphones will be used by umpires and marshals to communicate with crews on the water.

Signage to alert other canal and towpath users to the event will be deployed

Post event

Feedback on the event will be invited by email to regatta@leicester-rowing.co.uk

There will be an event review meeting to cover all aspects of organisation. Safety will be a key item on the agenda for this meeting.

Safety Monitors and Marshals

Due to the nature of the regatta course, no safety boat will be circulating on the water during the regatta. A boat with outboard motor will be available should it be required. A designated driver and assistant will be on hand if required. They will be contactable by

radio and by mobile phone. Our risk assessment indicates that there are very few incidents that will require this facility and that these are unlikely.

The following arrangements are in place to ensure the safety of competitors:

Umpires are located every 250m along the course and each can monitor the entire course of each race from start to finish. All Umpires are in radio contact with each other, the Event Water Safety Adviser, the Coordinating Umpire and the Finish Judge all have mobile phones. A rescue point containing a throw line and blanket is located with each Umpire along the course.

A defibrillator is located at race control and the locations of additional defibrillators close to the regatta course have been established.

The regatta operates a batch system. The safety of crews once they have boated and after they have finished racing is overseen by marshals located at the following points, in the boating area, on the bridge which crosses the entrance to the basin, at Freemans' Lock and in the pre-start marshaling area north of Newarke Bridge. These marshals are also equipped with radios, rescue equipment and megaphones.

Off the water marshals will assist with for the safe parking of trailers.

A list of marshals, their responsibilities and the equipment they require is included as an appendix.

Safety briefings for marshals will be held prior to the event and will cover the following:

1. Requirements of each role and responsibility for safety and fairness
2. Timings for the day
3. Communication arrangements including radio procedure
4. Hazards of the course
5. Equipment required for each role
6. Emergency Action plan

Accident and Emergency Procedures

First Aid Cover

First Aid cover will be provided by a team of certified first aiders based in the gym in the clubhouse. First Aid boxes are also situation in the boatstore and the kitchen.

A defibrillator is available at race control. Additional defibrillators are located in Castle Gardens and Bede Park.

Emergency Services

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

Leicester Royal Infirmary,
Infirmary Square,

Leicester
LE1 5WW

Phone: 0300 303 1573

It will take about 5 minutes to reach.

Any emergency services will be called either to the clubhouse or to the nearest access point to the incident.

The EWSA or deputy will meet and direct them.

Emergency Equipment

Marshals and umpires will be equipped with throw lines and thermal blankets. Details are provided in the table in the appendix.

Pre Boating Safety Checks

Crews will be asked to confirm that their boats conform to the minimum required standards before going afloat. The emphasis is on clubs to present boats that conform to the British Rowing Rules of Racing. In addition, Umpires on Control Commission will carry out random checks before boating. No crew that fails these checks will be permitted to go afloat. Late boating due to failure at Control Commission will not be accommodated.

Control Commission will maintain a record of all crews that fail the safety checks.

Welfare Plan

The full Welfare Plan is included as an appendix. The regatta is popular with junior rowers and for some this is will be their first competition. Responsibility for ensuring juniors can enjoy the event safely must be shared between their club and coaches, Leicester Rowing Club and its Regatta Committee and the officials on duty.

Appendices

Appendix 1 Risk Assessment

See separate document 'Leicester Regatta Risk Assessment'

Appendix 2 Emergency Response Plan

On the Water

In the event of a serious incident involving an immediate danger to life make the following call over your radio:

“Mayday Mayday Mayday All Stations, this is [the Start] My position is [at Newarke Bridge]. We have [a suspected heart attack in the XX crew and the crew member is in serious difficulty]. We require immediate emergency service attendance. [One of the crew is giving external heart massage.] All Stations, this is [the start] Over.”

Where there is no immediate danger to life, though there is a requirement for immediate emergency boat attendance, pass the following over your radio

“pan-pan, pan-pan, pan-pan” this is [the start] We have had a collision between two boats and both are holed. There are no injuries but both crews require assistance to get to a place of safety. All stations, this is [the starter at the start at newarke Bridge.] Over

The EWSA or deputy will be responsible for contacting first aiders or the emergency services as appropriate.

In the event of a capsize during a race the nearest umpire act as the emergency coordinator until the EWSA arrives and will

- Advise the EWSA and all other race officials that it is necessary to suspend the start of any further races (using PAN-PAN, PAN –PAN to alert all officials)
- Instruct the crew to hold onto the boat and instruct them to swim to the towpath side. If they are close to one of the bridges it is advisable to swim to the towpath under the bridge where the bank is shallower than on the rest of the course
- Summon the safety boat if required
- Deploy the throw line
- Assist the crew to climb out of the water and recover their equipment.
- The EWSA will advise all officials when racing can restart

In the event of a capsize when crews are marshalling or rowing to the start the nearest marshal or umpire will follow the procedure above, with the additional responsibility of informing embarkation marshals if it is necessary to suspend boating.

In the event of equipment failure or other incident that prevents a crew from racing or completing a race, but which does not require the crew to disembark, the start umpire or nearest umpire will inform all other race officials that the crew is returning along the course but is not racing while it does so.

In the event of equipment failure or other incident that renders the boat unrowable, instruct the crew to disembark onto the towpath and summon assistance to carry the boat

back to the clubhouse. If the incident results in the boat becoming stuck on the City side of the river the safety boat will be summoned to move it to the towpath side to be removed from the canal.

Lightning

In the event of a Lightning Storm, the British Rowing 30/30 rule shall be used. All crews on the water shall be instructed to return to the boating areas as quickly as is safe to do so and race officials moved to a point of safety. Once off the water all should move either indoors or into vehicles until the danger of lightning has passed.

The Event Water Safety Advisor, Race Committee Chairman and Welfare Officer/Chair of Event Organising Committee will decide if and when racing should resume.

The PA will be used to communicate these arrangements with competitors and spectators. Event officials will be informed via the radio

Land Based Incidents

These will be controlled initially by those finding the incident until the EWSA and/or First Aiders take over responsibility or decide to summon the emergency services.

Access Points

Access to the towpath is possible at:

The Boathouse/ Finish (slope) SK580033

Upperton Road Bridge (steps) SK581034

4 points between Swan Bridge SK581034 and Mill Lane Bridge SK581037- two steps, two slope

1 point between Mill Lane Bridge SK581037 and the start SK581040, slope

Newarke Bridge/ Start (steps) SK581040

Reporting of Incidents

Any incidents including potential and actual injury or damage to individual or equipment, must be reported to the EWSA and the event organiser. These will be entered into an incident book and logged onto the British Rowing reporting system.

Appendix 3: Abandonment Plan

The event takes place on a canalised river. The conditions that would cause the abandonment of racing would be high water levels, frozen water, very low water, excess weed growth on the course, debris or severe winds. Of these only high water levels, debris or severe winds are likely to occur in April.

If the event is to be abandoned in its entirety this will be determined before the event so that all clubs are made aware before they travel. This is only likely in the event of sustained high water levels. These will be monitored by the EWSA through the Environment Agency website, which provides regular data on the level at Freemans Weir,

<https://flood-warning-information.service.gov.uk/station/2158>

The EWSA will assess the likely conditions based on current water levels and the amount of additional rain forecast. In the event of cancellation clubs will be informed via email, telephone, the event website, and Twitter.

At the start of the day an assessment will be made by the Race Committee based on the fixed and variable aspects of the event i.e. Age, experience / category, 1x, 2x, coxless, front loader, weather, the course, water conditions, other external factors as to what categories are deemed able to race and whether any amendments are to be made to the course. Any restrictions or amendments will be advised to all Club coaches by the EWSA at a meeting to be announced over the PA system.

An ongoing assessment will be made during the day by the Race Committee based on the fixed and variable aspects of the event. Any restrictions or amendments will be advised to all Club coaches by the EWSA at a meeting to be announced over the PA system. All marshals and umpires will be informed by radio.

The decision to abandon or curtail the event in cases of emergency or extreme weather or other conditions will be made by the following officials:

Event Water Safety Advisor

Race Committee Chairman

Welfare Officer/ Event Organising Committee Chair

Appendix 4: Plan B

Failure of Safety Arrangements

Loss of radio communications will be covered by mobile phones

Loss of Regatta Marshals and Umpire support:

Any missing umpires will be covered by officials on standby to take over relevant duties

Missing marshals will be covered by extended shifts or shorter breaks. Attendance of marshals will be monitored to ensure continuity of cover.

3 First Aiders will be present to ensure at least 2 are always available

The Event Water Safety Advisor will be replaced by the Club Captain or President.

Appendix 5: The Course and Circulation Pattern

Leicester Regatta is run on a batch system because the river is not wide enough for crews to row down the course while a race is in progress. Batches are sent to the start every half hour.

On leaving the landing stages crews proceed towards the towpath footbridge. Marshals on the bridge will tell them when it is safe to proceed onto the main canal which they will cross and turn to STARBOARD (coxwain's right i.e. away from the finish line) keeping to the PORT side of the canal (City side).

Once on the main canal crews will proceed towards the lock on the city side before spinning and waiting with bows pointing towards the start. There is a limited area below the finish where boats will be marshalled. It is not possible to warm up in this area. Crews are able to warm up while rowing up to the start.

Marshals will instruct crews when to row down to the start. After they have passed through the bridge at the start (Newarke Bridge) they must follow the instructions of the marshal who tells them when to spin and line up in pairs in race order. Crews must not pass through West Bridge. Crews will be called to the start by the marshal

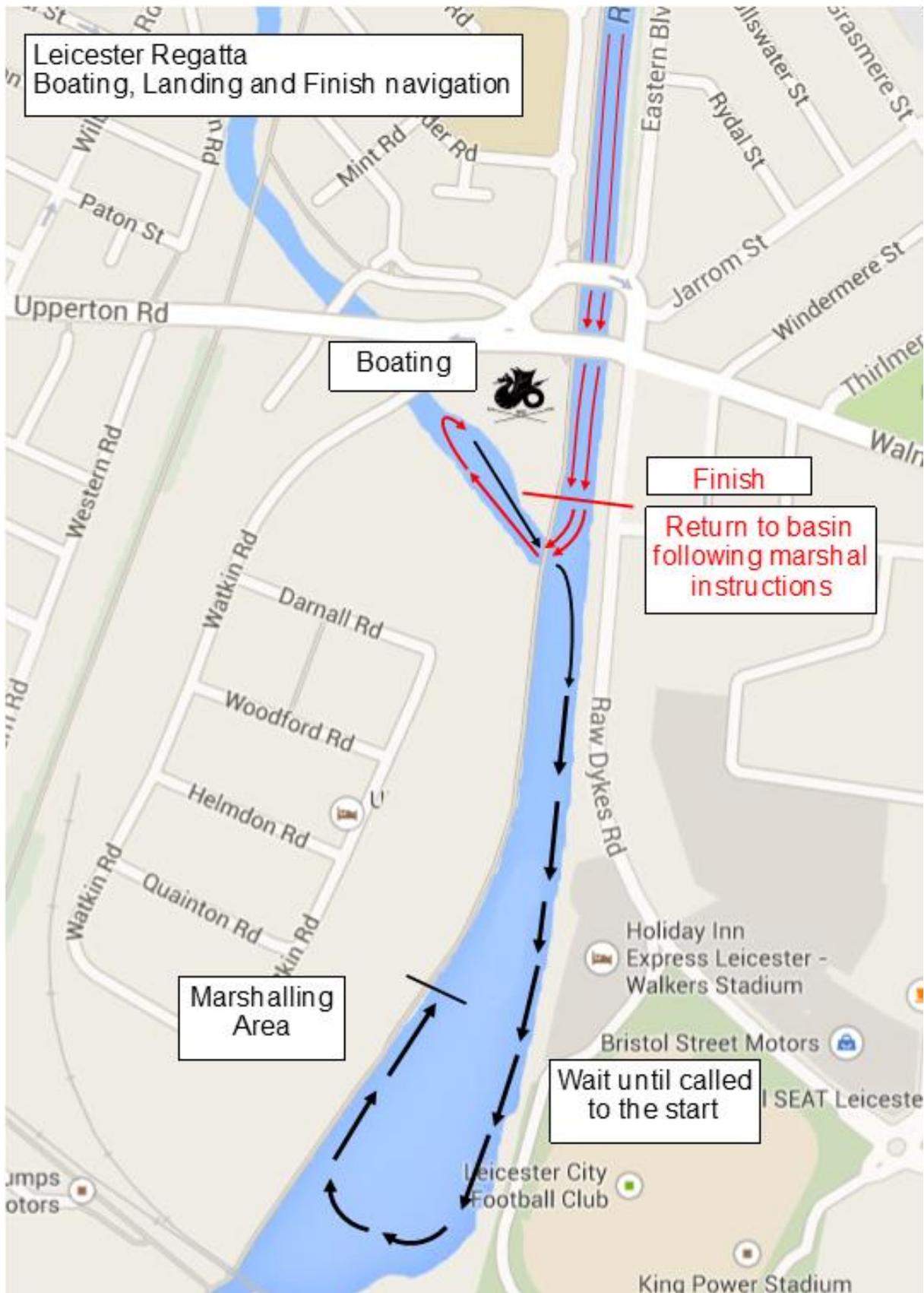
At the start a line of buoys mark the line between the two lanes.

Due to the restricted width of the canal, lining up can be difficult if there is a cross wind. Crews are asked to listen to and comply with the instructions given by the start team.

There are three bridges across the canal on the racing course and they are narrower than the general course. Coxes must ensure that they follow their racing line through them and allow a safe course to be steered by their opposition. As a local rule for Leicester Regatta, umpires located at bridges are allowed to shout steering instructions to junior crews if they are in danger of hitting the bridge or towpath. Other crews may be told to stop. The approach to the narrowest bridge other narrow points and any nesting swans will be buoyed. The centre of each lane is marked by suspended striped poles on each of the bridges near the finish.

The finish is opposite the scaffold platform over the edge of the canal and is marked by a line of bunting. Crews are instructed not to stop immediately on the finish line as there may already be another race following down the course. They should continue for a few strokes before stopping and preparing to enter the basin when instructed to do so by a marshal.

Marshals on the foot bridge over the basin entrance will instruct crews to enter the basin when it is clear to do so. No crew should enter the basin until instructed to do so.



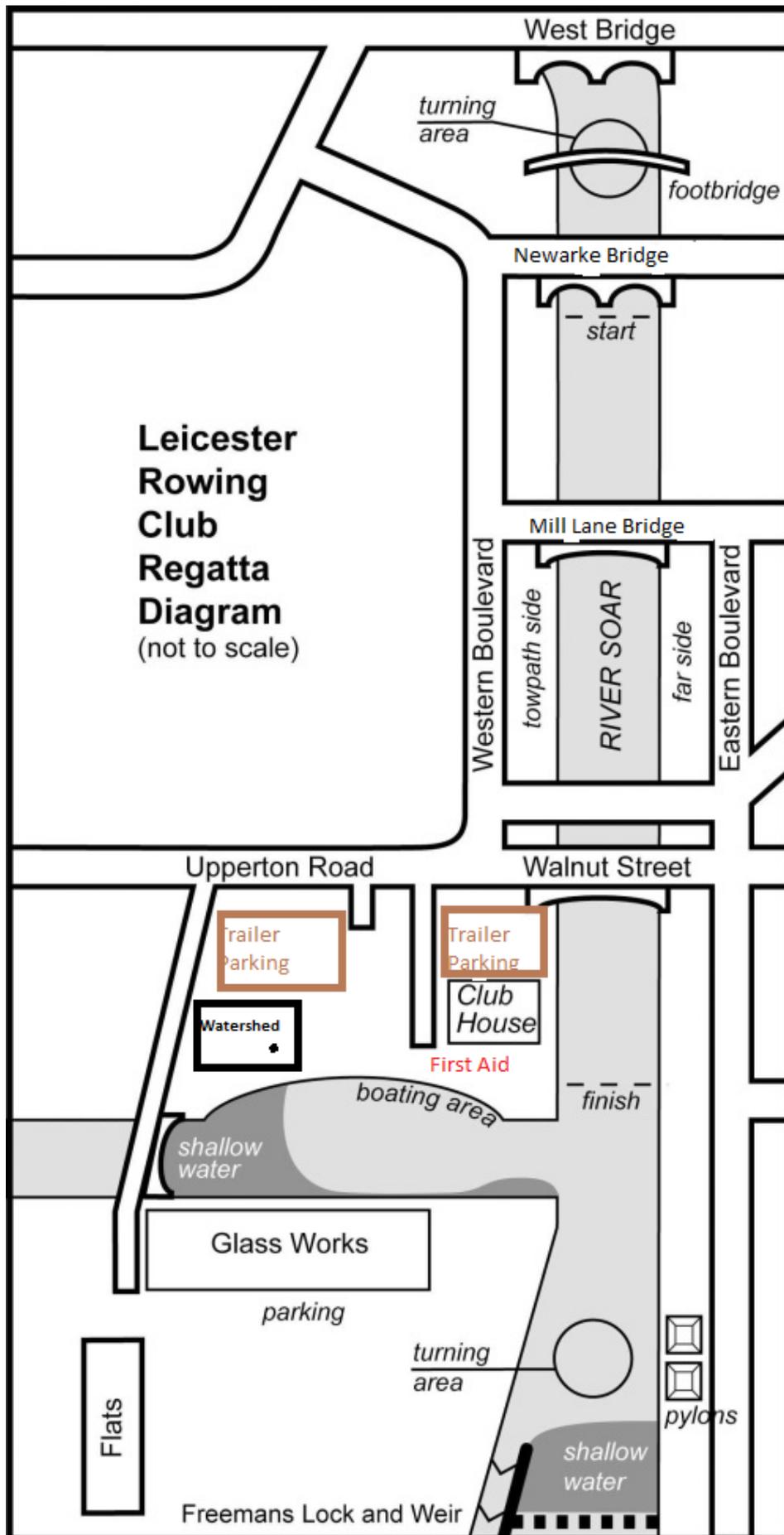
There are some areas of shallow water, in particular some areas of the boating basin and the area immediately downstream of Freeman's Lock in the pre-batch handling area.

Marshals will be stationed on the towpath to remind crews of this and they are asked to **make themselves familiar with these potential hazards before boating.**

Please Note:

The course is on a canal and subject to the occasional passage of barges and other river craft. Racing may be suspended to allow the passage of these over the regatta course. Competitors need to take care when barges are passing through the marshaling areas above the start and below the finish.

Due to the possible risk from leptospirosis it is requested that coxes and first time winners are not thrown into the water in the basin. Buckets are available in the boathouse if a dousing is appropriate!

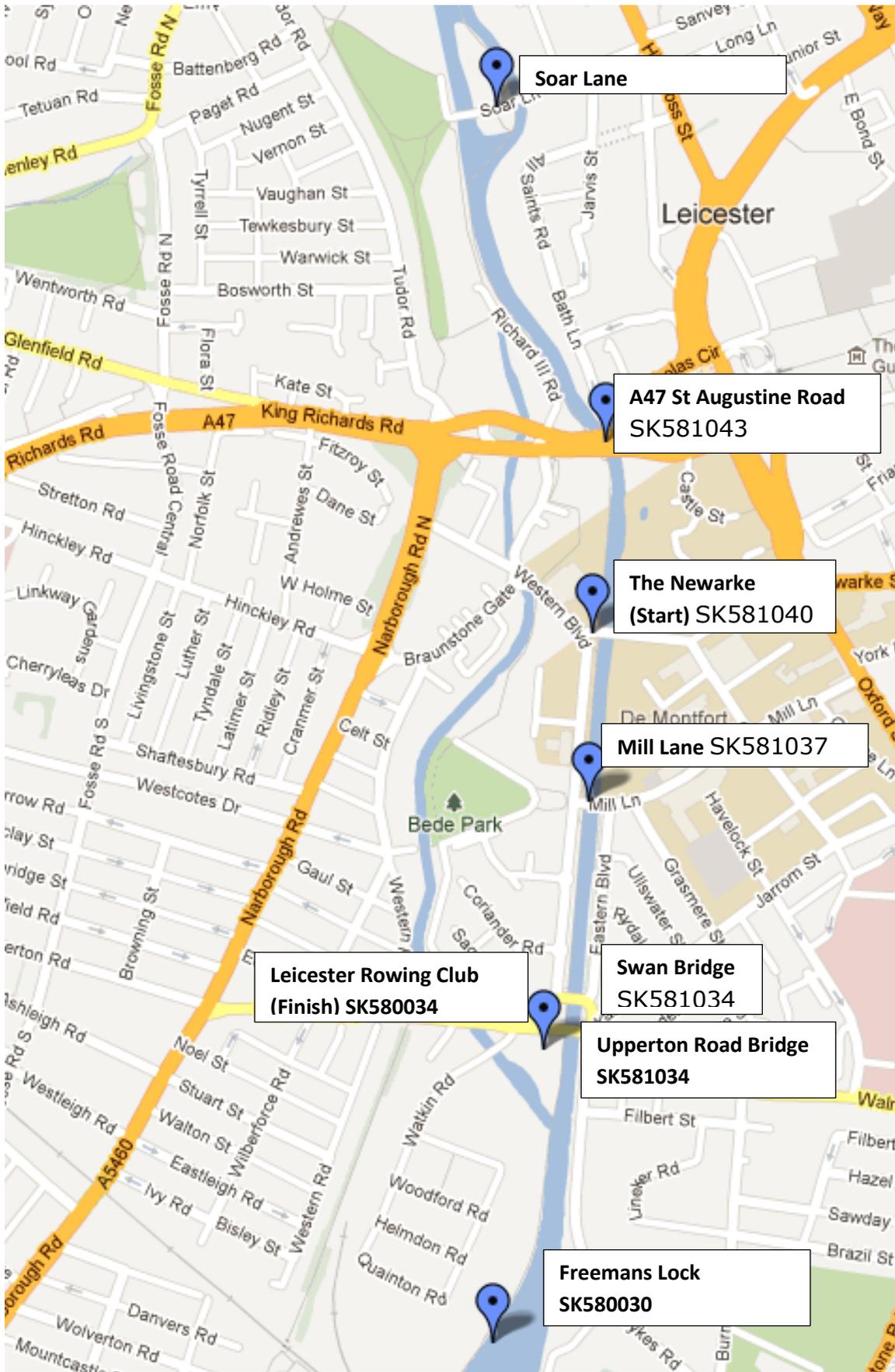


Appendix 6: Emergency Access Plan

The towpath is accessible from Western Boulevard between the start, at Newarke Bridge and the clubhouse as follows:

- Upperton Road Bridge (steps)
- 4 points between Swan Bridge and Mill Lane Bridge- two steps, two slope
- 1 point between Mill Lane Bridge and the start- slope
- Mill Lane Bridge/ Start, steps

- Access to the canal beyond Upperton Road Bridge is via the rowing club
- Access to the canal at Freemans' Lock is via Watkin Road- slope and steps



Leicester Rowing Club Emergency Access Location Plan

Appendix 7: List of Umpire and Marshal Points

	Megaphone	Throwline	Hi Vis	Blanket	Radio	Responsibilities
Landing Stage Marshals		x	x			Assist crews in boating and disembarkation Also need gloves to protect hands
Bridge Marshals (min 2)	x	x	x	x	x	Supervise crews entering and leaving the basin
Lock Marshal	x	x	x	x	x	Supervise marshaling crews. Hold barges until end of batch
Start Marshal	x	x	x	With start umpires	x	Organize crews into races and feed through to start. Hold barges to end of batch
Race Control		x		x	x	
Finish Umpire	x	x		x	x	+ bell and flags
Start Umpire	x	x		x	x	+ bell and flags
Control Commission	x	x		x	x	
Mid Point 1, 2 and 3 Umpires	x	x		x	x	+ bell and flags
Trailer park marshals	x		x		x	Supervise parking of trailers. Direct cars to car parks

Appendix 8: Welfare Plan

Leicester Regatta

To all competing clubs and regatta officials:

In accordance with the British Rowing Safeguarding and Protecting Children Guidance Guidelines for Rowing Competitions (WG 3.4).

Welfare Statement

The Organising Committee of Leicester Regatta believes that the welfare and wellbeing of all attendees, and particularly children and vulnerable adults is paramount. All people, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. We ask that everyone involved in the regatta in any capacity remains vigilant and reports anything suspicious. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately. Any such concerns should be reported to a Leicester Rowing Club volunteer or regatta official without delay.

Welfare Plan

The Organising Committee has looked at the procedures and processes of the regatta from the point of view of the welfare of children or vulnerable adults, whether as competitors, helpers or spectators. The Organising Committee would like to draw attention to the following specific points;

Children as competitors: All officials and competitors should treat child competitors in an appropriate way, for example when giving instructions or when launching or marshalling.

Children as helpers: Children will not be placed in hazardous situations.

Children as spectators: Children spectating along the course and in the boating area should take care when close to the river bank. Those with them should exercise vigilance at all times.

What to do if you have a child welfare concern

If anyone at the Regatta has any concerns of any nature about child welfare, they should contact the **Regatta Welfare Officer, Liz Pulford**. During the Regatta, she can be contacted via Regatta Control in the Secretary's tent. Her mobile phone number is 07813941123. She can also be contacted by asking any official with a radio to pass a message to her.

Liz will take overall responsibility for investigations and taking any required action, and referral to other concerned parties e.g. the coordinating umpire, the police or the British Rowing CPO. She will take responsibility for reporting any matter to the police, and for ensuring that reports are made to the British Rowing Lead Safeguarding Officer (LSO) (020 8237 6700), for the NSPCC (0808 800 5000), if appropriate.

First aid provision is provided at the regatta during the hours of racing. Outside of this time contact numbers for the local hospital are posted on site.

Supervision of junior competitors

Leicester Regatta recognises our responsibility to provide a safe environment for all those attending the Regatta in whatever capacity. With respect to juniors however, it remains the attending Clubs' responsibility to ensure that their junior competitors and crews are fully supervised and are competent to deal with the course and the prevailing conditions. We expect clubs and schools to have their own up-to-date child protection and welfare policies,

compliant with British Rowing's Safeguarding & Protecting Children Policy, and that these policies are followed.

It is a condition of entry to the regatta that each junior competitor or crew shall be supervised by a manager, coach or parent. This person must be over the age of 18 and is to be responsible for the welfare, safety and appropriate supervision of his/her crew(s). They should provide their name, contact phone number and details of which crews they are supervising to Regatta Registration. They are expected to understand the competence of the individual competitors and to know the whereabouts of their crew(s) at all times during the regatta. If at any stage they feel that the conditions are outside their competitors' level of competence it is their responsibility to withdraw them from the event. They are also expected to have read the Instructions for Competitors and familiarised themselves with the risks and hazards that may be encountered.

Whilst crews are out on the water, marshals will be on hand on the bank to provide safety cover and to summon help if required. In addition they will be instructed to a) report any suspicious activity to the Regatta Welfare Officer as detailed above and b) show respect to all competitors.

Contact numbers for responsible adults

The Regatta Welfare Officer may need to contact a coach /person responsible for a junior competitor.

All clubs with junior competitors will be expected to provide a list of names and contact mobile phonenumber for their responsible people. If no number is provided the number captured with the entry documentation will be used.

Missing Persons

If a child is believed to be missing this should in the first instance be reported to the nearest regatta volunteer or the Regatta Welfare Officer. The Regatta Welfare Officer will advise both the chairman of the race committee and the chairman of the organising committee of the situation. The coach / person responsible for the missing child will be made aware of the situation. The Regatta Welfare Officer will send out an announcement via the radios and the PA system, organise a search for the missing child and, if necessary, contact the police. If contact has not been made with the individual within 20 minutes of concerns being reported to the Regatta Welfare Officer the local police will be contacted. Any young person who has lost their coach or responsible person should report to Regatta Control in the Secretary's tent, so we can reunite them. We ask coaches/responsible persons to make theircrews aware of this.

Photography

Clubs and schools are asked to recognise that the regatta takes place on a navigable canal with a publicly accessible towpath along the entire length of the course and marshaling areas. There will inevitably be a number of people, including parents and supporters, taking photographs of the racing and the 'scene' during the day. In addition the regatta committee may make appropriate use of photographs of crews and races on its website, in the programme and its future publicity.