

## Stourport Head of the River Race 22<sup>nd</sup> January 2017

# Safety Plan

### Introduction

Stourport Boat Club will host a one day head, over 4000 meters to be held on 22<sup>nd</sup> January 2017 on the River Severn. The Event is open to all rowers. The event is open to fine and recreational boats.

### 2.0 Applicable Documentation

In preparing this plan the requirements of the following documents have been referred to and this document details event specific requirements. The general requirements included within the following documents are to be followed but are not reproduced in this plan.

The British Rowing Rules of Racing  
'Row Safe: A Guide to Safe Practice in Rowing'  
SBC event Risk Assessment

### 3.0 Prior to event

Following a clubs request to enter the event, a map of the course along with the racing rules and instructions will be sent out along with the race entry draw. This information will also be available on our website at: <http://www.stourportbc.co.uk>.

The Risk Assessment and Safety Plan for the event will be discussed with the local authorities, the Rivers Authority, SMYBA and other potential river users as well as the event river rescue team. The race committee and event safety advisors will monitor river conditions and weather reports leading up to the day of the event. They will advise competitors as soon as possible in the event of either cancellation, amendment of the course or the need to exclude certain categories of competitors for health and safety reasons. If there is a sudden change in conditions on the actual day these will be reviewed as soon as possible to give competitors notice.

### 4.0 General Information available to crews on the day

At several locations in and around the Boat Club, the following information will be displayed:

- Racing rules and instructions to competitors,
- Map of the course including hazards
- Emergency and other useful telephone numbers
- Directions to telephones, hospitals, GP surgery and pharmacy

A briefing for competitors, coxes, coaches and will be held In the Boat House prior to each division. All competitors, coxes and coaches will be reminded that persons using the river do so entirely at their own risk and are solely responsible for their own safety both on land and on water, to ensure that equipment used is up to the required 'rules of racing' and 'Row Safe' standard. The chairman of the Race Committee, advised by the Water Safety Advisors will assess the weather and water conditions for each division. If conditions are not favorable a decision may be made to progressively remove less stable boats and/or more vulnerable crews (ie younger juniors). Or cancel the event entirely. During the briefing the event officials will give advice on the prevailing weather and water conditions and decisions made on reducing entries (as above) but the coaches and competitors are responsible for deciding if they have sufficient competence to compete.

## **4.1 Boating**

All competitors, coxes and coaches will be reminded about boating times, these being 9:00hrs morning division and 12:00hrs afternoon division. (These may be changed depending on number of crews entered and weather conditions) The morning division is due to start at 10:30hrs and the afternoon at 13:30hrs. These boating times are dependent upon the number of entries. All crews will be given notice of boating times when the draw is produced. All crews must be away from the Club landing stage at least 30 minutes before each division is due to start and be in their marshaling positions 10 minutes before the start of each division. Crews ignoring this risk starting at the end of a division. Blatant abuse of this system may result in time penalties being added or disqualification.

Crews must proceed to the start on the east bank (Town side) unless advised by the monitors that center stream is safe. Please keep well away from any moored craft. On reaching the marshaling area crews will be allocated marshaling positions by the Launch monitor (See Map) with lowest numbered crews furthest upstream. Dependent upon entries, the Launch Monitor may marshal crews on both sides of the river in the marshaling area. All marshalled boats must remain with their bow facing upstream until told to turn.

Competitors must only enter the marshaling area at low pressure, adhere to instructions from the monitors and under no circumstances practice starts.

## **4.2 The Start**

On being called to the start, keep a distance of two boat lengths between boats. The starter will say 'Number ... Go'. Boats will be started approximately 15 second intervals. The timing point is approximately 20 meters after the Starter. Racing Crews should not attempt to cut bends, as this is a potential hazard and will also result in them leaving the fastest stream.

## **4.3 The Finish**

On finishing a bell will sound, all crews must continue paddling until well clear of the finish before turning to give following racing crews room. Proceed back to the Club on the west bank (Club side). Ensuring that they are tight into the bank and remain aware of crews still racing. A finish monitor will be in position to ensure compliance. Penalties may still be applied if this instruction is abused.

Crews and scullers are to keep tight into the bank. No overtaking is allowed and they must wait to be called into the landing stage by a Monitor.

## **5.0 Organization and Responsibilities**

The event is organized by the SBC Committee, which includes the following personnel:

|                |   |
|----------------|---|
| Andy Hough     | Event Secretary – 07966 268 373         |
| Steve Fuller   | Race Committee Member – 07581 416 334   |
| Paul Danby     | Race Committee Member – 07764 167 703   |
| Andy Hough     | Race Committee Chairman – 07966 268 373 |
| Kez Danks      | Safety Advisor – 07974 135 369          |
| Mark Betson    | Safety Advisor – 07887 653 201          |
| Steve fuller   | Safety Advisor – 07581 416 334          |
| Jill Stones    | Welfare Officer – 07823 333 663         |
| Hillary Little | Welfare Officer – 07909 331 753         |

On the day, various members of SBC volunteer to carry out roles allocated by the Committee and are split into the following teams.

|                    |  |
|--------------------|--|
| Parking Monitors   | At entrance to the club, directing trailer parking within the club grounds. There will be no car parking within the club grounds.  |
| Boating Monitors   | On landing stage, and lawns adjacent to club   |
| Course Monitors    | Various locations on riverbank. (Equipped with radio, megaphone and throw bag.)  |
| Race control       | Members Bar at Club  |
| Registration       | Members Bar at Club  |
| Control Commission | In the boating area, all crews will be asked to confirm that their equipment is fit for racing. If necessary equipment will be checked, Cox's will be asked if their buoyancy aids are fit for purpose and crew's whether their clothing is suitable for the prevalent conditions. |
| Safety Teams       | 3 launches on the river (equipped with Radio and BR safety bags containing buoyancy aid, throw bag, knife, thermal blankets, and first aid kit.) Call sign Safety 1 marshalling area, Safety 2 upstream at Stoney bend, Safety 3 downstream by the shuttering.                     |
| Start Timing Team  | 3000m upstream from the club. On the club side bank.   |
| Finish Timing Team | 1000m downstream from the club. On the town side river bank. (Concrete block)  |

## **6.0 H&S Arrangements and Welfare**

The nearest Hospital facilities are at the Primary Care Trust Hospital in Kidderminster for minor injuries, and the Worcester Royal Hospital in Worcester for accident and emergency. Directions and telephone numbers for both hospitals are available from Race Control, located in the Members Bar. Travel time to Kidderminster Primary Care is approximately 10 -15 minutes (4 miles) by car and Worcester Royal Hospital is approximately 30 minutes (15 miles) by car.

First Aid cover will be provided and will be located in the club house. Transport to a local hospital will also be available throughout the day. First Aid Cover for the event will be F.A.S.S.T, who will be carrying a defibrillator, all F.A.S.S.T personnel are fully trained to use a defibrillator.

Registration is located in the members bar area of the clubhouse. Emergency information, instructions for competitors and a course map will be on display.

Three rescue launches will be supplied and manned throughout the event (see below).

Warning signs will be displayed along the public footpath in front of the boating area to advise members' of the general public to exercise caution as there may be boats crossing.

Separate male and female toilets with hand washing facilities are located within the boathouse changing rooms, where there are also showers available.

Hot & cold refreshments and food will be on sale throughout the day available from the main room of the club house

In addition to our H&S arrangements and Welfare, we have provided a separate welfare statement.

## **7.0 Emergency Procedures**

In the event of an accident/incident on the water, the alarm should be raised by the nearest official or monitor with a radio. Details of the accident/incident must be relayed to Race Control and the nearest Safety boat using the radio. This will be on Channel 1. The start umpire may be instructed by Race Control to suspend racing. The safety boat in attendance may call for assistance from the other safety boat or monitors.

In the event of injury, casualties should be taken to the landing stage area for treatment by the First Aid Team. There is limited vehicular access for emergency services along the riverbank on the town side of the river, if injuries are more serious.

In the event of an accident/incident on land the nearest SBC representative should notify race control and or the safety/welfare advisors. Casualties should be brought to the attention of the First Aid Team for treatment. In severe cases contact the emergency services directly by dialing 999 or 122 from the nearest mobile phone, emergency telephone in the boathouse, or the phone in the club house.

Any umpire or SBC race official can request that the event be cancelled, or racing be stopped if in their opinion it is dangerous to run the event safely due to inclement weather, i.e. lightning strikes, strong winds, etc. Race Control will immediately consult with umpires and race officials and agree to either delay racing, or call the event off. The decision will then be relayed to all officials, competitors and spectators. Crews on the water at the time will be escorted back to the landing stage by safety and marshalling launches.

### **8.0 Accident Reporting**

Any accident/incident should be reported to race control and the event Safety Advisors. The Safety Advisors will record any incidents/accidents in the clubs accident//incident log. The Event Safety Advisors will complete the standard forms and submit them to the regional rowing council's water safety advisor and British Rowing. Any competitor, official, coach or spectator is encouraged to log any incidents on the BR website.

### **9.0 Monitoring Safety**

All volunteers will receive a briefing on the day of the event and will be shown a copy of the event risk assessment. It is the responsibility of each volunteer to monitor safety in his or her area of influence.

Any issues are to be raised between divisions with the Chairman of the race committee and the Safety Advisors so that appropriate action can be taken before the next division.

### **10.0 Communication**

Communication will be maintained using Radio's (Channel 1 unless otherwise instructed)

|                          |               |
|--------------------------|---------------|
| Hillary Little (welfare) | 07909331753   |
| Jill Stones (welfare)    | 07823333663   |
| Andy Hough               | 07966268373   |
| Club                     | 01299 823 352 |
| Kez Danks (safety)       | 07974135369   |
| Steve Fuller (safety)    | 07581416334   |
| Mark Betson (safety)     | 07887 653 201 |

### **11.0 Marshalling/Monitors and Safety**

Race Marshals, Monitors and Umpires (RMMU) will have individual responsibilities but will generally be there to ensure a safe and fair event. All instructions given by these people must be acted upon; otherwise the offending crew may receive penalties. Monitors will be in position on the bank to assist the crews on their way to the start, during the race, at finish and at disembarking.

A minimum of three safety launches will be available to assist with crews making their way to the start, and to be on stand-by in the event of an incident/accident. The locations of these safety

boats will be at areas of most risk of collision, and at positions to maintain the best possible line of site to allow for rapid casualty extraction from the water if required, these points will be in the marshalling area adjacent to caravan park (Safety 1), at the bend upstream after Stoney bend (Safety 2) and near the bend of the shuttering (Safety 3). The marshal launch will follow the last competitor down the course and be joined by Safety 2 as they pass.

Each launch is equipped with buoyancy aids, throw bags, thermal blankets, knife and basic first aid kit and radio.

The launches will be on the water at least 10 minutes before crews are due to be on the water for the first division of the day to ensure that the course is clear.

Monitors will be in place upstream before the crews embark on the course. Downstream Monitors make their way to positions once last boat has left the landing stage.

## **12.0 Rescue Launches**

SBC personnel will crew safety/marshal boat 1. Driver to be L2 qualified with a qualified first aider as crew. Safety boats 2 & 3 will be provided by Severn Area Rescue Association (SARA)

## **13.0 Welfare**

The club welfare officers, Jill Stones & Hillary Little will be available throughout the event, contact numbers above and on posters around the club. Visiting club coaches, mentors and competitors are encouraged to inform the welfare officer of any known issues which may need addressing during the event. Any visiting club with juniors should notify SBC, details of an appointed contact person/persons for the day, prior to the event. There are forms in registration to record contact details for the appointed person.

## **14.0 Safety Plan Approval and Review**

The Events Committee and the Safety Advisors will approve this plan prior to the event taking place.

The plan will be reviewed annually by the SBC Committee prior to the event in order to be current and to allow sufficient time for the implementation of additional measures or alterations.