

	Fours and Small Boats Head	DOC REF: UTRCSP/02 ISSUE: 07
UTRC	Event Safety Plan	DATE: 15-10-11

EVENT SAFETY PLAN

UTRC Fours and Small Boats Head



Upper Thames Rowing Club
Remenham Lane
Henley on Thames
Oxon
RG9 3DB

Prepared By:
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C. Safety Plan Amendments

A1. Responsibility

The Safety Plan holder is responsible for maintaining this record sheet. Should the plan require amending or updating, copies of the amended pages would be issued to the holders of the plan for inclusion in their copy.

A2. Amendment Record Sheet

Issue No.	Section	Page No.	Rev. No.	Date	Remarks	Prepared by
01			01	15/10/03	Formal issue	JAU
02			02	01/10/04	Reviewed for 2004 Event	JAU
03			03	01/10/05	Reviewed for 2005 Event	JR/JM
04			04	12/09/06	Reviewed for 2006 Event	JR/JU
05			05	25/09/09	Reviewed for 2009 Event	JR/RB
06			06	05/09/10	Reviewed for 2010 Event	JU
07			07	15/10/11	Reviewed for 2011 Event	RJB

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Appendices:

- 01 Competitor Race Instructions and Safety Information (for distribution to competitors)
- 02 Risk Assessments.
- 03 Course Plan and Circulation pattern (for distribution to competitors)

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1.0 Introduction

The Fours and Small Boats is one of a number of events held on the Henley reach of the Thames and organised by Upper Thames Rowing Club (“UTRC”). The Head is a time trial for fours and small boats, which is held annually, usually on the last Sunday in October / first in November. Entries are accepted in the following boat types.

	AM	PM
MEN’S 4+	E IM1 IM3 MAST B/C (h)	IM2 NOV JUN JUN16 MASTD/E(h)
MEN’S 4-	S IM2 MAST-D/E(h)	E IM1 JUN MAST B/C(h)
MEN’S 2-	S IM2 JUN JUN16	E IM1 IM3 MAST(h)
MEN’S 2X	S IM2 JUN JUN15 MAST B/C(h)	E IM1 IM3 J16 J14 MAST D/E(h)
MEN’S 4X	E IM1 IM3 NOV JUN14+, J16	S IM2 JUN JUN16 JUN 15+ MAST(h)
WOMENS 4-	S IM2	E IM1 MAST(h)
WOMENS 4+	E IM1 NOV JUN J16	S IM2 MAST(h)
WOMENS 2-	E IM1 MAST(h)	S IM2 JUN JUN16
WOMENS 2X	S IM2 JUN JUN15 MAST(h)	E IM1 IM3 JUN16 JUN14 MAST C
WOMENS 4X	E IM2 J16 J14+ MAST (h)	S IM1 JUN JUN 15+
MIXED 2X	S IM2	
MIXED 4X		S 1M2

This safety plan has been written to detail the arrangements to be put in place to manage the various risks identified in the Risk Assessment contained in Appendix 2 of this document and to meet the requirements of the Row Safe: A Guide to Good Practice in Rowing (“Row Safe”) published by British Rowing (“BR”)

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 BR Rules of Racing
- Row Safe
- Correspondence from the Navigation office of the Environment Agency
- Local Event Rules

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3.0 Organisation and Responsibilities

The event is organised by the Head Committee, which consists of the following.

Elise Cope	Secretary
John Urry	Entries Secretary and Race Committee Chairman
Maggie Neal	UTRC Events Chairman
Richard Berkley	Safety Advisor

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

Car Parking	At UTRC and the Boating Area
Raft Marshals	At the boating area.
Registration	At the boating area
Marshals	In boats on the river
Start Team	
Finish Team	

4.0 H&S Arrangements and Welfare

In the boating area a mobile toilet is provided with separate facilities for men and women and hand washing facilities. Registration is housed in a marquee. A first Aid Kit is kept at registration. External caterers will provide hot & cold refreshment facilities in the boating area. The clubhouse at UTRC is the location of Race Control. Toilet and shower facilities are available at the UTRC. Copies of Race Instructions & Safety Information will be provided at registration. A third party specialist – Southern Medical Services will provide trained First Aiders & an ambulance situated at the boating area. The nearest Hospital Outpatient facilities are at the Fairmile Hospital in Henley and at Reading Hospital. Each marshals boat & the boating area will have emergency kits including first aid, throw lines & thermal blankets.

5.0 Emergency Procedures

In the event of an accident on the water the alarm should be raised by the nearest official or marshal with a radio. The details of the Accident must be re-laid to Race Control and the nearest Safety boat using the radio.

It will be the responsibility of the race committee chairman to decide if racing must be stopped.

The safety boat in attendance may call for assistance from other safety boats or marshals.

Depending on the severity of injuries, casualties should be taken to the boating area for treatment by Southern Medical Services. Southern Medical Services have a mobile unit which may be relocated closer to the casualty if considered more appropriate e.g. landing stage at UTRC.

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In the event of an Accident on land the nearest UTRC representative should deal directly with the incident. Casualties should be brought to UTRC or the boating area for treatment, whichever is the closer. Southern Medical Services should be advised over the radio on the intended location of the casualty so they can relocate if appropriate. In severe cases contact the emergency services direct by dialling 999 from the nearest mobile phone, or emergency telephone. BT phones are located at UTRC and on Henley Bridge.

6.0 Accident Reporting

Any incident or accident must be reported to race control and the Event Safety Advisor. The Event Safety Advisor will inform the UTRC club safety advisor of any incidents/accidents. The Event Safety Advisor collate details of the incident from those involved, and any witnesses, and submit a report using the incident reporting facility on the BR website.

7.0 Monitoring Safety

The Chairman of the Race Committee will consult with the Safety Advisor and Environment Agency 48 hours prior to the event taking place to review the current & predicted weather & stream conditions. This review will be repeated 24 hours prior to the event, on the morning of the event & between divisions should conditions change. If the conditions are considered to be unsafe at any time the event will be cancelled. Notices relating to the status of event cancellation will be posted on the UTRC website.

All volunteers will receive a briefing on the day of the event and will be given a copy of the risk assessments, Competitor Instructions, Safety Information & Circulation Pattern. 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 Advisor so that appropriate action can be taken before the next race.

8.0 Traffic Routes

Traffic Routes are detailed on the circulation plan included in the appendix to this document. Written description is found in the Competitor Race Instructions & Safety Information. A copy of the circulation plan will be sent to each competing crew prior to the event and additional copies will be available at registration. Enlarged Circulation Patterns will be on display in registration and near the boating rafts.

Sufficient volunteers will be provided to ensure that the traffic flows are maintained in accordance with this plan both on and off the water.

9.0 Communication

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Communication will be maintained using hand held walkie-talkies. The following will have radios.

Each umpire	8	Southern Medical Services	1
Registration	1	Safety Advisor	1
Each marshal on the water	5	Spare	1
The start team	1		
Safety boats	2		

In addition to the above all radio users will have mobile phones and will be able to contact the control commission.

John Urry 07850 927823

And the Event Safety Advisor

Richard Berkley 07768 512 079

In the event of equipment failure control commission should be notified by mobile phone.

10.0 Marshalling

A minimum of four marshals in launches on the water will be provided. The workboat will be stationed below the start to prevent competitors from going near the lock and to provide a reference for turning below the start. During racing the other three will be spread between the start and Temple Island.

The marshals will attend a briefing prior to the first division. The marshals will be in position 30 minutes before racing commences to ensure that crews get into the race order as quickly as possible and do not bunch near the start. The marshals will ensure that a navigation lane for other river traffic is kept clear at all times.

11.0 Safety Boats

Trained personnel will provide two specialist safety boats from the Windsor Lifeguards. The boats will be positioned as follows:

Prior to Racing

Safety Start – patrolling an area from Temple Island to Hambleton Lock

Safety Finish – Patrolling the area at the finish and the boating area

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During Racing

Safety Start – patrolling an area from Temple Island to Hambleton Lock
 Safety Middle – patrolling the area between the finish and Temple Island.

In the event of equipment failure of either launch, the race committee chairman should be notified immediately. He will then decide on actions including re-distribution of the other launch, postponing racing or cancellation of the event.

12.0 Cancellation Due to Adverse Weather Conditions

The Organising Committee will review the river conditions (flow rate etc.) in the week before the event and take advice from the environment agency where appropriate.

On the day (and throughout the day) weather conditions – specifically wind speed and direction, and air temperature will be monitored and a decision to cancel will be made if it is felt that competitors may not be experienced enough to marshal/race in the conditions or that hypothermia may be possible during marshalling.

Competitors will be kept informed by registration on the day and through the website in the lead up to the race.

13.0 Safety Plan Approval and Review

The Chairman of the Race Committee and the Safety Advisor will approve this plan prior to the event taking place.

The plan will be reviewed annually at least four weeks before the event is to be held so that sufficient time is given for implementation of additional measures.