

	<b>UTAH</b>	DOC REF: UTRCSP/01 ISSUE: 14
<b>UTRC</b>	<b>Event Safety Plan</b>	DATE: 1-Oct-18

# EVENT SAFETY PLAN

**UTRC**  
**Upper Thames Autumn Head (UTAH)**  
**2018**



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

Prepared By:  
John Pilgrim-Morris

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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
<b>05</b>			<b>05</b>	<b>25/09/09</b>	<b>Reviewed for 2009 Event</b>	<b>JR/RB</b>
<b>06</b>			<b>06</b>	<b>05/09/10</b>	<b>Reviewed for 2010 Event</b>	<b>JU</b>
<b>07</b>			<b>07</b>	<b>15/10/11</b>	<b>Reviewed for 2011 Event</b>	<b>RJB</b>
<b>08</b>			<b>08</b>	<b>26/09/12</b>	<b>Reviewed for 2012 Event</b>	<b>JU</b>
<b>09</b>			<b>09</b>	<b>28/09/13</b>	<b>Reviewed for 2013 Event</b>	<b>JU</b>
<b>10</b>			<b>10</b>	<b>22/09/14</b>	<b>Reviewed for 2014 Event</b>	<b>MN</b>
<b>11</b>			<b>11</b>	<b>15/09/15</b>	<b>Reviewed for 2015 Event</b>	<b>ML/JPM</b>
<b>12</b>			<b>12</b>	<b>01/09/16</b>	<b>Reviewed for 2016 Event</b>	<b>ML/JPM</b>
<b>13</b>			<b>13</b>	<b>19/09/17</b>	<b>Reviewed for 2017 Event</b>	<b>JPM</b>
<b>14</b>			<b>14</b>	<b>18/9/18</b>	<b>Rewvied for 2018 Event</b>	<b>JPM</b>

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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

UTAH 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 eights, fours and small boats, which is held annually, on the last Sunday in October / first in November. The event is run under BROE 2 arrangements and rules. Entries are accepted in the following classes:

The full range of **OPEN EVENTS** is offered and there is no restriction on doubling up between the Morning and Afternoon Divisions. For **OPEN EVENTS** with 10 or more entries the event will be split.

**MASTERS** and **JUNIOR EVENTS** will be arranged by age categories (See matrix below). **MASTERS EVENTS** will be handicapped (ie CDE and FGH).

Start orders will be determined by BR crew points.

**Medals** will be presented in Events in which 2 or more crews start. The Sutherland Bowl will be awarded to the fastest crew of the day. The Truman Victor Ludorum Cup will be presented to the most successful Club.

Status	8	4-	4+	2-	4x	2x	8	4-	4+	2-	4x	2x
Senior Open	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Women Open	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
M Masters C/D/E	Y		Y			Y		Y		Y	Y	
M Masters F/G/H		Y					Y		Y	Y	y	Y
W Masters C/D/E	Y	Y		Y		Y			Y		Y	
W Masters F/G/H	Y	Y		Y		Y			Y		Y	
Men Jnr J18		Y				Y			Y	Y	Y	
Men Jnr J16		Y				Y			Y	Y	Y	
Men Jnr J15						Y					4x+	
Men Jnr J14					4x+							Y
Women Jnr J18		Y				Y			Y	Y	Y	
Women Jnr J16		Y				Y			Y	Y	Y	
Women Jnr J15						Y					4x+	
Women Jnr J14					4x+							Y

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: British Rowing A Guide to Good Practice in Rowing (“Row Safe”).

### 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

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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.

Martin Levy	Race Committee Chairman and Chief Umpire
Paul Taylor	UTAH Coordinator and Secretary
John Pilgrim-Morris	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 and on bank
Start Timing Team	
Finish Timing Team	

In addition qualified Umpires or Trainee Umpires will act as Race Monitors spread along the course.

### 4.0 H&S Arrangements and Welfare

In the boating area mobile toilets are provided. Registration is housed in a marquee. A first Aid Kit is kept at registration. A defibrillator is available at UT boathouse. 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 Townlands Hospital in Henley and at Royal Berkshire in Reading Hospital. Each marshal 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 on the River

River 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 available on the UT's website event page. In addition copies will be available distributed with boat numbers 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.

#### 8.1 Car Parking.

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Competitor Cars and Trailers are to park in the HRR Lion Meadow area. Entry is along Leander Way. Parking will be organised by Car Park Marshalls. All cars and trailers are required to vacate the Lion Meadow by 6.30pm. Officials and Helpers cars should park in the UT car park. In the event that Lion Meadow is water logged and not available, boat trailers will be parked along the hard core roadway in Butlers Field. Cars will be required to be parked off site in the town.

## 9.0 Communication

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	7
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. Megaphones will be issued to all umpires and marshals.

Matin Levy                    07930490654

And the Event Safety Advisor

John Pilgrim-Morris    07742080620

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 and supported by 3 bank marshals 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 two 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. The boats will be positioned as follows:

Prior to Racing

Safety Start – patrolling an area from Temple Island to Hambledon 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 Hambledon 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.

Appendices.

01 Competitor Race Instructions and Safety Information (for distribution to competitors: see above)

02 Risk Assessment.

03 Course Plan and Circulation pattern (for distribution to competitors)

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