



# **EVENT SAFETY PLAN**

**UTRC**

**Upper Thames Autumn Head (UTAH)**

**2021**



Upper Thames Rowing Club

Remenham Lane

Henley on Thames

Oxon

RG9 3DB

Prepared By: Stewart Bell





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### 3 EVENT SUMMARY

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<b>Event Organizer:</b> Upper Thames Autumn Head (UTAH) Committee c/o Upper Thames Rowing Club	
<b>Contact Details :</b> Upper Thames Autumn Head c/o Upper Thames Rowing Club, Remenham Lane, Henley on Thames, RG9 3DB or c/o Irene Hewlett, Event Chairman, <a href="mailto:irene@hewlett.nl">irene@hewlett.nl</a> .	
<b>Event venue:</b> Henley-on Thames, Oxon	
<b>Event location:</b> The event is spread over two locations: A) Lion Meadow - owned by Henley Royal Regatta (HRR); B) Upper Thames Rowing Club (UTRC) – Remenham Lane, RG9 3DB. Note this is to the east (Berkshire side) of the River Thames as it runs through Henley on Thames.	
<b>Event course:</b> River Thames, downstream of Henley Bridge, upstream of Hambleden Lock. Racing course 3000m – start located 300m upstream of Hambleden Lock to Phyllis Court (300m downstream of Henley Bridge).	
<b>Regulator / owner of the course</b> <b>Environment Agency</b> Mark Davis, Thames Region, Kings Meadow House, Kings Meadow Road, Reading. Tel 07500 880503 or 03708 506506 <a href="mailto:Mark.Davis1@environment-agency.gov.uk">Mark.Davis1@environment-agency.gov.uk</a> . Out of hours 0300 123 1239 <b>Henley Royal Regatta</b> , Regatta HQ, Henley on Thames, RG9 2LY Tel 01491 572153 (permission granted to use Lion Meadow as trailer and boating area)	
<b>Expected competitors / participants</b>	The full range of <b>OPEN EVENTS</b> is offered and there is no restriction on doubling up between the Morning and Afternoon Divisions. For <b>OPEN EVENTS</b> with 10 or more entries the event will be split. <b>MASTERS</b> and <b>JUNIOR EVENTS</b> will be arranged by age categories (See event poster). <b>MASTERS EVENTS</b> will be handicapped (i.e. CDE & FGH).
<b>Expected or required competitor experience level</b>	Competing clubs responsible to ensure that their crews are competent on the water and able to race 3,000m.
<b>Expected racing craft</b>	Eights, fours, doubles and pairs (no single sculls)
<b>Competition format(s)</b>	Head race (time trial format).
<b>Competition rules</b>	BR Rules of Racing <a href="https://www.britishrowing.org/competing/rules">https://www.britishrowing.org/competing/rules</a> supplemented by UTAH Rules, as published on UTAH website and with consideration of Row Safe Guide <a href="https://www.britishrowing.org/about-us/policies-guidance/rowsafe">https://www.britishrowing.org/about-us/policies-guidance/rowsafe</a> Start orders will be determined by BR PRI crew points.



## 4 MAIN CONTACTS

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### 4.1 ORGANISING COMMITTEE

Role	Name	Contact No (available at Registration)
Chairman	Irene Hewlett	
Safety Manager	Stewart Bell	
COVID Manager	David Wright	
Welfare Manager	Janet Hope-Brown	
Land Manager	Tim Kitto	
Water Manager	Tim Davies	
Chief Umpire	Martin Levy	
Volunteers Manager	Bill Evans	
Medals Manager	Tom Kane	

### 4.2 ADDITIONAL SUPPORT STAFF

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

Car Parking                    At UTRC and the Boating Area (subcontracted to Henley Contractors)

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.



### 4.3 APPLICABLE DOCUMENTATION

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 the Appendix of this document and to meet the requirements of the Row Safe: British Rowing A Guide to Good Practice in Rowing (“Row Safe”).

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
- RowSafe, RowSafe +, RowSafe Further Guidance
- British Rowing Welfare Guidance
- Correspondence from the Navigation office of the Environment Agency
- Local Event Rules



## **5 HEALTH AND SAFETY ARRANGEMENTS AND WELFARE**

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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 UTRC 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 UTRC. Copies of Race Instructions & Safety Information will be provided at registration.

A third party specialist – Tactical Medical UK 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.

### **5.1 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 Tactical Medical UK. Tactical Medical UK have a mobile unit which may be relocated closer to the casualty if considered more appropriate e.g. landing stage at UTRC.

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. Tactical Medical UK 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.

### **5.2 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.



### **5.3 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.

### **5.4 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.

### **5.5 CAR PARKING.**

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 waterlogged 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.





## 6 COMMUNICATION AND RADIO PROTOCOL

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Communication will be maintained using VHF radios. The following will have radios:-

Each umpire	8	Tactical Medical UK	1
Registration	1	Safety Advisor	1
Each marshal on the water	5	Spare	11
The start team	1		
Safety boats	2		

CALL THE STATION WITH WHOM YOU WISH TO SPEAK BY ANNOUNCING THE NAME TWICE AND THEN ADDING YOUR OWN. (e.g. "Race Control, Race Control this is Start are you receiving. Over?")

IF THEY FAIL TO ANSWER AFTER TWO ATTEMPTS, TRY AGAIN LATER.

IF YOU NEED A RESPONSE TO YOUR TRANSMISSION SAY "OVER" AT THE END OF WHAT YOU ARE SAYING. END YOUR CONVERSATION WITH "OUT"

REMEMBER:

WHILE YOU ARE TRANSMITTING YOU ARE PREVENTING ANYONE ELSE USING ANY OF THE NETWORK.

YOU MUST RELEASE THE TRANSMIT KEY BEFORE YOU CAN HEAR ANY ANSWER.

ANY PERSON WHO COLLECTS A RADIO FOR USE DURING THE DAY, IS RESPONSIBLE FOR RADIO AND ANY SPARE BATTERY UNTIL THEY ARE HANDED IN AT UPPER THAMES ROWING CLUB. DO NOT LEAVE THEM ANYWHERE ELSE IN THE HOPE THAT THEY WILL BE COLLECTED !

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

Chief Umpire: Martin Levy

Event Safety Advisor: Stewart Bell Telephone numbers available at registration

Event Land Manager: Tim Kitto



## 7 MARSHALLING

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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.

### 7.1 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 Hambleden Lock

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

During Racing:-

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



## **8 CANCELLATION DUE TO ADVERSE WEATHER CONDITIONS**

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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.



## 9 SAFETY PLAN APPROVAL AND REVIEW

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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.



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## **10 APPENDIX - COMPETITOR RACE INSTRUCTIONS AND SAFETY INFORMATION (FOR DISTRIBUTION TO COMPETITORS)**

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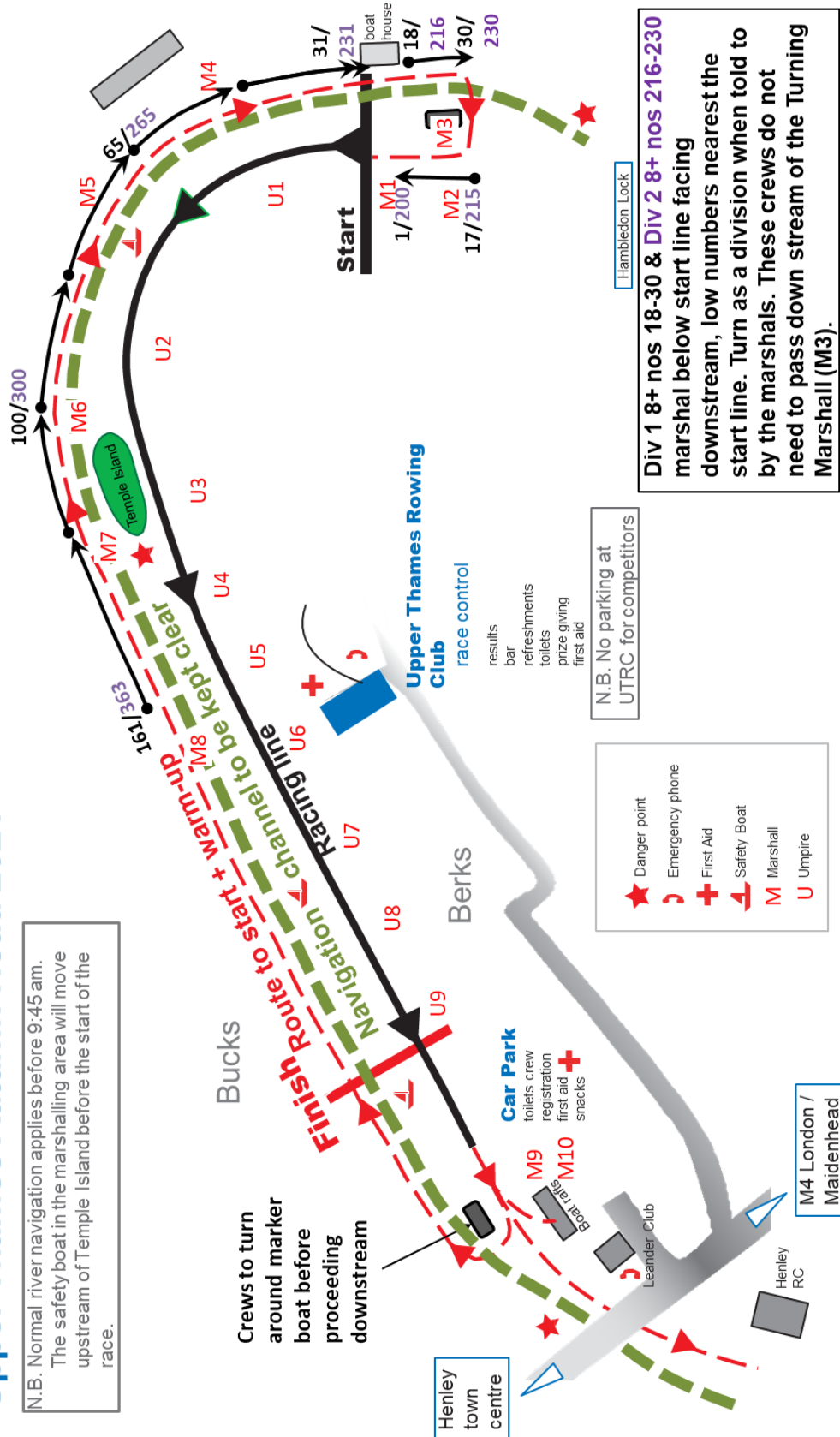
The latest competitor race instructions and safety information will be published on the event website:-

<http://www.utrc.org.uk/events/autumn-head/>

# 11 APPENDIX - COURSE PLAN AND CIRCULATION PATTERN

## COURSE MAP showing circulation pattern Upper Thames Autumn Head 2021

N.B. Normal river navigation applies before 9:45 am. The safety/boat in the marshalling area will move upstream of Temple Island before the start of the race.





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## 12 APPENDIX – ENVIRONMENT AGENCY NOTICE

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The Environment Agency Notice of river restriction will be published at:-

<https://www.gov.uk/guidance/river-thames-restrictions-and-closures>



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## 13 APPENDIX – RISK ASSESSMENT

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See separate document Appendix UTAH RISK ASSESSMENT 2021 24Sep2021.doc