



**UTAH**  
**Event Safety Plan**

**DOC REF: UTRCSP/01**

**ISSUE: 19**

# **EVENT SAFETY PLAN**

**UTRC**

**Upper Thames Autumn Head (UTAH)**

**2023**



**Upper Thames Rowing Club**

**Remenham Lane**

**Henley on Thames**

**Oxon**

**RG9 3DB**

**Prepared By: Stewart Bell**



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## 1 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.

### 1.1 AMENDMENT RECORD SHEET

Issue No.	Section	Page No.	Rev. No.	Date	Remarks	Prepared by
01-13			01	18/09/18	Yearly updates since initial document in 2003	JAU
15			15	27/04/19	Reviewed for 2019 Event	JM/NA
16			16	22/09/21	Revised for 2021 Event – Updated emergency procedures, risk assessment, radio protocol	SB
17			16	4/10/22	Changed chief umpire to Neil Hewlett. Added river flowrate and wind speed numbers. Added visibility. Added responsibility of clubs/crews to assess conditions.	SB
18			17	14/10/22	Post review with Chief Umpire. Increased safety boats to 3 and altered positions. Changed start line up so all crew turn around M3	SB
19			18	18/09/23	Increased safety boats to 4. Additional boat watching crews back to UTRC	SB
20			19	22/10/23	Updated number of Safety Boat radios to 4	SB

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### 3 EVENT SUMMARY

<p><b>Event Organizer:</b> Upper Thames Autumn Head (UTAH) Committee c/o Upper Thames Rowing Club</p> <p><b>Contact Details :</b> Upper Thames Autumn Head c/o Upper Thames Rowing Club, Rememham Lane, Henley on Thames, RG9 3DB or c/o Irene Hewlett, Event Chairman, <a href="mailto:irene@hewlett.nl">irene@hewlett.nl</a>.</p>	
<p><b>Event venue:</b> Henley-on Thames, Oxon</p>	
<p><b>Event location:</b></p> <p>The event is spread over two locations:</p> <p>A) Lion Meadow - owned by Henley Royal Regatta (HRR); (main competitor location)</p> <p>B) Upper Thames Rowing Club (UTRC) – Remenham Lane, RG9 3DB. (race control)</p> <p>Note this is to the east (Berkshire side) of the River Thames as it runs through Henley on Thames.</p> <p><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).</p>	
<p><b>Regulator / owner of the course</b>  <b>Environment Agency</b></p> <p>Mark Davis, Thames Region, Kings Meadow House, Kings Meadow Road, Reading.</p> <p>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</p> <p><b>Henley Royal Regatta</b>, Regatta HQ, Henley on Thames, RG9 2LY Tel 01491 572153</p> <p>(Permission granted to use Lion Meadow as trailer and boating area)</p>	
<p><b>Expected competitors / participants</b></p>	<p>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.</p> <p><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 &amp; FGH).</p>
<p><b>Expected or required competitor experience level</b></p>	<p>Competing clubs responsible to ensure that their crews are competent on the water and able to race 3,000m.</p>
<p><b>Expected racing craft</b></p>	<p>Eights, fours, doubles and pairs (no single sculls)</p>
<p><b>Competition format(s)</b></p>	<p>Head race (time trial format).</p>

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<p><b>Competition rules</b></p>	<p>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></p> <p>Start orders will largely be determined by BR PRI crew points.</p>
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## 4 MAIN CONTACTS

### 4.1 ORGANISING COMMITTEE

Role	Name	Contact No
Chairman	Irene Hewlett	On the day contact registration
Event Safety Advisor (ESA)	Stewart Bell	
Welfare Manager	Janet Hope-Brown	
Land Manager	Tim Kitto	
Water Manager	Tim Davies	
Chief Umpire	Neil Hewlett	
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 Contracting)
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.

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### **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 and accepted conventions on the Henley reach



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## 5 HEALTH AND SAFETY 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 UTRC clubhouse and Leander Club. 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 – 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.

### 5.1 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 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.

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.

### 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 shall 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 Event 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

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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 CLUBS AND COMPETITORS RESPONSIBILITY FOR SAFETY**

It is the responsibility of the competing clubs and individual competitors to make sure that they have reviewed the circulation pattern prior to boating and their own assessment of their ability to handle the prevailing conditions. Clubs and individual crews need to keep race control / safety informed if they have any concerns or particularly inexperienced crews.

#### **5.5 EQUIPMENT FAILURE**

If a crew suffers equipment failure (such as broken rudder) on the way to the start or during the race then they should make sure that they stay off the racing line and not impede the racing crews. The stricken crew should signal for a marshall by waving crossed arms with clenched fists and wait for instruction on how and when to safely return to the landing stages.

#### **5.6 MINIMISE RISK OF DAMAGE TO BOATS DURING RIGGING/DE-RIGGING**

Typically, crews place boats perpendicular to the river for rigging and de-rigging before/after racing. However, if there is a moderate wind of >15Kmph then crews should align boats along the prevailing wind direction to reduce the risk of boats being blown off trestles.

#### **5.7 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.

#### **5.8 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

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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.

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## 6 COMMUNICATION AND RADIO PROTOCOL

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

Each umpire	8	Southern Medical Services	1
Registration	1	Safety Advisor	1
Each marshal on the water	5	Spare	11
The start team	1		
Safety boats	4		

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: Neil Hewlett 07788889212

Event Safety Advisor: Stewart Bell 07765 897160

Event Land Manager: Tim Kitto: 07775597967

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## 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 three specialist safety boats which will be in radio contact with each other. The boats will be positioned as follows:

Prior to Racing:-

Safety Start – patrolling an area from upstream end of Temple Island to Hambleden Lock

Safety Mid Course – patrolling from downstream end of Temple Island to start of HRR enclosures

Safety UTRC – moored at UTRC watching crews proceeding to the start

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 Temple Island and UTRC

Safety UTRC – watching crews returning to UTRC

Safety Finish – patrolling the area between UTRC and the finish

In the event of equipment failure of any safety boat, the race committee chairman should be notified immediately. They will then decide on actions including re-distribution of the remaining operational safety boats, postponing racing or cancellation of the event.

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## 8 CANCELLATION DUE TO ADVERSE WEATHER CONDITIONS

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The Organising Committee will review the river conditions (flow rate, wind speed etc.) in the week before the event and take advice from the environment agency <http://riverconditions.environment-agency.gov.uk/> where appropriate. If the river flow rate is likely to exceed 100m<sup>3</sup>/sec and/or wind speeds forecast to be in excess of 35kmph on the day then the event will be cancelled.

Visibility needs to be good enough that adjacent bank marshals can see each other and fully across the river.

On the day (and throughout the day) weather conditions – specifically visibility, wind speed/direction, and air temperature will be monitored by the Chairman and Event Safety Advisor. A decision to cancel will be made if it is felt that the marshalling and race can no longer be run safely. Weather forecasts from sites such as <https://www.metoffice.gov.uk/> will be used to watch for any weather fronts that might bring rain/wind and change conditions while crews are on the water.

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

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## 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/>





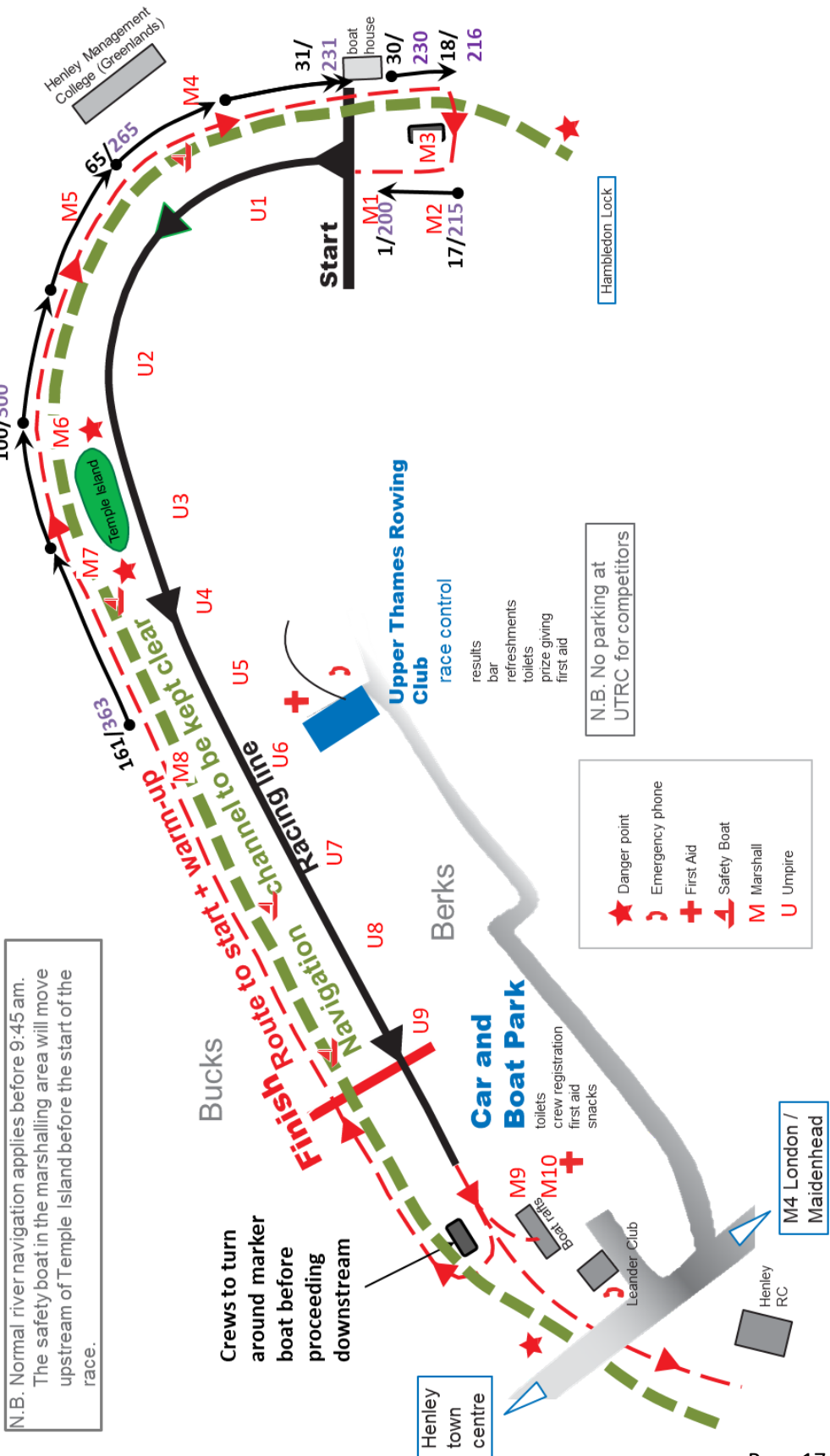
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## 11 APPENDIX – COURSE MAP AND CIRCULATION

### COURSE MAP and Circulation Pattern Upper Thames Autumn Head 2023



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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 2023 180923.doc