**Event[[1]](#footnote-1) Water Safety Planning**

**A. Scope and purpose:**

A key role of British Rowing (BR) is ***to ensure fair, safe and worthwhile racing*** in England.

.

***This section is addressed to Event Water Safety Advisers (EWSAs) and their colleagues organising an on-the-water competition*** – regatta; time trial/head race; [bumping race,] skills test; or match race – between rowers all or most of whom are required to be members of BR prior to entry and to compete under the BR Rules of Racing (or alternative rules specific to the event

The section’s ***aims*** are:

\* *To reduce the burdens* on EWSAs of meeting BR’s requirements,

\* *To reduce the chances of them omitting matters of significance* to the management of risks arising from their event and its location, and

\* *To make it easier for competitors, officials and collaborators* (including hired or public service supporters, especially those not familiar with our sport or its jargon), to find information crucial to their roles in delivering safety through general consistency of structure from event to event, particularly those on the same reach(es).

The ***ranges of events covered by BR and their venues are very wide***. No one plan or format can be devised which fits them all. Also, ‘safety’ interacts with many aspects of managing an event. There is therefore a danger of creating a document out of scale with the task it is aimed at – too ‘thin’ and important material may be missing when needed; but too ‘fat’ and essential detail will be lost in the verbiage.

An ***effective event water safety plan*** must be confined to the matters essential to the “safe” dimension of racing at the specific venue. Although a plan can co-ordinate other useful matters, attempting to include too many or too much detail will render it ineffective, read by few and implemented by no-one. The EWSA is best place to judge the scope and detail appropriate to their event. The recommendations below should be interpreted by the EWSA , in relation to the needs of their specific event but taking into account:

\* The Rules of Racing, especially Rule [2-2-3] concerning local circulation patterns and hazards

\* Other safety-specific provisions of Row-Safe, especially the Event Risk-Assessment (ERA)

**B. Framework for an Event Safety Plan:**

**Section 1. Specifying the Plan**

|  |  |  |
| --- | --- | --- |
| **Task/Function** | **Author’s**  **action** | **Notes for author** |
| 1A. Document control | |  |
| Event Water Safety Plan for |  | The tile will normally be the entry in the BR Racing Calendar. Include the date to distinguish from previous Event Plans and to be clear to non-rowing recipients (e.g. PLA or EA) |
| **[Title of event – DD-MM-YY]** | Insert event name and date |
| Author – [Name: Position] | Insert author’s name and role. | The person drafting the Plan; normally the EWSA. |
| Plan version - Revise [of DD MM YY] | Insert date or “FINAL” | Plans evolve. Users MUST know which version they are looking at. |
| 1B. Defining the Event | |  |
| **Event Organizer**: [ ... ]  **Contact details** : [ ... ] | Insert name etc. of club or body | Normally the club or other body accountable to BR for the good conduct of the event |
| **Event venue**: [ .... ] | Insert place-name & location | Regatta or head enclosure address or a general location (e.g. “Thames Tideway”) |
| **Event location and course [ ... ]** | Describe waters occupied by the ***whole*** event | Include ALL waters affected (e.g. marshalling and finishing spaces) in enough detail for non-rowers to understand the impact of the event. |
| Regulator / owner of the course **[Name]**  **[Contact person/office]**  **[Contact details]** | Insert name of the navigation authority (or other body); contact details | Identify the body which determines whether, when and on what terms the event takes place. Normally this is a regulatory body (Harbour authority; EA). But owners of isolated private waters normally set their own terms |
| 1B. Scoping the Contests |  | To inform the ERA, but also to let the ***non***-rowing bodies under-stand what’s going to happen |
| **Expected competitors / participants:** | Describe the intended participants (especially relative vulnerability | - E.g. Masters, Adults, Juniors, Rowers with disabilities, Explore. Also likely numbers |
| **Expected or required competitor experience level:** | Describe intended competence level(s) | E.g. Junior, Novice, IM1 to 3, Elite, Masters |
| **Expected racing craft**: | Describe racing craft | (E.g. coastal, recreational boats, fine boats) |
| **Competition format(s)** | Describe races etc | (E.g. Head/time trial; multi-lane; match races; skills; bumping) |
| **Competition rules** | Describe the prevailing ‘rule book’. | Usually the BR Rules of Racing. Specify any supplements (e.g. TRRC Regatta Code) or alternatives being used. |

**2. Event Organisation**

**2.1 Event Organising Committee**

**Regatta**

|  |  |  |  |
| --- | --- | --- | --- |
| Organised by: |  | | |
| **Organising Committee (as a minimum):** | | | |
|  | **Name** | **Contact No** | **Email** |
| Chairman: |  |  |  |
| Chairman of Race Committee: |  |  |  |
| Event Water Safety Adviser: |  |  |  |
| Event Welfare Officer: |  |  |  |
| **Race Committee (as a minimum 3 Umpires)** | | | |
| Chairman of Race Committee: |  |  |  |
| Coordinating Umpire: |  |  |  |
| Umpire: |  |  |  |

**Head**

|  |  |  |  |
| --- | --- | --- | --- |
| Organised by: |  | | |
| **Organising Committee (as a minimum):** | | | |
|  | **Name** | **Contact No** | **Email** |
| Chairman: |  |  |  |
| Chairman of Race Committee: |  |  |  |
| Event Water Safety Adviser: |  |  |  |
| Event Welfare Officer: |  |  |  |
| **Race Committee (as a minimum 3 Umpires.)** | | | |
| Chairman of Race Committee: |  |  |  |
| Chief Umpire (Maybe Chairman of Race Committee) / Umpire: |  |  |  |
| Umpire: |  |  |  |

**2.2 Communication**

*Awareness of Safety Arrangements Who, What, Where, When & How*

**Prior to the event**

|  |  |
| --- | --- |
| **2.2A Navigation Authority (or Proprietor – see Section 1)** | |
| Authorisation from the relevant navigation authority giving permission to use the stretch of water for the event.  Conditions (if any) on conduct of the event (E.g. notification of rescue vessel(s) registration code(s). implemented) | **[Date: Reference]**  **[Yes/No]** |
| **2.2B Emergency Services** | |
| Where required, Notification sent to Police, Fire, Ambulance, RNLI and local Hospital A&E covering Section 1, high-lighting possible impact on their responsibilities, and giving directions to land access point(s). | **[Date]** |
| **2.2C Highways / Local land owner / community** | |
| Where required, Notification as in 2.2A sent and, if appropriate, approval in writing received . | **[Date(s)]** |
| **2.2D Other River users** | |
| \* Record any general notices of the event that have been made informing ***other users*** e.g. local papers, parish / village newsletters, user forums, Facebook, Twitter.  \* Form, content of specific notifications sent to ***non-participating rowing clubs*** normally using the waters.  \* \* Form, content of specific notifications sent to ***non-participating canoe, sailing or other clubs*** normally using the waters. | **List**  **List**  **List** |
| **2.2E Third party Services e.g. Safety Boats, First Aid** | |
| Brief and acceptance. | **[Dates]** |
| **2.2F Host Clubs** | |
| Where appropriate - Notification sent of responsibilities |  |
| **2.2G For participants (Can be web based / email / snail mail)** | |
| How to get to the Event  Rule 2-2-3 Map; Circulation Pattern on and off water; Hazards to safe marshalling , racing and recovery/return  Competitors Safety Instructions  Notification of planned safety briefings, when and who is required to attend. |  |
| **2.2H Cancellation or curtailment of the event** |  |
| EWSA must monitor weather and flow forecasts and advise the Committee on whether to run all or only parts of the event   * Prepare ways and means for communicating decisions to participants and interested bodies (see section 2.2A-E. * Consider abandoning the day before the event if possible. * Changing the course * Make assessment based on fixed and variable aspects of event i.e. Age, Experience / Category, 1x, 2x, Coxless, Front Loader, No under seat buoyancy, Weather, the course, Water Conditions, Other External Factors | Archive advice and decisions  List notifications made |

**2.3 At the start of the event**

|  |  |
| --- | --- |
| **Organizers / Umpires, marshals, monitors/safety people, 3rd party services (Rescue Launches / First Aid)** | |
| Notification of planned safety briefings, when and who is required to attend. |  |
| **For participants** | |
| Notification of planned safety briefings, when and who is required to attend.  Notification of the Abandonment Plan, the way in which it will be implemented and the requirements it places on each participating crew. |  |
| **For EWSA** |  |
| Monitor conditions  Advise on the starting, suspension, alteration or abandonment of the event. |  |

**2.4 During the event**

|  |  |
| --- | --- |
| **Organisers** | |
| Describe what communication is being used during the event – radios, mobiles, VHF and who has them. If radios, ensure spare batteries are carried. |  |
| Instruct and Brief on when and how to use. |  |
| A separate radio frequency may be used for an emergency. |  |
| Event Coordinator to hold key mobile phone numbers should other communication methods fail. |  |
| **For EWSA** |  |
| Monitor conditions and incidents or occurrences during the event.  Advise on the starting, suspension, alteration or abandonment of the event. |  |

**Post event**

|  |  |
| --- | --- |
| **Participants / Officials** | |
| Any feedback or comments on the competition / event safety cover after the event should be sent to : xxxx email;: xxxx@xxxx.xx.xx |  |
| **For participants** | |
| Describe any plans for debrief after the event to review safety for the event. |  |

**2.3 Documentation**

*To be attached as Appendices to “The Event Safety Plan”*

1. **Event Risk Assessment:**

* To cover on water and on land items
* Standard format exists – see RowSafe
* List Hazards / Hazardous events / Barriers / Controls

<http://www.britishrowing.org/news/2012/december/12/safety-basics-interactive-risk-assessment-module>

1. **Emergency Response Plan / Incident Response plan**
   * Complete and attach

**Note**:

* The key to a successful Response is to have effective communication – be clear and concise with radio messages – the full details can be recorded and passed on later.
* On Water and Off water - In the event of an accident, the first duty is to the safety of the competitor or any person in difficulty.
* Lay down rules of engagement
  + e.g.Water Based Incident - Nearest Umpire Radios to All Points or Safety Launch or...Detail Radio Channels to be used...help that should be administered until Rescue arrives...where rescued parties will disembark.
  + e.g. Land Based Incidents - Controlled initially by those finding the incident until the Safety Adviser and or the First Aid takes over responsibility.
* Generate a separate document as an aid memoir for those acting in an official capacity for consistency of approach.

1. **Abandonment Plan**
   * Complete and attach

**Note**:

Competition / Event

* When and how you communicate.
* Make assessment based on fixed and variable aspects of event i.e. Age, Experience / Category, 1x, 2x, Coxless, Front Loader, No under seat buoyancy, Weather, the course, Water Conditions, Other External Factors

Club / Coach / Individual

Responsibility of clubs / coach / individual to enter crews capable, equipped and clothed to complete the contest in the likely conditions and able to make a decision in the conditions as they find them on the day

*Suggested statement*

* + The Competition / Event will endeavour to provide a safe environment in accordance with British Rowing’s “Row Safe”, although competitors, coaches and clubs are specifically reminded that every person attending the event, including those competing, or officiating, ~~do so entirely at their own risk and are solely~~ personally responsible for:
    - their own safety;
    - the strict observance of the circulation pattern and British Rowing’s “Row Safe”;
    - deciding, together with their coaches, whether or not they are competent to compete in the weather, stream or surface conditions as they find them on the day; and
    - ensuring ‘a responsible adult’ accompanies juniors competing in the event to assist them ’in loco parentis’ and assumes responsibility for their safety and welfare.

1. **Plan B**
   * Complete and attach

Needed to cover for failure of any part of the planned safety arrangements – what, if, then, else

**Note:**

Failure of safety arrangements

In the event of the loss of safety boat cover, RMMU support, medical cover or communications breakdown (radios), racing should be cancelled or shortened to reduce risks, unless appropriate cover can be arranged. i.e. a what if, then.

E.g. If 1 of our 3 launches fails - use 2 with extra people down the course with throw line and radios, reduce the length of the course, restrict racing to larger boats and competent crews

1. **The Course and Circulation Pattern**

Include a description of course and circulation pattern on and off the water with reference to a detailed map/s showing the following items:

* Trailer Park
* Control Commission
* Boating Area
* Marshalling Area
* Start
* The Course
* The Finish
* Disembark Area
* Local Navigation Rules
* Safety Lanes / Zones
* Hazards (bridges / moored craft / no go zones / no stop)
* First Aid Point
* Rescue Launch
* Umpires / Monitors
* Access Points

Different diagram for different groups i.e. Umpires need different information to competitors.

Include a map of the wider area with details of best routes to the trailer park and any restrictions

1. **Access Points**

Best way to get on and off site, on and off the water in an Emergency - List of Local Names, Correct Names, Coordinates, OS Grid reference and any restrictions.

To convert Latitude, Longitude to OS Grid Reference see:

http://www.movable-type.co.uk/scripts/latlong-gridref.html

**2.4 Safety Monitors**

Describe the roles and responsibilities of all involved in monitoring safety.

**Race Marshalls, Monitors and Umpires (RMMU)**

Include a list of RMMU positions with brief responsibilities to cover on and off water areas e.g. Car Park, Road way, Towpath, Embarkation, Disembarkation, Control Commission.

**RMMU**

|  |  |
| --- | --- |
| Role | Responsibility |
| Car park | Explain what is required under each item |
| Road way |  |
| Tow path |  |
| Embarkation |  |
| Disembarkation |  |
| Control Commission |  |
| Hazards (Fixed and Varable) |  |
| FOP |  |

**Safety boats**

|  |  |
| --- | --- |
| Provider of safety boats: |  |
| Number of safety boats: |  |
| Are all drivers trained to nationally recognised standards of RYA Level 2 Powerboat: |  |
| Location of safety boats:  Need to tie in with any bank Marshals which can help until Safety boats arrive. |  |

**Note**: Follow the guidance provided in RowSafe as to the recommendations on equipment to be carried in Safety boats.

1. **Accident and Emergency Procedures**

Reference accident and emergency procedures in the Risk Assessment and Emergency Response Plan

**First Aid Cover**

|  |  |
| --- | --- |
| Who will provide First Aid cover? |  |
| What are their qualifications? |  |
| Where will they be located? |  |
| How many people? |  |
| What is the level of equipment, e.g. will they have a defibrillator / spinal board, etc? |  |

**Note**: Refer to HSG195 The Event Safety Guide for further details – event score of<20 require 4 First Aiders to be available.

**Emergency Services**

|  |  |
| --- | --- |
| Where are the nearest hospital facilities for accident and emergency? |  |
| What are the approximate travel times?  If possible include a separate map |  |
| Approximate ambulance response times: |  |
| Access points:  Identify areas where ambulance access is problematic |  |
| Who will meet and guide Emergency Services: |  |

**Emergency Equipment**

|  |  |
| --- | --- |
| List of equipment other safety persons will have with them:  (in addition to what has been stated on board the Safety Boats)  E.g. monitors will be equipped with throw bags and thermal blankets. |  |

**Pre Boating Safety Checks**

|  |  |
| --- | --- |
| State level of checking to take place - random audit / all boats / winners | Onus is on clubs to present boats that conform to the rules of racing |
| Where and when: |  |

**4. Welfare Plan**

It will normally be convenient to attach the Welfare Plan to the safety documentation.

The welfare and well-being of all is paramount - regardless of age, sex, ethnicity, religion or ability, all have equal rights to safety and protection.

* + Ref: British Rowing Welfare Guidance – WG 3.4

**Reference Documents**

* HSG195 – The Event Safety Guide
* British Rowing’s Rules of Racing
* RowSafe, RowSafe +, RowSafe Further Guidance
* British Rowing Welfare Guidance – WG 3.4
* <http://www.movable-type.co.uk/scripts/latlong-gridref.html>
* <http://www.britishrowing.org/news/2012/december/12/safety-basics-interactive-risk-assessment-module>

1. “Event” and “competition” are sometimes interchangeable in BR literature; on some occasions, however, an event can be a competition for a specific class of rowers within the ‘event’ as whole. In this section an “event” means the whole of the operation. [↑](#footnote-ref-1)