

4. Event Safety

Participants and their clubs are expected to take responsibility for their own safety and that of others. Event Organisers are expected to provide a safe environment in which participants and others can enjoy their sport. Event, in this context is used here to include all activities where rowers come together for a particular purpose. Some of these events (e.g. Regattas) are competitive and some (e.g. Tours) are not. In this case “Event” includes “Competition”.

In the week before your event consider whether it would be safe or fair to run it. Consider the weather forecast and its implications on:

- travel to the event
- trailer towing
- parking of cars, towing vehicles and trailers
- unloading trailers at the event
- moving people and boats on land at the event
- walking in the launch area
- launching
- rowing to the start
- waiting on the water
- racing
- recovery of boats and people onto the land
- loading of boats onto trailers
- travel home

It is dangerous to tow trailers in icy or very windy conditions. The risks during transit to and from an event are often more serious than those at the event. Do not ask people to put themselves at risk.

The presence of ice on the water, or in the launch or recovery areas, and the presence of slippery conditions on land should also be taken into account. Do not expose people to these risks. Also consider the strength of the stream and the water conditions generally.

It is neither fair or safe to expect people, especially juniors, to wait on the water for extended periods. If it is too cold for people to be waiting on the water then consider whether the event should take place. Sometimes waiting on the water can be the result of an unplanned incident, this should be taken into account too.

4. Event Safety

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RowSafe provides general guidance to clubs and their members on safe practice in rowing. It is however the responsibility of each club to maintain up-to-date risk assessments and define and monitor its own safety practices, guidance and procedures specific to its environment and activities, which clubs shall ensure are made known to their members and members shall comply with the same.

Whilst every effort is made to ensure that the medical and other similar information and guidance in this manual is accurate and reflective of best practice at the time of publication, it is the users' responsibility to ensure that such information and guidance is up to date before acting upon it. British Rowing accepts no responsibility for the content of third party websites accessed through links in this publication.

Consider the welfare of officials, coaches, spectators, etc. You have a duty to care for them too.

Do not leave it too late. An early decision to postpone or cancel will be much appreciated. It means that clubs will not need to load their trailers and gives people time to find something else that they can usefully do on the day of the event.

Whilst the financial implications of cancelling an event can be significant it is also worth taking into account the goodwill that an early decision will deliver. People will remember the negative experiences they have had travelling to events that were cancelled late and be less keen to travel there again. The same applies to events that were not cancelled but should have been.

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Further Information

- Schematic showing a model for the organisation of events - [britishrowing.org/wp-content/uploads/2015/09/Event-Organisation-2016-V1.pdf](https://www.britishrowing.org/wp-content/uploads/2015/09/Event-Organisation-2016-V1.pdf)
- Event Organisers Manual - <https://www.britishrowing.org/wp-content/uploads/2015/09/Events-Manual-with-HoRR-v1.4-rebranded.pdf>
- [RowSafe 2.3](#) - Radio Procedure

4. Event Safety

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RowSafe provides general guidance to clubs and their members on safe practice in rowing. It is however the responsibility of each club to maintain up-to-date risk assessments and define and monitor its own safety practices, guidance and procedures specific to its environment and activities, which clubs shall ensure are made known to their members and members shall comply with the same.

Whilst every effort is made to ensure that the medical and other similar information and guidance in this manual is accurate and reflective of best practice at the time of publication, it is the users' responsibility to ensure that such information and guidance is up to date before acting upon it. British Rowing accepts no responsibility for the content of third party websites accessed through links in this publication.

4.1 Event Risk Assessment

Hazard identification and risk assessment are the basis for planning to maintain and improve safety. These provide events with the ability to understand the ways in which harm can be caused and to minimise both the probability of that harm occurring and the severity of harm should it occur. It puts events in control of their risks. The Risk Assessment only adds value when the actions that it identifies as being needed are completed.

Expectations

Everyone

Everyone is expected to:

- Understand, and abide by the rules that the event has defined as a result of its Risk Assessment.
- Be aware of the hazards associated with each of the event's activities that they take part in.
- Complete the [Safety Basics](#) online learning module.

Event

Event Officers and Organising Committees are expected to:

- Appoint an Event Rowing Safety Adviser (ERSA) (see [RowSafe 4.4](#)).
- Ensure that their event has completed a Risk Assessment and that this covers activities under its influence or control, both on and off the water. The purpose of the risk assessment is to identify any further barriers or controls needed to ensure the safety of everyone involved. Factors to be considered include:
 - Location of the event, for example remote or in a built-up area, easy or difficult access.
 - Type and extent of boating area (e.g. narrow canal, wide river or lake, estuary or the sea) and the effect that this has on the type of rescue that may be needed.
 - Type of race such as large head race or short, contained regatta.
 - Potential hazards such as obstructions, weirs, cold or hot weather, and limited access points. There is more information about flow over weirs [here](#).
 - The need for a boating schedule that ensures that there are no long periods of exposure to cold or hot weather.
 - People, for example number of competitors (age and rowing experience), spectators and supporters.
 - Hazards in other event facilities such as catering.
 - Travel time to the nearest hospitals with an A&E Department or Minor Injuries Unit providing the required cover.

- Details of the service provided by the local NHS ambulance service (this varies from region to region).
- Availability of other rescue services such as air ambulance and lifeboat.
- Publish the event's Risk Assessments on the website or make them available to participating clubs in other ways.
- Use its Risk Assessment to identify risk controls that depend critically on participants' behaviour and specify appropriate (local) rules and the consequences of non-compliance (For example: "Impeding a race by rowing on the course on the way to the start will result in disqualification").
- Publish suitable Event Safety Plans and Safety Rules (see [RowSafe 4.2](#)) and an Emergency Response Plan (see [RowSafe 4.3](#)) based on the issues identified in the Risk Assessments.
- Take action, where necessary, to ensure that nobody is exposed to substantial or intolerable risk.
- Take action to ensure the welfare of umpires and other officials.
- Review, and if necessary update, the Risk Assessments in preparation for each event.
- Review, and if necessary update, the Risk Assessments following any significant incident at the event or elsewhere (including those communicated in Safety Alerts (see [Safety Alert Archive](#))).

Event Rowing Safety Adviser

Event Rowing Safety Advisers are expected to:

- Complete the [Intermediate Risk Management](#) online learning module and the [Advanced Risk Assessment](#) online learning module.
- Lead or facilitate the completion and review of the event's Risk Assessment.

Umpires and Other Officials

Umpires and other officials are expected to:

- Be aware of the content of the Event Safety Plan(s) and Safety Rules, and Emergency Response Plan(s).
- Support the Organising Committee by ensuring that the event is conducted safely and in accordance with the Event Safety Plan(s) and Safety Rules, and Emergency Response Plan(s).
- Take disciplinary, or other, action specified by the Organising Committee in the event of non-compliance with any Specified (local) rule.

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to events in their region on risk assessment.

British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.

- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

Further Information

- Online learning modules:
 - Safety Basics - rowhow.org/free/riskassessment/basic
 - Intermediate Risk Management - rowhow.org/free/riskassessment/intermediate
 - Advanced Risk Assessment - rowhow.org/free/riskassessment/advanced
- [RowSafe 4.4](#) - ERSA Job Description
- [RowSafe 4.2](#) - Event Safety Plans and Safety Rules
- [RowSafe 4.3](#) - Event Emergency Response Plan
- Safety Alert Archive - britishrowing.org/knowledge/safety/safety-alert-archive
- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Information on flow over weirs - <https://www.youtube.com/watch?v=EYI67uZkNvQ>

4.2 Event Safety Plans and Safety Rules

The primary purpose of an Event Safety Plan and Safety Rules is to ensure the safety of participants, officials, other water users and the public at large. The Event Safety Plan describes how officials, participants and others should act in order to ensure a safe event.

Expectations

Everyone

Everyone is expected to:

- Take responsibility for their own safety and the safety of others affected by their actions.
- Read, understand and follow the Event Safety Plan.
- Read, understand and comply with all the instructions to competitors including any local rules.
- Report any incidents to the Event Organisers and to British Rowing.

Event

Event Officers and Organising Committees are expected to:

- Use the Event Risk Assessment to produce or update the Event Safety Plan and Rules.
- Define an Alternative Arrangements Plan (see [RowSafe 4.6](#)) that outlines the criteria that will cause the event to be suspended, abandoned or altered if the conditions or circumstances become unacceptable, and the related actions.
- Prominently publish (e.g. on the website) the Event Safety Plan and Safety Rules, and distribute them to participating clubs, race officials, umpires, launch drivers, safety boat crews, and other relevant parties.
- Hold briefings for officials, umpires, launch drivers, safety boat crews, participants and other relevant parties.
- Where appropriate discuss the Event Safety Plan with emergency services, local navigation authorities and other interested parties allowing time to implement agreed changes.
- Ensure that visiting officials, umpires and marshals are familiar with the venue and have all the required venue specific information.
- If the event is at sea then ensure that any support vessels, other than “coded vessels”, comply with the [Intended Pleasure Vessel Code](#).

Event Safety Plans should include:

- A map or diagram showing vehicle and trailer access routes, parking areas, boat rigging areas.

- A plan of the local water and site highlighting hazards, navigation rules, circulation patterns and emergency access points (named and where necessary with postcodes).
- Circulation patterns to be followed during periods of racing.
- Circulation patterns to be followed during practice sessions on, or in the neighbourhood of, the course and times when crews can practice, warm up and cool down on the water.
- A boating schedule that ensures that there are no periods of delay and exposure during cold or hot weather.
- Safety boat type, numbers and locations.
- Number and location of Marshals, Umpires and Officials.
- Instruction for Marshals (see [Safety Alert – Marshals](#)).
- Safety equipment required for the competition.
- Methods of communication between officials, to event personnel and participants.
- Racking and boat storage arrangements.
- Launching and landing provision.
- Arrangements for adaptive rowers (see [RowSafe 4.8](#)).
- Instructions for reporting incidents to the Event Organisers and to British Rowing.

Event Safety Rules should specify:

- The venue specific rules that everyone should abide by in order to keep themselves and others safe.
- The consequences of failing to abide by those rules.

Note: Safety Rules should be few and specific. They should relate to behaviours that could have a significant impact on safety. For example, at some venues, it may be appropriate to have a rule that states that any crew that rows onto the course and impedes a race shall be disqualified.

Officials

Race officials, umpires, launch drivers, safety boat crews and other personnel are expected to:

- Understand and follow the Event Safety Plan and Safety Rules.
- Support the event by enforcing the rules and by taking the specified disciplinary action.
- Inform the Organising Committee of any incidents or safety concerns.

Participating Clubs

Officers of participating clubs are expected to:

- Ensure that the crews that they enter into an event have sufficient skill and ability to participate in that event.
- Brief their participants on the Event Safety Plan and ensure that they understand any local rules.
- Provide a representative to attend any Safety Briefings.
- Brief participants on any further information provided at the Safety Briefings.

- Ensure that their members are aware of, and abide by, the event's rules.
- Take action, as appropriate, to ensure that nobody is exposed to substantial or intolerable risk.
- Ensure that participants are aware of the hazards that are associated with the activities that they will undertake.

Coaches

Coaches are expected to:

- Read and understand the Event Safety Plan and Safety Rules to participants.
- Discuss the contents with crews and check that they know what they should do in an emergency.
- Report any incidents to the Event Organisers and British Rowing.

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to events in their region on safety plans and rules.
- Review safety plans and rules and provide feedback.
- Give, or withhold, permission for the event to take place.

British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.
- Provides advice on [Event Planning](#).
- Provides advice on National Event Safety Plans.
- Reviews and approves National Event Safety Plans.
- Provides advice on adaptive rowing.

Further Information

- [RowSafe 4.6](#) - Alternative Arrangements Plan
- Safety Alert - Marshals - britishrowing.org/wp-content/uploads/2015/09/Safety-Alert-Marshals.pdf
- [RowSafe 4.8](#) - Adaptive Events
- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Safety Alert Archive - britishrowing.org/knowledge/safety/safety-alert-archive

- Event Organisers Manual - <https://www.britishrowing.org/wp-content/uploads/2015/09/Events-Manual-with-HoRR-v1.4-rebranded.pdf>
- British Rowing Adaptive Rowing Safety Guidance for Event Organisers - <https://www.britishrowing.org/wp-content/uploads/2017/04/Adaptive-Rowing-Safety-Guidance-For-Event-Organisers-2.pdf?41e6e6>
- [RowSafe 2.3](#) - Radio procedure
- Rules of Racing - britishrowing.org/events/entering-events/rules-of-racing
- Intended Pleasure Vessel Code - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/765443/IPV_Code_-_01_January_2019.pdf

4.3 Event Emergency Response Plan

The Event Emergency Response Plan defines the actions to be taken if such an incident does happen. It will help to reduce the harm that such an incident could cause.

The Event Safety Plan and Safety Rules (see [RowSafe 4.2](#)) describes what should be done to make an incident less likely to happen.

Expectations

Everyone

Everyone is expected to:

- Understand and, in an emergency, follow the Event Emergency Response Plan.
- Follow the instructions of organisers and officials.
- Report any incident or condition that could give rise to an emergency to the Event Organisers.
- [Report incidents](#) and near misses to British Rowing.

Event

Event Officers and Organising Committees are expected to:

- Use the event's Risk Assessment to produce or update the Event Emergency Response Plan. The appropriate level of cover may require the appointment of a Medical Officer or the provision of an ambulance or paramedics.
- Provide information about the Event Emergency Response Plan to all involved in the event and make it available. The plan should include:
 - Process for summoning assistance in an emergency.
 - Location of the event, including postcode and other relevant location information, and directions for emergency services.
 - Plan of the event showing all emergency access points, with postcodes, and grid references where possible to assist emergency services.
 - Emergency phone numbers and the location of the nearest landline telephone if available.
 - Number and location of First Aid Points and, if available, the nearest Automatic External Defibrillator (AED).
 - How injured persons will be transported to the First Aid Point or ambulance.
 - Number and type of safety boats.

- Number and location of marshals and instructions to marshals in an emergency (see [Safety Alert - Marshals](#)).
- Instructions on what to do in event of a fire, how to evacuate the building and the location of Assembly Points.
- Where relevant, emergency arrangements for adaptive rowers.
- Provide adequate First Aid cover including provision for people suffering from mild hypothermia (people with severe hypothermia should be taken to hospital).
- Provide a process and an effective means of communication, such as radios, to summon support in an emergency and ensure that officials, launch drivers, first aiders and other personnel know what to do and how to use any equipment. ([see RowSafe 2.3 – Radio Procedure](#)).
- Provide sufficient, correctly positioned fire extinguishers and fire blankets, emergency lighting and clearly marked fire exits.
- Maintain emergency equipment such as fire extinguishers and fire blankets, check that fire exits are clearly marked and that emergency lighting and fire doors are in working order.
- Notify the local ambulance control of the date, time and location of the event, an estimate of the number of people likely to be present and make arrangements with the ambulance service for an emergency response.
- Offer to provide the emergency services with the Event Safety Plan and Event Emergency Response Plan.

Participating Clubs

Officers of participating clubs are expected to:

- Brief their members on the Event Emergency Response Plan.
- Provide a representative to attend any Safety Briefings.
- Brief participants on any further information provided at the Safety Briefing.
- Ensure that their members are aware of, and abide by, the event's rules.
- Establish contact details and any relevant medical or other information for each participant in case of emergency. Ensure that this information is kept confidential and only available to those who need it at the event.
- Ensure that they have an official at the event with their crews and that this official's contact details (e.g. mobile phone number) are known to the Event Organisers.

Coaches

Coaches are expected to:

- Read and understand the Event Emergency Response Plan.
- Discuss the contents with crews and check that they know what they should do in an emergency.
- Ensure that participants know the location of First Aid Points including an AED, if available.
- Report any incidents to the Event Organisers and British Rowing.

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to events in their region on emergency response plans.
- Review emergency response plans and provide feedback.
- Give, or withhold, permission for the event to take place.

British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

Further Information

- [RowSafe 4.2](#) - Event Safety Plans and Safety Rules
- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Safety Alert Archive - Marshals - britishrowing.org/wp-content/uploads/2015/09/Safety-Alert-Marshals.pdf
- Event Organisers Manual - <https://www.britishrowing.org/wp-content/uploads/2015/09/Events-Manual-with-HoRR-v1.4-rebranded.pdf>
- [RowSafe 2.3](#) - Radio Procedure

4.4 Event Rowing Safety Adviser Job Description

It should be noted that Event Rowing Safety Advisers are not responsible for rowing safety but they are expected to provide advice on Rowing Safety. It is the responsibility of the individuals, their clubs and the Event Organisers to ensure that people are not harmed by the activities at the event.

Expectations

Event

Event Officers and Organising Committees are expected to promote safe practice within the event; they are expected to:

- Appoint an Event Rowing Safety Adviser(s), to lead and advise on promoting safe practice.
- Support the Event Rowing Safety Adviser and take their advice into account.
- Ensure that safety is a regular agenda item at meetings.

Event Rowing Safety Advisers

Event Rowing Safety Advisers are expected to:

- Be familiar with the guidance provided in RowSafe and the safety requirements of the [Rules of Racing](#).
- Provide advice to the Event Organisers on all matters relating to safety as appropriate.
- Undertake Safety Reviews of the event's activities and facilities.
- Undertake inspections and audits if requested to do so by the Event Organisers and provide feedback.
- Promote and monitor incident reporting within the event and ensure that all incidents are reported to British Rowing.
- Lead or facilitate incident investigations as necessary.
- Have completed the [Advanced Risk Assessment Training](#).
- Lead or facilitate the completion and review of the event's Risk Assessment.
- Use the Risk Assessment to identify required safety rules.
- Work with the Event Organisers to develop and maintain the event Safety Plan, Safety Rules, Emergency Response Plan and Alternative Arrangements Plan.
- Be willing to be a member of the Organising Committee.
- Attend local and regional safety meetings.
- Work with the Regional Rowing Safety Adviser.
- Work with other water and land users on safety as required.

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to ERSAs in their region.

British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

Further Information

- British Rowing Rules of Racing - britishrowing.org/events/entering-events/rules-of-racing
- Online learning module:
 - Advanced Risk Assessment - rowhow.org/free/riskassessment/advanced
- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Safety Alert Archive - britishrowing.org/knowledge/safety/safety-alert-archive

4.5 Navigational Arrangements for Events

It is important that participants in events are aware of the navigational arrangements and the consequences of non-compliance with the navigational rules.

Expectations

Everyone

Everyone is expected to:

- Understand and follow the navigational arrangements for the Event (including arrangements in the event of an emergency).
- Understand the consequences of non-compliance with navigational rules.
- Report any incidents to the Event Organisers and to British Rowing.

Club

Club Officers are expected to:

- Brief participants on the navigational arrangements (including arrangements in the event of an emergency) and ensure that they understand what they should do.
- Ensure that crews understand the consequences of non-compliance with navigational rules.

Coaches

Coaches are expected to:

- Communicate the navigational arrangements for an event to participants (including arrangements in the event of an emergency).
- Ensure that crews understand the consequences of non-compliance with navigational rules.
- Discuss these with the crews and check that they know what they should do.
- Coach rowers and coxes to keep warm when waiting for head races to start ([see Safety Alert – Not Getting Cold at Heads](#)).

Event

Event Officers and Organising Committees are expected to:

- Use the Event Risk Assessment to identify any hazards that affect the navigational arrangements for the event.
- Prominently publish (such as on the website) the navigational arrangements and distribute to participating clubs, officials, umpires, launch drivers, safety boat crews, and other relevant parties. These should include any Alternative Arrangements Plan (see [RowSafe 4.6](#)).

- Include information about the navigational arrangements in briefings for officials, umpires, launch drivers, safety boat crews, participants and other relevant parties.
- Define and communicate navigational arrangements to be used in the event of an emergency.
- Enforce the navigational rules and define sanctions to be applied for non-compliance.
- In head races during cold weather ensure that boats launch in the same order as they start so that nobody has to wait for a protracted time. Endeavour to ensure that waiting areas prior to the start are beyond, rather than alongside, the course so that rowers have an opportunity to keep moving and thereby keep warm ([see Safety Alert – Not Getting Cold at Heads](#)).

Launch drivers, safety boat crews and other personnel are expected to:

- Understand and follow the navigational arrangements (including arrangements in the event of an emergency).
- Inform the Organising Committee, umpires, marshals or race officials of any non-compliance with navigational rules.
- Inform the Organising Committee of any incidents or safety concerns.

Umpires, marshals and race officials are expected to:

- Understand and follow the navigational arrangements (including arrangements in the event of an emergency).
- Inform the Organising Committee, umpires or officials of any non-compliance with navigational rules.
- Inform the Organising Committee of any incidents or safety concerns.
- Enforce the navigational rules and, if necessary, in the event of non-compliance apply the defined sanctions.

Information about the navigational arrangements for an event should include:

- A map showing:
 - Boat launch and recovery areas
 - Hazards
 - Route to start
 - The course
 - Route from finish to boat recovery area
 - Where it is safe to warm up and cool down on the water
 - Where it is safe to practice starts, etc.
 - Circulation patterns to be followed during periods of racing
 - Circulation patterns to be followed during practice sessions
- Local navigation rules.
- Arrangements in event of an emergency (see [RowSafe 4.3](#)).
- Consequences of non-compliance with navigational rules.

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to events in their region on the navigational arrangements.
- Review navigational arrangements and provide feedback.
- Give, or withhold, permission for the event to take place.

British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.
- Provides training on Risk Assessment.
- Provides advice on Event Planning.

Further Information

- [RowSafe 4.6](#) - Alternative Arrangements Plan
- [RowSafe 4.3](#) - Event Emergency Response Plan
- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Safety Alert Archive - britishrowing.org/knowledge/safety/safety-alert-archive
- Safety Alert - Marshals - britishrowing.org/wp-content/uploads/2015/09/Safety-Alert-Marshals.pdf
- Safety Alert – Not Getting Cold at Heads - www.britishrowing.org/wp-content/uploads/2016/11/Safety-Alert-Not-getting-cold-at-heads.pdf

4.6 Alternative Arrangements Plan

Sometimes the conditions at an event are such that it cannot safely continue as planned. It may then be appropriate to abandon or suspend the event or make other alternative arrangements.

Expectations

Everyone

Everyone is expected to:

- Respond as instructed if conditions dictate that an event has to be abandoned, suspended or altered.
- Consider the conditions at the event and decide whether they are able to take part safely and withdraw from the event if they conclude that they cannot.

Event

Event Officers and Organising Committees are expected to:

- Define an Alternative Arrangements Plan that outlines:
 - The criteria that will cause the event to be abandoned, suspended, or altered.
 - How a decision to abandon, suspend or alter the event will be taken.
 - Who will take that decision.
 - How the decision will be communicated to participants and officials.
 - The action that should be taken as a consequence of the event being abandoned or suspended.
 - The criteria that must be satisfied to enable a suspended event to be restarted.
- Ensure that they have the contact details, such as mobile phone number, of an official from each club present.
- Alter an event, where circumstances permit, so that it can be completed safely. The following alterations should be considered:
 - Restricting the event to specified boat types.
 - Restricting the event to specified participants.
 - Changing the direction or length of the course.
 - Moving to an alternative course.

Participating Clubs

Officers of participating clubs are expected to:

- Ensure that they have an official at the event with their crews and that this official's contact details, such as mobile phone number, are known to the Event Organisers.

Coaches

Coaches are expected to:

- Assist crews in responding to instructions.
- Work with their crews to decide whether they should withdraw from an event if the conditions deteriorate.

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to events in their region on alternative arrangements plans.
- Review Alternative Arrangements Plans and provide feedback.
- Give, or withhold, permission for the event to take place.

British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

Further Information

- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Safety Alert Archive - britishrowing.org/knowledge/safety/safety-alert-archive
- [RowSafe 4.2](#) - Event Safety Plans and Safety Rules

4.7 Event Safety Boat Providers

Some events use external providers to supply safety cover on the water. Even though the people involved may be suitably qualified, it should not be assumed that they know enough about rowing and rowing boats to be able to operate effectively and safely in this role. Further instruction may be required.

Expectations

Event

Event Officers and Organising Committees are expected to:

- Ensure that Safety Boat Drivers:
 - Hold at least a RYA Level 2 Powerboat Certificate (with Coastal Endorsement if appropriate) or equivalent.
 - Are at least 18 years old unless accompanied by a responsible adult, see [Safety Alert - Children Driving Launches](#).
 - Understand how to provide assistance to rowing boats, provide additional briefings if necessary.
 - Understand the load capacity of the boat.
 - Keep wash to a minimum, except in an emergency.
- Provide drivers with the Event Risk Assessment, Safety Plan and Alternative Arrangements Plan.
- Define and communicate to all participants and personnel what is required of Safety Boat Drivers:
 - Areas to be patrolled.
 - How to summon assistance, including medical attention.
 - Where to take casualties.
- Ensure that safety boats are in good working order.
- Ensure that safety boats carry an effective means of communication and that someone in the safety boat knows how to use it and what channels to use.

Safety Boat Providers

Safety Boat Providers are expected to:

- Ensure that safety boat drivers:
 - Hold at least a RYA Level 2 Powerboat Certificate (with Coastal Endorsement if appropriate) or equivalent.
 - Understand the launch driving guidance (see [RowSafe 5.2](#)).

- Understand the load capacity of the boat.
 - Keep wash to a minimum, except in an emergency.
- Communicate the Event Safety Plan to Safety Boat Drivers and crew.
- Provide a crew member to assist the Safety Boat Driver.
- Ensure that safety boats are correctly equipped with launch safety kits (see [RowSafe 7.4.1](#)).
- Agree the extent of the safety cover required and the safety procedures with Event Organisers.
- Maintain safety boats in good working order.
- Where appropriate, ensure that someone in the safety boat knows how to use a radio and what channels to use.

Safety Boat Drivers

Safety Boat Drivers are expected to:

- Hold the appropriate qualifications and be competent to provide safety cover for the type of event.
- Understand how to provide assistance to rowing boats.
- Understand what is required of Safety Boat Drivers at the event:
 - Areas to be patrolled.
 - How to summon assistance, including medical attention.
 - Where to take casualties.
 - The need to keep wash to a minimum, except in an emergency.
- Follow the launch driving guidelines (see [RowSafe 5.2](#)).
- Helm the boat and use the crew to effect a rescue unless assistance is required.
- Know the load capacity of the boat and not exceed it.
- Check that the boat is correctly equipped (see [RowSafe 7.4.1](#)).

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide advice to clubs and events on safety boat providers.

British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

Further Information

- [RowSafe 5.2](#) - Launch Driving
- [RowSafe 7.4.1](#) - Launch Safety Kits
- Safety Alert - Children Driving Launches, <https://www.britishrowing.org/wp-content/uploads/2015/09/Safety-Alert-children-driving-launches-1.pdf>
- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Safety Alert Archive - britishrowing.org/knowledge/safety/safety-alert-archive
- [RowSafe 2.3](#) - Radio Procedure
- Event Organisers Manual - <https://www.britishrowing.org/wp-content/uploads/2015/09/Events-Manual-with-HoRR-v1.4-rebranded.pdf>

4.8 Adaptive Events

There may be additional hazards and risks associated with adaptive rowers depending on the extent of their disability.

Safety Plans and Rules should include any additional actions required to keep adaptive rowers safe.

Adaptive rowers may need extra guidance, support and supervision to keep themselves and others safe. The event may also need to provide additional facilities or equipment.

Events need only to review risk and take action for the adaptive rowers who participate in the event, not for all types of disabilities.

Expectations

Everyone

Everyone is expected to:

- Take responsibility for themselves and others and understand how their actions could affect the safety of adaptive rowers.
- Understand what actions are required to keep adaptive rowers and themselves safe.
- Report any incidents or concerns about the safety of adaptive rowers.

Adaptive rowers

Adaptive rowers are expected to:

- Provide the event with information about their disability that may affect their own safety and the safety of others.
- Complete British Rowing's '[Pre-Activity Health Questionnaire](#)' for Adaptive Rowing and make this information available to the event organisers.
- Operate within their capabilities.

Provide the event organisers with information on your disability



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- Ask an event official about any aspects of safety they are concerned or unsure about.
- Understand the British Rowing [Adaptive Rowing Safety Guidance for Event Organisers](#).

Event

Event Officers and Organising Committees are expected to:

- Ensure that the Event Risk Assessment includes risk for adaptive rowers who participate in the event.
- Define any additional Safety Rules required to keep adaptive rowers safe.
- Provide any additional safety equipment or facilities required to keep adaptive rowers safe.
- Establish and practise procedures for managing incidents, including capsizes, involving adaptive rowers.
- Ensure that sufficient and appropriate safety cover is available for adaptive rowers.
- Ensure that umpires, officials, boat drivers and other event personnel are aware of any specific issues and know what to do in an emergency.
- Ensure that access arrangements for adaptive rowers participating in the event are suitable and safe.
- Ensure that adequate medical support is provided for adaptive rowers.
- Ensure that coaches can maintain effective communication for adaptive rowers with a sensory impairment (visual, hearing impaired) who may require additional support using radio and/or signage as appropriate.
- Ensure that all safety boats have at least two crew. All crew members should wear a buoyancy aid or lifejacket and one should be prepared to enter the water to effect a rescue.
- Ensure that all safety boats are on the water before adaptive rowers go afloat and ready for immediate use during rowing activities. Rigid inflatables with low freeboard, or drop-nose safety boats are preferred.
- Ensure that coaches are permitted to maintain effective communication with rowers with a sensory impairment (visual, hearing impaired) who may require additional support using radio and/or signage as appropriate.
- Understand the British Rowing [Adaptive Rowing Safety Guidance for Event Organisers](#).

For adaptive rowers, Event Safety Plans should include:

- Procedures for launching and recovering boats with adaptive rowers.
- Access arrangements for adaptive rowers.

For adaptive rowers, Event Safety Rules should include:

- Criteria for assessing risks associated with adaptive rowers.
- Actions to be taken in an emergency involving adaptive rowers, including capsizes.

Officials

Race officials, umpires, launch drivers, safety boat crews and other personnel are expected to:

- Understand the British Rowing [Adaptive Rowing Safety Guidance for Event Organisers](#).
- Inform the Organising Committee of any incidents or safety concerns relating to adaptive rowers.
- Understand any additional Safety Rules relating to adaptive rowers.
- Be familiar with any additional safety equipment or facilities provided to keep adaptive rowers safe.
- Be familiar with procedures for managing incidents, including capsizes, involving adaptive rowers.
- Be aware of any specific issues relating to adaptive rowers participating in the event and know what to do in an emergency.

Participating Clubs

Officers of Participating Clubs are expected to:

- Check that the Event Safety Plan and Rules accommodate the needs of the club's adaptive rowers participating in the event.
- Ensure that rowers with a lower leg prosthesis are able to release themselves from the prosthesis (or the prosthesis from the boat) in the event of an emergency.
- Brief adaptive rowers on the Event Safety Plan and ensure that they understand how it relates to them.
- Check that equipment is both appropriate and safe when adaptations are made.

Coaches

Coaches are expected to:

- Provide feedback to the event organisers to help ensure that the Event Safety Plan and Rules and Emergency Response Plan are appropriate for their participant.
- Discuss the contents of the Event Safety Plan and Rules with adaptive rowers and check that they know what they should do in an emergency.
- Where appropriate maintain effective communication with rowers with a sensory impairment (visual, hearing impaired) who may require additional support using radio and/or signage as appropriate
- Understand the British Rowing [Adaptive Rowing Safety Guidance for Event Organisers](#).

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to events in their region on adaptive events.
- Review the arrangements for adaptive events and provide feedback.
- Give, or withhold, permission for the events to take place.

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.
- Provides advice on adaptive rowers.

Further Information

- Adaptive Rowing Safety Guidance for Event Organisers - <https://www.britishrowing.org/wp-content/uploads/2017/04/Adaptive-Rowing-Safety-Guidance-For-Event-Organisers-2.pdf>
- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Safety Alert Archive - britishrowing.org/knowledge/safety/safety-alert-archive
- Go Rowing - Adaptive Rowing - britishrowing.org/go-rowing/learn-to-row/adaptive-rowing
- Getting started - Adaptive Rowing - britishrowing.org/go-rowing/learn-to-row/adaptive-rowing/getting-started
- Adaptive Rowing Classification - britishrowing.org/go-rowing/learn-to-row/adaptive-rowing/classification
- Clubs - Introducing Adaptive Rowing - britishrowing.org/club-support/developing-your-club/growing-your-club/introducing-adaptive-rowing
- Safety Alert on Adaptive Rowing Straps - britishrowing.org/wp-content/uploads/2015/09/Safety-Alert-February-2015-Adaptive-Rowing-Straps.pdf
- [RowSafe 6.2](#) - Adaptive rowers
- Pre-Activity Health Questionnaire' for Adaptive Rowing - <https://www.britishrowing.org/wp-content/uploads/2017/04/British-Rowing-Pre-Activity-Health-Questionnaire-complete.doc>

4.9 Touring

Many rowers just row for the delight of the experience of moving a boat efficiently over water. Some take this further and prefer to explore more distant waters and travel to less familiar places.

Expectations

Everyone

Everyone is expected to:

- Ensure that they have the competence and are physically able to meet the stamina and fitness demands of the planned tour.
- Wear and carry clothes suitable for the weather conditions likely to be encountered during the tour.
- Know when a lifejacket or buoyancy aid should be carried and worn and be familiar with fitting it.
- Bring boats suitable for the conditions and in accordance with organiser's directions
- Bring and carry safety equipment as specified in the Safety Plan e.g. paddles, boat hook, ropes, bailers, life jackets/buoyancy aids.
- Check the boat and other equipment at the start of each day and ensure that it is in good condition.
- Take care of their own safety and that of their fellow rowers.
- Understand the Tour Safety Plan and Emergency Response Plan.
- Understand the route and any navigation hazards.
- Attend briefings as required. When acting as a "Boat Captain" cascade briefings to the crew.

Tour Organiser

Tour Organisers and Organising Committees are expected to:-

- Undertake a risk assessment prior to the tour and implement necessary controls.
- Appoint "Boat Captains" as focal points for route and safety briefings in tours where there is more than one boat.
- Ensure all participants are fully briefed on the route, likely conditions to be encountered, the clothing and equipment to carry and the Emergency Response Plan.
- Ensure the boats and equipment brought by participants are safe and suitable for the conditions likely to be encountered.
- If providing boats and equipment for participants, ensure that they are suitable and maintained in good order.

- Complete the online learning module [Introduction to Leading a Tour](#) on RowHow and click on “Online Learning” and on “Touring” and then “Introduction to Leading a Tour”.
- Produce a risk assessment (see [RowSafe 4.1](#)) for the tour and ensure that all the barriers and controls are in place.
- Ensure that appropriate safety equipment, as specified in the Safety Plan, is carried. This may include a First Aid kit, a tool kit, lifejackets for each member of the tour, a means of communication (mobile phone or radio), lights and any other equipment identified in the risk assessment.
- Know how to transit through locks safely, if appropriate, and be able to explain this to the members of the tour.
- Ensure that there is sufficient food and water for the participants.
- Plan the route and be aware of any hazards and all road access points.
- Have an Emergency Response Plan (see [RowSafe 4.3](#)) and a Safety Plan (see [RowSafe 4.2](#)) based on the risk assessment.
- Ensure that the boats used are suitable for the tour.

Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to Tour Organisers in their region on organising tours.

British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

Further Information

- Introduction to Leading a Tour online learning module rowhow.org/course/view.php?id=145 and click on “Online Learning” and on “Touring” and then “Introduction to Leading a Tour”
- [RowSafe 4.1](#) - Event Risk Assessment
- [RowSafe 4.2](#) - Event Safety Plans and Safety Rules
- [RowSafe 4.3](#) - Event Emergency Response Plan
- British Rowing Incident Reporting System - incidentreporting.britishrowing.org
- Safety Alert Archive - britishrowing.org/knowledge/safety/safety-alert-archive