

## **Burton Head Water Safety Plan 2017**

### **1A – Document Control**

Event Date: Sunday 15<sup>th</sup> October 2017

Author: John Oram (Race Committee Chairman)

Plan Version: Version 1.3 - 2<sup>nd</sup> October 2017

### **1B – Defining the Event**

Event Organiser: Burton Head Committee

Contact Details: [www.burtonhead.co.uk](http://www.burtonhead.co.uk)

Event Venue: The River Trent, Burton-on-Trent

Start: Riverside Hotel, Branston.

Finish: 80 metres upstream of the Ferry Bridge, Trent Washlands

Distance between: 3.5 km

River Authority: Environment Agency

### **1C – Scoping the Contests**

Between 100 & 120 racing boats ranging from singles to eights

Age range 14 to 70+

Estimated 180 - 220 competitors

Competence: The race is open to juniors, seniors & Masters over a range of event bands under the new competition structure. The course is generally wide with a short narrower section adjacent to Swan Island, one long bend, two minor bends and one bridge with arches.

Expected racing craft: Fine racing boats.

Race format: Time trial, processional. Morning and afternoon divisions over the same course.

Competition Rules: Standard British Rowing rules of racing.

## 2. Event Organisation

### 2.1 Event Organising Committee

Role	Name	Contact Number	Email
Chairman	Kenny Holmes	07729452031	captain@trentrc.org
Secretary	Fiona Brown	07517 266831	fionabrown@talktalk.net
Race Committee Chairman	John Oram	07985001755	jsoram@talktalk.net
Water Safety Advisor	Kenny Holmes	07729452031	captain@trentrc.org
Event Welfare	Fiona Brown	07517 266831	fionabrown@talktalk.net

### **Race Committee**

Role	Name	Contact Number	Email
Chairman	John Oram	07985001755	jsoram@talktalk.net
Umpire	Barbara Delaney	07932015034	barbaradelaneyhilton@hotmail.com
Umpire	Dan Smith	07970801876	dan.asheware@btopenworld.com
Umpire	Paul Trinick	07775 898176	e_paul_trinick@btinternet.com

### 2.2 Communication

#### Prior to the event

Organisation	Classification	Contacted	Reply
<b>EMERGENCY SERVICES</b>			
Police	Emergency services	Yes	Yes
Fire & Rescue	Emergency services	Yes	Yes
<b>HIGHWAYS /LAND OWNERS COMMUNITY</b>		Yes	Yes
East Staffordshire Borough Council	Site Authority	Yes	Yes
Christadelphians	Land owner	Yes	Yes
<b>OTHER RIVER USERS</b>			
Canoe club	River user	Yes	Yes
Speed boat club	River user	Yes	Yes
Sea Cadets	River user	Yes	Yes
Angling Clubs	River user	Yes	Yes
<b>THIRD PARTY SERVICES</b>			
Dr. Richard Henshaw - First Aid Services		Yes	Yes

NB - A reminder will be sent in September.

## COMMUNICATIONS WITH PARTICIPANTS

The following will be available on the Burton Head Website. [www.burtonhead.co.uk](http://www.burtonhead.co.uk)

Map of Burton on Trent showing location of the Boathouses

Course map

Competitor's instructions

Safety Plan

Welfare Plan

Draw

## CANCELLATION OR CURTAILMENT OF THE EVENT

The river and weather conditions will be monitored and assessed prior to, and on the day of the event. The Race Committee and Water Safety Advisor will decide upon the appropriate action to be taken if conditions are deemed to be such that the event has to be cancelled or curtailed.

Decisions made before the day of the race will be communicated to participants on the website and via the contact details submitted via BROE.

Decisions made on the day will be communicated to participants at the boating areas/boathouses for those not on the water or via Race Monitors and Officials for those already afloat.

## SAFETY BRIEFINGS

Safety briefings for Marshals, Monitors and Safety boat personnel, and helpers at the start and finish will be held prior to the event at the Club Boathouses. The briefing will cover:

1. Roles of individuals
2. Timings for the day
3. Communication arrangements /mobile phones
4. Emergency plan
5. Hazards of the course
6. Printed instructions and telephone numbers - issued where appropriate
7. Equipment required for each role

## Backup plan

All Umpires, Monitors, Marshals, Safety Boat Personnel, and key Volunteers will receive copies of all the relevant instructions and safety documentation by e-mail in the week prior to the event.

### At the start of the event

Umpires, Marshals, Monitors and Launch personnel will be briefed on the day, prior to the start of boating at Trent RC boathouse – the time depending on the number of entries and consequent planned time to start embarkation. Paper copies of safety documentation, including circulation pattern will be attached to each Official's clipboard.

### During the Event

Communication will be via two way radio with a back-up system of people mobile numbers being distributed.

### Post Event

Any feedback post event should be sent in the first instance to :- [fionabrown@talktalk.net](mailto:fionabrown@talktalk.net)

A wash-up meeting will be held post event at the first opportunity once all of the post event jobs are completed. The meeting will cover all aspects of organisation with safety a key item on the agenda.

## **2.3 Documentation**

The following documentation is attached as Appendices

- 1) Welfare Plan
- 2) Emergency Response Plan
- 3) Abandonment Plan
- 4) Plan B

The Risk Assessment and Course Maps (showing the Circulation pattern, the location of Officials, Safety launches and Emergency Access points) are available as separate documents.

## **2.4 Safety Monitors and Marshals**

See Course Map for location of Marshals, Monitors, Umpires and Safety Launches.

### In the embarkation area

Marshals are there to assist with embarkation at Trent and Burton Leander boathouses

Control Commission Umpires may inspect the boats.

### Along the course

Bank Monitors and Safety Launches with Umpires are located along the course (see Course Map) and can monitor the entire course from start to finish. All course Officials are in radio contact and have mobile phones, megaphones, throw lines and thermal blankets.

## Start Marshalling Area

Start Marshals are located in this area to direct crews to their holding position prior to the race start and are equipped with radios, rescue equipment and megaphones.

## At the finish

Finish Officials ensure boats keep moving away from the finish area and continue downstream to the boathouses where Marshals will assist disembarkation.

## Car Parking

Car park marshals will direct public, competitors, officials and boat trailers to designated parking areas and assist with the safe unloading of boat trailers.

## **2.5 Safety Boats**

Four Safety Launches are located in strategic positions on the course (see Course Map) and an additional fully equipped back up launch is maintained at the boathouses.

## **3 Accident & Emergency Procedures**

### First Aid

Dr Richard Henshaw will be providing cover on site in the finish area. He is advised of the numbers expected and the nature of the event. There are also qualified first aid personnel at the boathouses.

### Emergency Services

The nearest A&E Unit is at Burton Queen's Hospital, Burton-on-Trent, DE13 0RB, about 2.5 miles (5-10mins. away) from Regatta site. Phone: 01283 566333

Any emergency services will be called either to Race Control at Burton Leander RC's boathouse or to the nearest access point to the incident.

### Access Points

Position	Postcode	OS Reference
1. Riverside Hotel, Branston(near start)	DE14 3EP	SK 227310
2. Branston Golf Club, Branston Rd.	DE14 3DP	SK 240206
3.Waterside Rd. (nr. Leicester Line Bridge)	DE15 9JL	SK 247212
4.The Dingle. (nr. The Ferry Bridge)	DE15 9HF	SK 254219
5. Burton Leander RC., Stapenhill Road.	DE15 9AE	SK 256231

## Appendix 1

### Burton Head Welfare Plan

To all competing clubs and regatta officials:

*In accordance with the British Rowing Safeguarding and Protecting Children Guidance Guidelines for Rowing Competitions.*

#### Policy Statement

The organizing committee of the Burton Head believes that the welfare and wellbeing of all children and vulnerable adults whether as competitors, helpers or spectators is paramount. All people, regardless of age, sex, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and in an appropriate manner. Any such concerns should be reported to a Head volunteer or official without delay.

#### Reporting Structure

A Welfare Officer (**Fiona Brown**) has been appointed for the event. She will act as the point of contact for any concerns or allegations, and during the event can be contacted on her mobile **07517 266831** or via Race Control located at Burton Leander RC boathouse. They can also be contacted by asking any official with a radio to pass a message to them.

The Chairman of the Event Committee has overall responsibility for decisions and disciplinary procedures, and will take advice from the Welfare Officer. The first point of contact during the event will be the Welfare Officer. She will take overall responsibility for investigations into any reported incident, taking any required action and referral to other concerned parties e.g. the coordinating umpire, the police or the British Rowing Child Protection Officer (CPO). The Event Chairman and the Welfare Officer will then decide whether or not it is appropriate to report the matter to the British Rowing CPO or NSPCC. Dr Richard Henshaw (First aid services) is on site during the hours of racing. Outside of this time contact numbers for the local hospital are posted on site.

#### Security

. The event organizers brief all volunteers on the Welfare Plan, and ask them to report any inappropriate behaviour to Race Control. The event attracts junior competitors, who would usually be under the care of a parent or coach. It remains the attending Clubs' responsibility to ensure that their junior competitors and crews are fully supervised and are competent to deal with the course and the prevailing conditions. We expect clubs and schools to have their own up-to-date child protection and welfare policies, compliant with British Rowing Safeguarding & Protecting Children Policy, and that these policies are followed. A name and mobile telephone number is requested by the Event Organiser for each club entering junior crews. The list of contacts is held at Race Control so that the responsible adult can be contacted easily in case of incident. No personal contact details for children are held.

## **Missing or Lost Children**

If a child is believed to be missing this should be reported to Race Control. The Welfare Officer will advise both the chairman of the race committee and the chairman of the organising committee of the situation. The coach / person responsible for the missing child will be made aware of the situation. The Welfare Officer will send out an announcement via the radios and organise a search for the missing child and, if necessary, contact the police. If contact has not been made with the individual within 20 minutes of concerns being reported to the Welfare Officer the local police will be contacted. Any young person who has lost their coach /responsible person or parent should be taken to or report to Race Control at Burton Leander RC.

## **Photography**

As the event takes place in open public areas, control of photography is not feasible. However, any photographer who has been vetted and authorised by the organising committee to take photographs will carry and display identification and must have the permission from parents/guardians before publishing any photographs of children. All helpers are briefed to respond to any inappropriate photography and report such to the Event Organiser or Welfare officer.

## **Key Contacts for Burton Head 2016**

Head Committee Chairman	Kenny Holmes	07729 452031
Welfare Officer.	Fiona Brown	07517 266831
Head Committee Secretary	Fiona Brown	07517 266831
Safety Advisor:	Kenny Holmes	07729 452031
Race Committee Chairman:	John Oram	07985 001755
Entries Secretary:	Kenny Holmes	07729 452031
Race control: Burton Leander RC, Stapenhill Rd., Burton-on-Trent		

## **Appendix 2**

### **Burton Head Emergency Response Plan**

#### **On the Water**

In the event of a serious emergency the nearest official will call 'PAN-PAN, PAN –PAN' on the radio and all other radio users will observe radio silence and follow instructions given by that official.

The Water Safety Advisor (WSA) or deputy will be responsible for contacting first aid services or the emergency services as appropriate.

In the event of a capsize of a crew during the race, proceeding to the start, or in the marshalling area at the start, the nearest umpire/official will act as the emergency coordinator and will

- Advise the safety advisor and all other race officials if it is necessary to suspend the start of any further races (using PAN-PAN, PAN-PAN to alert all officials)
- Instruct the crew to hold onto the boat and summon the nearest safety launch to assist in the recovery of the crew and boat.
- Deploy the throw line if considered appropriate.
- The umpire/official or safety advisor will advise all officials when racing can restart

In the event of equipment failure or other incident that renders a boat unrowable (e.g. a crew becoming stuck in the bank) then the procedure above for capsize should also be followed.

#### **Land Based Incidents**

These will be controlled initially by those finding the incident who should report it to the Safety Advisor and/or the nearest official who will oversee the appropriate action. First aid services will be available at the Finish and at the Boathouses.

#### **Lightning**

In the event of a Lightning Storm, the British Rowing 30/30 rule shall be used. All crews on the water shall be instructed to return to the boating areas as quickly as is safe to do so and safety launches will follow the last boats having ensured all boats are off the water. Race officials will move to a point of safety. Once off the water all should move either under cover (not under metal structures) or into vehicles until the danger of lightning has passed.

The Safety Advisor, Race Committee Chairman and Welfare Officer/Chair of Event Organising Committee will decide if and when racing should resume.

These arrangements will be communicated to competitors, coaches, spectators and officials at the boathouses and via the radio and mobile phone if necessary.



## **Access Points**

The river bank is accessible on the Burton side at the Riverside Hotel, Branston, near the start via a ramp from the hotel car park, and 1.5km from the start via a track across Branston golf course from their maintenance garages. Access is available on the Stapenhill side along Waterside Road about 1km from the finish and adjacent to the finish via the Dingle and staging on the Christadelphian's property. Access is also available at the boathouses off Stapenhill Road, 1.25km downstream of the finish.

Position	Postcode	OS Reference
1. Riverside Hotel, Branston(near start)	DE14 3EP	SK 227310
2. Branston Golf Club, Branston Rd.	DE14 3DP	SK 240206
3.Waterside Rd. (nr. Leicester Line Bridge)	DE15 9JL	SK 247212
4.The Dingle. (nr. The Ferry Bridge)	DE15 9HF	SK 254219
5. Burton Leander RC., Stapenhill Road.	DE15 9AE	SK 256231

## **Reporting of Incidents**

Any incidents including potential and actual injury or damage to individual or equipment must be reported to the WSA and the event organiser. These will be entered into an incident book and logged onto the British Rowing reporting system.

## **Abandonment**

The decision to abandon or curtail the event in cases of emergency or extreme weather or other conditions will be made by the following officials:

Water Safety Advisor

Race Committee Chairman

Welfare Officer/ Event Organising Committee Chair

## **Appendix 3**

### **Burton Head Abandonment Plan**

The event takes place on the River Trent. The conditions that would cause the abandonment of the event or racing would be high water levels, very low water, excess weed growth on the course, debris or severe winds. Of these only high water levels and high winds are likely to cause abandonment in October.

In the week prior to the event the Water Safety Advisor(WSA) and Race Committee Chairman will monitor the river, Regatta site and weather conditions utilising local weather authority forecasts and the Environment Agency website, which provides regular data on water levels and rates of rise at Drakelow Hall in mid-course. On the Friday (or earlier if conditions dictate) prior to the event, based on an assessment of likely forecast conditions and following consultation with the Event Organising Committee, a decision will be made to run or cancel the event.

In the event of cancellation all participants will be informed on the website and via the contact details submitted via BROE on the Friday.

Prior to racing on the day, an assessment will be made by the Race Committee based on the fixed and variable aspects of the event i.e. age, experience / category, 1x, 2x, coxless, front loader, weather, the course, water conditions, other external factors as to what categories are deemed able to race and whether any amendments are to be made to the course. Any restrictions or amendments will be advised to all Club coaches by the WSA/ Race Committee Chairman at a meeting at Burton Leander RC boathouse.

An ongoing assessment will be made during each day by the Race Committee and any restrictions or amendments will be advised to all Club coaches by the WSA at a meeting to be announced over the PA system. All marshals, safety launches and umpires will be informed by radio.

The decision to abandon or curtail the event in cases of emergency or extreme weather or other conditions will be made by the following officials: Water Safety Advisor, Race Committee Chairman, and Welfare Officer/ Event Organising Committee Chairman.

## **Appendix 4**

### **Burton Head Plan B**

The following arrangements are in place to cover unforeseen failure of safety cover:-

Loss of radio communications will be covered by mobile phones

Loss of Race Marshal, Safety Launch personnel or Umpire support:-

Any missing Umpires will be covered by officials on standby to take over relevant duties

Missing marshals, monitors or safety launch personnel will be covered by extended shifts or standby personnel.

The Safety Advisor, Organising Committee Chairman & Race Committee Chairman will work together and cover for each other.