

# Sudbury RC Annual Regatta 6 August 2016 – Safety Plan

## Introduction

This is the 136th Sudbury Annual Regatta. We aim to make this one as competitive, enjoyable and safe as all of our previous events. This Safety Plan describes the arrangements and controls we have in place to ensure that the day is successful and so far as possible without incident. The Plan also details arrangements that are in place should an incident occur.

The Safety Plan comprises the following

- Responsibilities and General Arrangements
- Risk Assessment – Water Safety
- Risk Assessment – Land Safety
- Competitors Safety Plan
- Emergency Action Plan

## Regatta Officials

Regatta Secretary:	Nicola Porter Vaughan
Safety Adviser:	Keith Paxman
Boat Marshalling Co-ordinator:	Tony Moule
Race Controller:	Andrew Blit
Refreshments Co-ordinators:	Emma Adams
Registration Co-ordinator:	Stephen Nichols
Safety Boat Co-ordinator:	Tony Moule
Stake Boat Co-ordinator:	Tony Moule
Start Marshall:	Jeremy Millbank
Chair of the Race Committee:	Andrew Blit
Welfare Officer:	Mike Arnott

## Responsibilities

The following responsibilities have been allocated to individual the Regatta Officials

Title	Responsibilities
<b>Regatta Secretary</b>	<ul style="list-style-type: none"> <li>- Regatta planning and co-ordination.</li> <li>- Allocation of responsibilities detailed in this Safety Plan.</li> <li>- Arrange first aid cover</li> <li>- Notify interested parties and necessary permits and licences.</li> <li>- Arrange for gazebos for regatta officials and umpires.</li> <li>- Ensure that there are sufficient stakes and tape, and the appropriate signs to mark out Friars Meadow in accordance with the Land Safety Risk Assessment and site plan for the Friars Meadow.</li> <li>- Ensure the marquee and tents are set up correctly.</li> <li>- Manage the set up the Regatta Field on the Friday before the regatta.</li> <li>- On Regatta Day check that Friars Meadow is ready and prepared for the event.</li> <li>- Liaise with the Club Water Safety Adviser and Race Controller in the event of an Emergency</li> </ul>
<b>Club Safety Adviser:</b>	<ul style="list-style-type: none"> <li>- Prepare the Regatta Safety Plan.</li> <li>- Oversee the safety management of the racing and related activities during the regatta.</li> <li>- Advise the Race Controller on safety issues that affect the conduct of racing. In particular, the need to suspend racing.</li> <li>- Process BR Safety Incident forms arising during the regatta.</li> <li>- Support Race Control in the event of an Emergency Incident.</li> </ul>
<b>Boat Marshal</b>	<ul style="list-style-type: none"> <li>- Ensure that prior to the regatta, boat marshal assistants are briefed on their responsibilities, manual handling and the use of radios.</li> <li>- Provide assistance to crew boating and landing, particularly for small boats</li> <li>- Encourage crews to promptly depart from the landing stage and to make adjustments on the water.</li> <li>- Direct crews waiting for their Division and instruct them when to proceed to the start</li> <li>- Encourage crews that have competed to promptly remove their boats from the boat</li> </ul>

	marshalling area.
<b>Race Controller</b>	<ul style="list-style-type: none"> <li>- Monitor radio traffic</li> <li>- Regulate the flow of crews to the start, taking advice from the Start Marshal and the Boat Marshalling Area.</li> <li>- Observe any other river users and control movements or suspend racing</li> <li>- Monitor the course for aggressive swans or debris.</li> <li>- Monitor the weather condition (particularly for thunderstorms and high winds) and the condition of the river flow, and liaising with the Club Water Safety Adviser as necessary.</li> <li>- Implement the Emergency Evacuation Plan (with Chair of the Race Committee).</li> </ul>
<b>Refreshment and Bar Co-ordinator</b>	<ul style="list-style-type: none"> <li>- Ensure that the food hygiene measures as identified in the Land Safety Risk Assessment are adhered to and brief staff accordingly.</li> <li>- If necessary, initiate initial actions of Emergency Evacuation Plan for the refreshment marquee, and brief staff of actions needed.</li> <li>- Brief staff on manual handling and changing beer casks.</li> <li>- Co-ordinate food and drink to umpire positions, if needed.</li> </ul>
<b>Registration Co-ordinator</b>	<ul style="list-style-type: none"> <li>- Provide safety information to clubs and to the Club's website.</li> <li>- Co-ordinate lost children and lost property.</li> </ul>
<b>Safety Boat Co-ordinator</b>	<ul style="list-style-type: none"> <li>- Ensure that prior to the regatta the safety boat crews are trained / briefed on: the use of safety boats, the safety measures and the use of radios.</li> <li>- Ensure that safety boats are appropriately equipped .</li> <li>- Ensure that safety boat cover is in place 30 minutes prior to the start of racing until 10 minutes after the completion of the final race.</li> <li>- Brief Race Control of any problems on the river.</li> </ul>
<b>Stake Boat Co-ordinator</b>	<ul style="list-style-type: none"> <li>- Ensure buoyancy aids, waterproofs, sun cream and other protection are provided and used</li> <li>- Ensure that prior to the regatta stake boat crews are trained and briefed.</li> <li>- Ensure that the stake boat roster is notified to juniors and their parents, and that its implementation is monitored during the regatta.</li> </ul>
<b>Start Marshal</b>	<ul style="list-style-type: none"> <li>- Ensure that prior to the regatta, start marshalling assistants are briefed on their responsibilities and the use of radios.</li> <li>- Ensure that Race Control / Boat Marshalling is aware of any issues that prevent instructing the next Division to proceed to the Start.</li> <li>- Ensure that competitors only warm up and practice downstream of the start marshalling area.</li> <li>- Ensure that competitors are paired and are ready to approach the Start in good time</li> <li>- Support any capsize in the Start area</li> </ul>
<b>Umpire Co-ordinator</b>	<ul style="list-style-type: none"> <li>- Take decisions, with advice as appropriate from club and regatta officials and the co-ordinating umpire, on safety issues that affect the conduct of racing. In particular, the need to suspend racing.</li> <li>- Control the disposition and use of safety boats.</li> <li>- Ensure that prior to the regatta, race control assistants are briefed on their responsibilities and the use of radios.</li> <li>- Confirm the serviceability of regatta control equipment (loud hailers, finish horn).</li> <li>- Control the issue, and return of, radios and loud hailers to regatta officials and umpires</li> <li>- Co-ordinate the staffing of Umpires and the provision of any safety equipment</li> <li>- Monitor the weather condition (particularly for thunderstorms and high winds) and the condition of the river flow, and liaising with the Club Water Safety Adviser as necessary.</li> <li>- Implement the Emergency Evacuation Plan (with Race Controller).</li> <li>- Noting that the safety responsibilities of umpires for the conduct of individual races are not detailed in this plan as they do not differ from the normal British Rowing requirements for which they are trained.</li> <li>- Co-ordinate return of British Rowing Control Commission Report on Equipment Failures.</li> </ul>

## General Arrangements

The following General Arrangements have been put in place following the Water Safety and Land Safety Risk Assessments

<b>Vehicle and Trailer Access and Parking</b>	The location address is Friars Meadow, Edgworth Road, Sudbury Suffolk, CO10 2GT. To access the meadow competitors turn left off of Edgworth Road along a track and over a disused railway line. At this point marshals will direct cars and trailers to the car parking and trailer parking areas. Both areas are signed and indicated by tape barriers. Trailers are requested to park sensibly allowing room to unload and for access by others
<b>Boat Launching</b>	Crews are informed which Division should be preparing to launch. Once in the launch area they are under the control of the Boat Marshal who will direct which landing stage to use, arrange for boat safety checks by an Umpire and instruct on launch order. Assistant Boat marshals will help with launching. Chair of the Race Committee under guidance from the Boat Marshal and Race Controller reserve the right to disqualify any crew for late attendance or if a boat does not meet safety criteria. Crews may warm up upstream of the Finish from 'The Cut' to the disused railway bridge but must obey the circulation pattern.
<b>Division Assembly Racing and Landing</b>	Due to the river width each division has to assemble upstream of the Regatta Finish until the last race of the previous Division has finished. Race Control via the Boat Marshal will instruct each Division when it is safe to proceed to the Start area. Once at the Start area the Start Marshal will instruct each crew to pair with their opposing crew and assemble in start order. As each crew comes forward to the Start they are under control of the Start Umpire and each Course Umpire as the race proceeds. Crews MUST comply with any instruction by an Umpire. Once finished, crews must keep clear of following races and follow instructions given by any Regatta Official.. A circulation pattern will be provided to all competing clubs and all marshals and Umpires. All crews must obey this. Once instructed to land crews need to speedily clear the boating area.
<b>Capsize</b>	In the event of capsize crews should proceed to the Suffolk bank (north / bow side when rowing upstream). A safety boat is situated at the bottom of the meadow with visibility of the whole course and in radio contact with Start / Finish and Course Umpires
<b>First Aid</b>	Qualified First Aid support is located between the Race Control Tent and VIP Tent
<b>Safety Equipment</b>	The following safety equipment is provided Safety Boat located at the bottom of Friars Meadow Throw lines and life rings for Umpires, Start Marshal and Finish Marshal Radio Comms for Race Control, Marshals, Umpires, Regatta Secretary, Water Safety Adviser Mobile phone at Race Control, Regatta Secretary, Water Safety Adviser First aid equipment provided by the First Aider First aid kit at Start
<b>Cancelling or Suspension of the Event</b>	If an incident occurs or adverse weather such as thunderstorm, high winds or heavy rain make the event unsafe then Chair of the Race Committee in consultation with the Regatta Secretary, and Safety Adviser will at his discretion suspend or cancel the race. This will be duly announced on the public address system and by radio communication. Updates will be given as appropriate.  In the event of an incident then the Emergency Action Plan will be effected
<b>Marquee and Tents</b>	The tents shall be erected and dismantled by competent persons and checked prior to the event and during the course of the day by the Regatta Secretary. Frequency of checking will depend on weather conditions such as high winds and heavy rain Marquee and BBQ tent will have a fire extinguisher and water buckets for use in the event of a fire Propane cylinders and beer casks shall be connected and disconnected by competent persons
<b>Food Hygiene</b>	Food will be kept chilled and separately wrapped Uncooked food meats will be kept sealed or separate from other prepared foods Sample temperature checks will be made of hot food Food handlers will follow ensure safe hygiene is followed
<b>Electrical</b>	The electrical supply shall be connected and checked for earth by a competent person Any electrical faults will only be dealt with by a competent person

<b>Welfare</b>	All participating clubs are responsible for the welfare of young members whilst participating at SRC Regatta. If required the SRC Welfare Officer can provide support
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