

## **READING TOWN REGATTA**

### **THAMES VALLEY PARK REGATTA**

#### **Safety Plan 2009**

#### **Rowing Safety**

##### **General Statement**

The Reading Town Regatta Committee operate the Reading Town Regatta and Thames Valley Park Regattas in accordance with the rules of the Amateur Rowing Association (ARA) and within the guide of ARA Row Safe; A guide to good practice in rowing.

The Committee believes that everyone who participates in rowing on the Thames at Thames Valley Park is entitled to do so in an enjoyable and safe environment. As such the Committee follows the principles as set out by the ARA.

##### **Safety Plan**

The welfare of all people competing or attending events organised by us is paramount. A Risk Assessment for the Dreadnought Reach site exists for the Regatta events organised and operated by the Committee. This is reviewed after each event and annually to ensure that we adopt a process of continuous improvement.

The Key elements of our safety plan are in line with the Row Safe guide and are as follows;

1. A Water Safety Adviser is appointed for each event with responsibility for water safety at the regattas.
  - 1.1 The Water Safety Adviser is a member of the organising committee
  - 1.2 Water Safety is an Agenda item at each committee meeting
  - 1.3 Water Safety is reviewed after each event
  - 1.4 A Welfare Officer is appointed and

- 1.5** is a member of the Organising Committee
- 1.6** Welfare and Safeguarding are regular items at the Committee meetings
- 1.7** Water Safety is part of the event review
- 1.8** Welfare and Safeguarding is part of the event review

- 2.** A risk assessment is undertaken and annually reviewed for situations on both land and water including
  - 2.1** Welfare and safeguarding of juniors and vulnerable adults and welfare and safeguarding issues.
  - 2.2** The course is prepared in advance each year including bank-work to ensure safety of all competitors, officials and members of the public during the course of the event. This includes a review of water depths at the bankside and vegetation trimming to ensure a good view of the course for all concerned. The course is buoyed and clearly marked to ensure the safety of competitors and general river users. A navigation channel is clearly marked and safety boats patrol the course and navigation channel as well as holding areas at the start and finish.
  - 2.3** The risk assessment is reviewed after each event
- 3.** Safety Plan;
  - 3.1** A safety plan has been formulated based on Risk Assessment.
  - 3.2** The safety plan incorporates welfare issues
  - 3.3** The Committee make the final decision regarding cancellation of the event due to inclement conditions, rules applying to the event, communications, medical and first aid, the start and finish, race umpires, instructions to officials and competitors, emergency vehicle access, and the plan regarding accident and emergencies.
  - 3.4** The Police, Navigation Authority, Local NHS Hospital, ambulance service (Red Cross) life saving and first aid organisations are all to be made aware of the event, and where appropriate their role within that.
  - 3.5** It is the role of the Safety Adviser and Race Committee to ensure all officials are fully briefed on the event and the plan in case of emergencies. All emergencies will be controlled from Crew Stewards. In the event that this is not possible for any reason, then emergencies will be controlled by the regatta committee from the main marquee.
- 4.0 /4.1** First Aid cover will be provided with both a
  - 4.2** Medical Officer and Ambulance service (Red Cross or equivalent) being in attendance for the duration of competition.
  - 4.3** The location of First Aid will be notified to all participating clubs via the website, and with the draw as well as via signage at the event.

**4.4** The Medical Officer is a medically qualified doctor

**4.5** First Aid can be summoned via Radio, Public Address or Mobile telephone through any official or member of the committee.

**5.** Safety boats will be provided at the events by a recognised Life Saving Organisation. As such they will operate within the ARA guidelines but also within the standards as laid down by the Royal Life Saving Society including levels of safety equipment carried etc. All Safety boats will be in contact with officials via radio and loud hailer devices.

**6** Umpires launches –

**6.1** All are fully equipped including safety equipment

**6.2** All umpires and launch officials will be provided with and wear life jackets/buoyancy aids.

**6.3** In the event of an accident the first duty of the umpires launch is to the safety of all competitors

**6.4** All launches are equipped with radio communication and loudhailers

**7/7.1/7.2.** Bank umpires are provided with line throwing equipment, loud hailers and radios

**8.** Not applicable

**9. 1** All officials and competitors are provided with copies of the boating instructions, which includes a plan of the course, and flow pattern.

**9.2** Instructions include the location of emergency facilities and telephones.

**9.3** All officials are briefed as to their area of responsibility and duty.

**9.4** All officials and safety launches are in place before crews boat for racing events.

**10.** Random checks of boat condition will be carried out. Competitors are reminded of THEIR responsibility to comply with the requirements of the Row Safe guide

**11. 1** The event is clearly signposted to other river users including the navigation channel they should use.

**11.2** The course is clearly buoyed and the start and finish areas are clearly marked.

**12.** All marquees will be provided by recognised contractors and meet specifications for public use.

## **Welfare**

The Organising Committee of the Regatta believe that the welfare and well-being of all children is paramount. All children regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All

suspicious, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

A Welfare Officer for the Regatta is appointed annually and is the point of contact for any concerns or allegations. They can be contacted at Race Control. Signs with details will be posted in the changing areas and at Race Control throughout the duration of the event.

In the case of any concern being raised the Welfare Officer is the point of contact and they will inform the Regatta Chairman. They will then determine the next course of action which will almost certainly involve the Police being contacted and the matter reported to them and the ARA CPO.

Medical Provision is available over the course of the event and Thames Valley Park Security are also present on the site at all times.

### **Missing Persons**

The procedure for handling missing persons is that it will be reported to and then handled initially by Race Control through the Regatta officials, and Thames Valley Park Security. In the case of an individual being reported missing and not being located within 20 minutes, the matter will then be reported to Thames Valley Police.

An official photographer with CRB certification will be appointed by the Regatta Committee to cover photography at the event.

### **Further Notes to Officials;**

#### **Safety Provisions**

- First Aid Boxes are located at Race Control in the finish area, the Waterside Centre and on all launches. There is also an ambulance and doctor located next to upstream end of the main marquee.
- The Upstream safety boat will moor at the finish when not patrolling
- The Downstream safety boat will moor near the start when not patrolling.
- Emergency telephones are located at race control and the bar area. Help

can also be summoned by contacting any official, or member of the Committee.

### **Emergency Action Plan**

- If there is an incident on the course during racing, the Umpire in charge of the race will assess the situation and where appropriate will ring the bell, wave a red flag and **all racing will stop** until the incident is cleared. The Safety of competitors, river users and the general public at large is the number one priority at all times.
- If there is an incident between races in any area the nearest official will take control and determine the necessary action required. This can include the suspension of all racing / boating until the incident has been cleared.
- Any official can ask the Starter to suspend racing due to an incident **anywhere on the river.**
- Racing will not continue unless safety boats are present on the course.
- Only the Race Committee Chairman can authorise racing to re-commence.

### **Incident Anywhere on the river**

#### 1. Nearest Umpire or Official

- a. Call for radio silence whilst the incident is dealt with. Halt all racing if required and any boat movement until the incident is cleared and ask the Starter via radio to suspend racing.
- b. Call via radio the nearest safety boat and first aid. Notify all officials of incident via radio.
- c. **Conduct headcount to ensure no crew member is unaccounted for.**
- d. Complete Incident Report Form and return it at a suitable point to Race Control.

#### 2. Umpires/Marshals

Inform all crews 'We have temporarily suspended all racing due to an incident on the river'.

- a. Start- Do not allow any further races to start until it is cleared.

- b.** Boating area - Do not allow boats to boat or travel towards the direction of the incident until it is cleared. If there has been a major incident, instruct boats to circulate away from it. The landing stages in the finish area should be used for any casualties requiring ambulance assistance.
- c.** If one of the safety boats or an umpires launch is bringing the casualty ashore, clear the space at the landing stage to allow the safety boat to land and access doctor/Red Cross ambulance facility.
- d.** Boat inspection- stop boating until incident is cleared. If the incident requires any additional ambulances to the one on site, they should be directed to go to the car park at the Waterside Centre which gives easy access to the boating area.
- e.** Race Committee Chairman- when incident is cleared, authorise the recommencement of racing.

### 3. Safety Boat

Attend incident.

If crew-member is able to re-boat, assist and take to the nearest area where this is possible ie bank or landing stage, if required.

Inform umpires when the crew-member is re-boated. Complete an incident form and return it to Race Control/Registration.

If patient requires first aid: take in safety boat to the landing stage at the finish. Notify doctor / Red Cross first during transit. Notify the officials of progress and report to Race Control when the incident has been taken off river. Complete an incident form.

### 4. First Aid

Attend landing stage if required. If additional ambulances are needed (dial 999 or 112) ask for ambulance service and instruct them to attend the **“Wokingham Waterside Centre car park, Thames Valley Park, end of A3290, Reading, RG6 1PQ Grid Ref; SU 736 740”**. Attend incident and fill in an Incident Report Form, returning the completed form to Race Control **as soon as possible**.

### **Incident in the Trailer Park / Boatng Area / Waterside Centre**

Nearest official;

If minor, direct to the Doctor / Red Cross in the boating area. If a major incident, call Doctor / Red Cross via radio, who will summon /bring ambulance if required. Complete an incident form.

### **Reporting of incidents**

Should an incident occur on the river or in the trailer / boating area witnessed by any official, crew etc, then these should be logged at the time on an incident reporting form. Copies of these forms will be at Race Control. These are to be filled in and returned to Race Control for the attention of the Water Safety Adviser as soon as possible on the day.

### **5 Emergency Telephone Numbers**

Thames Valley Police - 999 for emergency  
- 0845 8 505 505 for non emergency  
Royal Berkshire Hospital – 0118 322 5111  
Race Control & Safety - 07802 642482  
Environment Agency – Incident hotline 0800 807060

Q A Knowlson  
Safety Adviser - Reading Town Regatta Committee  
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