



THE NATIONAL SCHOOLS' REGATTA

25-27 May 2018

EVENT SAFETY PLAN

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Author:	C. Cornell

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OVERVIEW

1.1. Scope

- These instructions apply to all competitors, volunteers and third-parties at The National Schools' Regatta both on land and on water.
- These instructions should be read in conjunction with the British Rowing Row Safe guide to good practice in rowing which gives broad advice to those involved in the sport of rowing both in and out of competition.

- Expected participants: Juniors (aged 13-18). No adaptive categories are currently offered
- Expected racing craft: Fine boats (eights, fours, quads, pairs, doubles, single sculls)
- Competition format: Multi-lane Regatta over 1,000m and 2,000m.
- Racing takes place during daylight hours.
- When racing over the full 2000m course, crews will proceed from the embarkation rafts to the start zone via the warm-up lake only.

1.2. Organising Committee

Role	Names	Contact no.	Email
Chairman	George Hammond	07850 460317	chairman@nationalschoolsregatta.co.uk
Hon. Secretary	Jonathan Hill	07714 706877	secretary@nationalschoolsregatta.co.uk
Treasurer	Mark Blandford-Baker	07770 504769	treasurer@nationalschoolsregatta.co.uk
Entries Secretary	Adrian Cassidy	07773 781612	entries@nationalschoolsregatta.co.uk
Chief Umpire	Ian Cruickshank	07712 836942	umpire@nationalschoolsregatta.co.uk
Publicity & Operations	Siobhan Cassidy	07773 781624	operations@nationalschoolsregatta.co.uk
Rafts Officer	Thomas Garnier	07787 299086	racecontrol@nationalschoolsregatta.co.uk
Trophies	Paul Smith	07934 166718	trophies@nationalschoolsregatta.co.uk
Welfare & Safety	Carol Cornell	07767475881	welfare@nationalschoolsregatta.co.uk
Other	Ryan Demaine	07903 728679	ryan@nationalschoolsregatta.co.uk
Other	Steve Hermes	07787 425912	steve@nationalschoolsregatta.co.uk
Website	Kirsty Tyce		website@nationalschoolsregatta.co.uk

1.3. Location

- The National Schools' Regatta takes place at the Eton College Rowing Centre, Dorney Lake, Windsor SL4 6QP (OS Grid 493700,177400 / SU937773).
- The course at Dorney Lake is built to international standards; it is approximately 4 metres deep, has gently shelving banks and contains clean, still water.
- Water temperature is commensurate to summer expectations.

- The course, as with rowing in general, has a good safety track record.

1.4. Rules Applying to the Event

- The Regatta is run in accordance with the British Rowing Rules of Racing and the Row Safe guide to good practice in rowing.
- All crews must be apprised of the local rules as defined by the Organising Committee. These rules have been designed as addenda to the above in order to facilitate the smooth running of the Regatta and to ensure the safety of competitors, spectators and the general public.

1.5. Vehicle and Trailer Access

- Entry and exit from the Dorney Lake site must only be made via Lake End Road (B3026) and not via Marsh Lane.
- Only official vehicles and emergency vehicles are permitted access to the island between the warm-up channel and main lake.
- Once on-site, drivers must follow the instructions of marshals who will direct traffic to the appropriate parking facilities.
- Boat trailers will be directed to the car park situated at the North-Eastern end of the Lake. Marshals will be on hand to direct parking and full cooperation from drivers is expected.
- Coaches and minibuses transporting crews will be parked on the South side of the Lake on Drove Road, entering and leaving via the access at the West end of the Lake.
- All other vehicles will be parked on the North side of the Lake.
- Note that weather conditions may dictate that car parking and trailer parking facilities are changed at short notice.
- All drivers must observe the posted speed limits and ensure that extreme care is taken in pedestrian areas.

1.6. Decision-Making Process

1.6.1. Agreement to Commence Racing

- Before racing starts on any day the Race Committee Chairman and Safety Officer will assess the conditions of the course and must agree unanimously that racing should start.
- The Race Committee Chairman and Safety Officer will ensure that all items in the Regatta Safety Checklist (*see Appendix E - Regatta Safety Checklist*) are satisfied prior to the commencement of racing and monitor these items over the course of the day to ensure continued safety.

1.6.2. Temporary / Permanent Suspension of Racing

See Appendix G - Protocol for the Suspension and Resumption of Racing

1.6.3. Resumption of Racing

See Appendix G - Protocol for the Suspension and Resumption of Racing

1.7. Weather Conditions

The Organising Committee shall monitor weather conditions throughout the event. Racing shall be suspended when conditions are deemed unsafe as per Paragraph 1.6.2 - Temporary / Permanent Suspension of Racing.

1.7.1. Wind

- Where wind conditions affect the safety of crews, the Regatta may suspend or cancel racing.

1.7.2. Poor Visibility / Low Light

- In the event of poor visibility (less than 350m) or low light, the Regatta may suspend or cancel racing.

1.7.3. Lightning

- See Appendix H - Lightning Procedure

1.8. Communications

- Regatta Officials are supplied with radios to facilitate communication. The Regatta hires VHF radio equipment from a major communications company, familiar both with rowing events and the course at Dorney.
- Dorney Lake does not have public telephone points, however mobile phones are held by Regatta Officials for the purpose of making emergency calls.
- Command and Control is co-ordinated in the Finish Tower.

1.9. Rescue Boats and First Aid

- Up to five rescue boats will be present on the main lake and the warm-up lake to give assistance where necessary. The positions for these boats can be found in *Appendix B – Circulation Pattern*.
- In the event of an incident or other event reducing the number of available rescue boats but not requiring the suspension of racing, the remaining rescue boats shall be redeployed to provide maximum effectiveness.
- Paramedic facilities will be available in the boating area. This is highlighted in *Appendix D - Safety and Medical Facilities*.
- The nearest A&E department is in the Wexham Park Hospital, Wexham, Slough, Berkshire, SL2 4HL , a distance of @7 miles from the course.

1.10. Safety Reporting

- The Regatta supports a continuous improvement programme for safety. In order to facilitate this, all incidents, near-misses and issues should be reported and acted upon.
- Further information is given in Appendix M - Regatta Safety Report Forms

1.10.1. Incident Reporting

- All incidents shall be reported via a Regatta Official to the Regatta Safety Officer. These incidents shall be reported through the British Rowing online reporting mechanism.

1.10.2. Medical Return

- In the event of an accident or incident resulting in significant injury or requiring transfer to hospital, the Regatta Safety Officer, Honorary Medical Officer or Paramedic Team shall complete a Medical Return Form to be sent to the British Rowing Chief Medical Officer.

1.10.3. Control Commission Reporting

- Control Commission may inspect crew equipment at embarkation. In accordance with British Rowing Rules of Racing Rule 7-2-8a, crews will be prevented from boating if their equipment does not meet the minimum standards set by Row Safe.
- Control Commission will retain a list of crews presenting inadequate equipment. The Regatta Safety Officer will forward this information to the relevant club and regional Water Safety Officers.

1.11. Emergency Action Plan

- See Appendix J - Emergency Action Plan.
- Thames Valley Police have allocated URN 852 dated 15 April 2016 to the event.

1.12. Child Welfare

- The Organising Committee believes that the welfare of all children is paramount and working in conjunction with all appropriate personnel, will seek to implement the guidelines of the British Rowing Safeguarding and Protecting Children Policy.
- All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken extremely seriously and responded to both swiftly and appropriately.
- A welfare officer/coordinator for the competition will be appointed annually and will act as the point of contact for any concerns or allegations. The contact number for the Welfare Officer will be posted in the boating area throughout the duration of the competition.

- For clarity, a child is defined as a person under the age of 18 by The Children Act of 1989.
- Please refer to the *Child Welfare Policy and Plan in Appendix F*

1.13. Water-Borne and Infectious Diseases

1.13.1. General Advice

- Competitors should take the following action in order to reduce the risks of infection from water-borne disease:
 - Do not drink water from the lake.
 - Only drink from your own water bottle.
 - Wash hands thoroughly and shower if necessary before eating or drinking.
 - Avoid immersion in the water.
 - Cover cuts and abrasions (including blisters) with waterproof dressings.
 - Do not splash water from the lake onto your face or body in order to cool down.
 - Shower after contact with the water.
 - Wear footwear to avoid cuts and protect feet when paddling in the water (launching a boat).
 - Avoid contact with Algal scum.

1.13.2. Leptospirosis (Weil's Disease)

- The risk of contracting Leptospirosis from recreational water is small, however the serious nature of the disease is such that everyone must be aware of the dangers and should take the simple precautions outlined in section 1.13.1 to reduce the risk of infection.
- If 'flu-like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.

1.13.3. Blue-Green Algae (Cynobacteria)

- Cynobacteria are commonly found in fresh and brackish water during mid to late summer. In favourable, stable conditions, blooms may form and scum may accumulate downwind on the surface of the lake.

2. INFORMATION FOR COMPETITORS AND SPECTATORS

2.1. Responsibilities

The Regatta implements the recommendations of the British Rowing Row Safe guide to good practice in rowing, and competitors are reminded of their obligations under Row Safe. As such ALL **Competitors and Spectators must follow posted safety notices and obey instructions from Regatta Officials.**

- Competitors with significant pre-existing medical issues should inform the on-site medical team prior to competition.
- Coxswains must provide and wear a suitable buoyancy aid or lifejacket when afloat.
- Competitors are specifically reminded that persons using the lake do so at their own risk and are solely responsible for:
 - Their own safety and their ability to meet the minimum standards required by Row Safe i.e. ability to swim, awareness of capsizing procedures.
 - Ensuring that their boats are safe and are prepared to the standards required by the British Rowing Row Safe guide and the British Rowing Rules of Racing. Any boat that fails to meet the standard shall be excluded. See British Rowing Rules of Racing rule 7-2-8 for details.
 - The strict observance of the circulation pattern (*see Appendix B - Circulation Patterns*) and the minimum standards set by Row Safe.
 - Deciding, together with their coaches, whether or not they are competent to use the lake in the prevailing weather conditions.

If a competitor falls out of a boat for any reason, the crew must stop and render assistance. Attention is drawn to Rule 7-6-1b; a crew will not be placed without its full complement.

2.2. Equipment

- It is the responsibility of the competitors to ensure that their boats are safe and are prepared to the standards required by the British Rowing Row Safe guide to good practice in rowing.
- Control Commission may inspect the boats prepared by the competitors before each race, and shall exclude any boat that fails to meet the standard laid down.
- Control Commission shall maintain a record of boats failing inspection. The Regatta Safety Officer shall forward this to the Regional Water Safety Officer within seven days of the Regatta.

2.3. Protection against Weather Conditions

- British weather can be varied, even in summer. Competitors especially should ensure that they bring kit and clothing appropriate for all possibilities.

2.3.1. Hot Weather

- **All competitors and spectators need to be aware of the effects of sunburn, heat stroke and heat exhaustion and take appropriate action to limit the risks:**
 - Wear clothing which offers protection against sunburn (hats, T-shirts, sunglasses etc) and use a high factor sun block.
 - Take on fluids before, during and after competition.
 - Find shelter against the sun.

- Seek advice or assistance from the on-site Paramedic Team.

2.3.2. Cold/Wet Weather

- While the Regatta takes place during the summer months, inclement weather cannot be discounted. All competitors and spectators should be prepared for cold and/or wet weather by:
 - Bringing spare clothes
 - Wearing multiple layers of clothes
 - Ensuring that you have appropriate kit with you in the boat. Don't compromise your own well-being for the sake of carrying a few extra ounces of weight.

2.4. Cold Water Immersion

- All competitors should be aware of the actions to take in the event of immersion:
 - Stay with the boat and use it to keep you afloat
 - Get on top of the boat and attract attention immediately
 - If you have to stay in the water, retain warmth by keeping arms and knees tucked into the body
 - Stay calm and breathe deeply
 - Do not waste energy by trying to right the boat
 - Do not swim away from the boat because your swimming ability in cold conditions is dramatically reduced
 - Know the emergency procedures to be able to help effectively if you see a capsize
 - Keeping warm and dry in the boathouse between races.

2.5. Incident Reporting

- All safety incidents must be reported to a Regatta Official and the appropriate incident report forms completed (See Appendix M - Regatta Safety Report Forms).

2.6. Practice, Warm-Up and Cool-Down

- Crews may practise on the course at the following times:
 - Thursday, 2pm-7pm
 - Friday, 8am-9.30am and on completion of racing until 8.30pm. *Please note that should racing be delayed there is no extension to this cut off time.*
 - Saturday, 7am-8.30am and on completion of racing until 8.30pm. *Please note that should racing be delayed there is no extension to this cut off time.*
 - Sunday, 7am-8.30am
- Crews practising in the morning must be off the water 30 minutes before the first race begins.
- Crews may **NOT** boat on the River Thames from Dorney's grounds. During hours of racing, crews will only be permitted to go afloat on the Lake to race.
- Crews wishing to train on the Lake on Thursday morning must book in with, and pay, Eton College Services Ltd Ltd: 01753 832756. There will be no charge after 2.30pm on Thursday.
- Crews may warm up in the areas indicated on the Circulation Patterns (*see Appendix B – Circulation Pattern*) and must adhere to the circulation pattern and obey all instructions from umpires and marshals in this area. Crews failing to comply shall be penalised.
- Cooling down is **NOT PERMITTED**. Crews failing to comply shall be penalised.

2.7. Circulation Pattern

- All competitors must familiarise themselves with the Circulation Pattern for crews (*Appendix B*). Crews failing to follow the circulation pattern may be disqualified.
- The racing lanes are numbered 1 to 8 from the spectator side of the course.
- At 1,000m, only crews returning to the boat house from the Return Lake to effect emergency repairs will be allowed to enter the main racing lake.
- Crews must be attached two minutes before race time.
- Races will be started without reference to absentees.

2.8. Violation of Safety Rules

- Any crew that violates the declared circulation pattern, is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Row Safe guide to good practice in rowing may be awarded an 'Official Warning' by any Umpire acting as a Key Race Official or any member of the Race Committee.

2.9. Insurance

- All crews should ensure that they have sufficient third party insurance cover.

2.10. Safeguarding and Child Protection

- The Regatta has appointed a Child Welfare Officer whose duties include understanding and implementing, where appropriate, the British Rowing Safeguarding and Protecting Children Policy.
- All Regatta officials and volunteers are apprised of their responsibilities under the Regatta's Child Welfare Policy (*see Appendix F – Child Welfare Policy and Plan*).
- The Child Welfare Policy and contact details for the Child Welfare Officer are available at the Raft Marshal's Office.
- Schools and Clubs are expected to follow their own Child Protection Procedures in line with British Rowing guidance.

2.11. Security

- The Regatta Organising Committee can take no responsibility for equipment left overnight.
- All equipment must be removed from the site at the end of racing on Sunday night.

2.12. Boat Racking and Storage

- It is the responsibility of competitors to ensure that their boats are secured correctly when stored on permanent or temporary racks, trestles, boat trailers or roof racks.
- Crews are requested to exercise consideration when racking or storing boats, so as minimise restriction to access or movement by others.

2.13. Spectators

- Cars, motorcycles etc **MUST NOT** drive along on either side of the course following crews or races.

2.13.1. Pedestrians

- Pedestrian access to the island formed between the main lake and warm-up lake is strictly forbidden.

2.13.2. Cyclists

- Cyclists are reminded that their first duty is to the safety of those around them and they must ensure that they remain aware of the dangers around them.
- Cycling is **NOT PERMITTED** on the North side of the Lake or in the boating area.
- Cyclists must note the “No Cycling” areas on the circulation plan, and follow the one-way system.
- Only coaches will be permitted to access the island formed between the main lake and warm-up lake, for the purpose of following their crews. Parents (who are not coaches responsible for a crew on the water at the time) discovered cycling at any time may cause the disqualification of their child’s crew.
- No more than two cycles may follow each crew in a race. Ignoring this may lead to disqualification of the crew.
- Cyclists must take care at all times and must obey the instructions of the Marshals. In addition to being situated at the access to the island road, Marshals on the bridges will stop cyclists when the commentary car is approaching, to minimise the risk of collision.

2.13.3.1 Drones

- The use of drones is **NOT PERMITTED** at any time during the Regatta.

3. INFORMATION FOR VOLUNTEERS AND OFFICIALS

3.1. Responsibilities

3.1.1. Duty of Care

Everyone involved in the Regatta has a duty of care to ensure that their actions both on and off the water are conducted in a manner which does not compromise the safety of others. Adults also have a personal responsibility for their own safety.

It is the primary duty of every Race Official to care for the safety of competitors, officials, other water users and the public at large.

3.1.2. Safety Awareness

All Volunteers and Officials must make themselves aware of the Regatta Safety Plan, the information relevant to their role and the safe and effective use of their safety equipment.

3.1.3. Incident Reporting

All Volunteers and Officials have a duty to report all safety incidents, including 'near-misses', to the Regatta Safety Officer who shall complete a Regatta Incident Form (*See Appendix M - Regatta Safety Report Forms*).

If any aspect of the Regatta gives a Volunteer or Official cause for concern with regard to safety, this should be reported through normal communication channels or directly to the Safety Officer.

3.1.4. Violation of Safety Rules

Any crew that violates the declared circulation pattern, is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Row Safe guide to good practice in rowing shall be awarded an 'Official Warning' by any Umpire acting as a Key Race Official or any member of the Race Committee.

3.1.5. Child Welfare

All issues relating to child welfare should be brought to the attention of the Regatta Child Welfare Officer (*see Appendix F - Child Welfare Policy and Plan*)

3.2. Communications

Volunteers and Officials in key positions will be equipped with a VHF radio to enable rapid communication.

The Regatta operates a radio protocol detailed in *Officials Addendum*, a copy of which is available upon request.

3.3. Protection against Weather Conditions

British weather can be varied, even in summer. Volunteers and Officials are advised to bring kit and clothing appropriate for all possibilities.

3.3.1. Hot Weather

All Volunteers and Officials need to be aware of the effects of sunburn, heat stroke and heat exhaustion and take appropriate action to limit the risks:

- Wear clothing which offers protection against sunburn (hats, T-shirts, sunglasses etc) and use a high factor sun block.
- Take on fluids throughout the day.
- Find shelter against the sun.
- Seek advice or assistance from the on-site Paramedic Team.

3.3.2. Cold/Wet Weather

While the Regatta takes place during the summer months, inclement weather cannot be discounted. All Volunteers and Officials should be prepared for cold and/or wet weather by:

- Bringing spare clothes
- Wearing multiple layers of clothes
- Ensuring that you have appropriate kit with you in the boat.

3.4. Lifejackets / Buoyancy Aids on Water

Without exception, all Volunteers, Officials and Contractors shall wear a lifejacket / buoyancy aid / PFD in a launch or on the stakeboat pontoon.

4. INFORMATION FOR THIRD PARTY ORGANISATIONS

4.1. Overview

- The National Schools' Regatta is a three-day rowing competition at the purpose-built rowing course at Dorney Lake. Races are run during daylight hours over a distance of 1,000m on Friday and 2,000m on Saturday and Sunday.
- Attendance on each day is anticipated to be over 2000.
- The event is sanctioned by British Rowing, the national governing body for rowing.
- All relevant emergency services are contacted prior to the event.
- The Regatta is organised by a qualified and experienced committee.

4.2. Insurance Details

- Insurance for the Regatta is organised through British Rowing (Perkins Slade) and, through this policy, the Regatta holds Combined Liability insurance of £10M. Policy details and FAQs can be found at <http://www.british-rowing-insurance.com/>

4.3. Emergency Points of Contact

Regatta Chairman	George Hammond	07850 460317
Regatta Race Committee Chairman	Ian Cruickshank	07712 836942
Regatta Safety & Welfare	Carol Cornell	07767475881