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**Appendix A. RISK ASSESSMENT** This risk assessment uses the standard BS 8800:2004 risk matrix.

		Severity of Harm		
		Slight	Moderate	Extreme
P r o b a b i l i t y	Very Unlikely	Very low risk	Low risk	Low risk
	Unlikely	Low risk	Medium risk	Medium risk
	Likely	Medium risk	Medium risk	High risk
	Very likely	Medium risk	High risk	Extremely high risk

Risk Category	Evaluation of Acceptability
Very Low	No action required.
Low	No additional controls are required. Consideration may be given to a more effective solution or improvement.
Medium	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with harmful/serious consequences further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	The activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves activity already in progress, urgent action should be taken.

LAND BASED RISK Event	Probability	Severity	Risk	Action
Minor injuries during unloading and rigging; de-rigging and loading, etc.	Unlikely	Moderate	Medium	Provide plenty of space for rigging and keep areas for rigging remote from bikes, pedestrian paths, etc.
Vehicle / trailer / pedestrian collision.	Unlikely	Moderate	Medium	Local speed limits and rules in relation to cycling are to be adhered to at all times Keep vehicles and pedestrian zones separate. Clear signage to alert both to risks. Ensure boat overhang from vehicle, trailer or storage does not encroach onto roadway.
Collision between maneuvering crews (boats and oars) and person.	Unlikely	Moderate	Medium	Respective people to look where they are going to avoid collision. Barriers to be placed at entrance to boating area to separate outgoing/incoming crews (clockwise circulation). Copies of circulation schematic to be published on Raft Control
Collision between maneuvering crews (boats and oars) and vehicle.	Unlikely	Moderate	Medium	Local speed limits. Vehicle and pedestrian / athlete zones to be separated as far as possible. Use of signage and marshalls.
Collision between bicycles and pedestrians.	Unlikely	Moderate	Medium	Bicycles only allowed on island cycle track – a maximum of 2 cyclists per racing crew. Cycles to follow one way pattern. Cycling prohibited both in front of boathouse and Enclosure side of course. Use of marshalls and signage to deliver clear messaging
Collision on island road.	Unlikely	Moderate	Medium	Official motor vehicles only to drive on the left hand side of the road. Headlights to be on whilst driving; hazard warning lights to be on whilst stationary Caution to be exercised by all approaching people, cyclists and vehicles. Spectators and competitors not allowed onto the island.(See above)
General trips and falls of spectators and competitors.	Unlikely	Moderate	Medium	Care taken when laying cables and pipes on ground. Regulatory tracking and safety tape to be used.
Injury from tripping on concrete steps near finish on N side	Likely	Moderate	Medium	Steps to be fenced off behind and at either end to restrict access to lower road only.
Minor illness affecting spectator or competitor (e.g. asthma attack, hyperventilation, dehydration).	Unlikely	Moderate	Medium	Paramedics on site.2 response vehicles – one at boathouse end of course and one under Ash tree (1k marker)
Dangers from electrical equipment and cabling.	Unlikely	Moderate	Medium	Care to be taken by those installing such. Sockets not to be over-loaded. Damaged plugs and/or flex not to be used. RCDs to be used where possible.
Paramedics – manual handling of	Likely	Slight	Medium	Professional organisation hired-in to provide cover and therefore

casualties.				experienced in such matters.
Potentially fatal illness affecting spectator or competitor (e.g. heart attack).	Very Unlikely	Extreme	Low	Paramedics on site. Roadway to be kept clear at all time to facilitate access by Emergency Services.
Lightning strike.	Very Unlikely	Extreme	Low	See precautions section.
Fire in boathouse / finish tower	Very Unlikely	Extreme	Low	Fire Exits & fire extinguishers provided by Eton College Services Ltd. Smoking is banned with these buildings. Evacuate the building. Follow instructions on Fire Action notices displayed in both buildings
Fire in tented area.	Very Unlikely	Moderate	Low	Fire retardant material used for tents. Rubbish removed regularly. LPG cylinders secured. Smoking is banned within tents.
Fire in timing hut, start tower hut, vehicle, vendor's van. Grass fire or barbeque out of control.	Very Unlikely	Moderate	Low	Evacuate area. Call for emergency services. Restrict use of barbeques in very dry conditions.
Bomb threat / suspected terrorist activity	Very Unlikely	Moderate	Low	Racing suspension. Evacuation of area by PA & loudhailers (especially if PA fails for any reason). Call for emergency services & follow procedure outlined in Appendix J
Major incident (e.g. air crash, terrorism).	Very Unlikely	Extreme	Low	Racing suspension. Evacuation of area by PA & loudhailers (especially if PA fails for any reason). Call for emergency services & follow procedure outlined in Appendix J
Violent behaviour amongst crowd or other civil disorder.	Very Unlikely	Moderate	Low	Immediate action by Regatta Officials and Marshals. Emergency call to Police.
Robbery – theft / attempted theft of money from outlets on site and/or of silver trophies from prize tent.	Very Unlikely	Moderate	Low	Do not take personal risks. Alert on site safety via Marshalls / Raft Control Telephone Police as soon as possible and inform Race Committee Chairman.
Impact of construction work on the course.	Very Unlikely	Slight	Very Low	All construction work will be assessed individually and action taken dependent on the implications of such work.
Contractors brought in by the Regatta (e.g. tentage, car parking, communications, etc).	N/A	N/A	N/A	They will carry out their own risk assessment for the work they have been requested to undertake and will have their own safe working procedures. Those working on the water (e.g. the start pontoon) are required to wear lifejackets and car park attendants are required to wear high visibility vests. Tentage and scaffolding are erected by staff trained in those skills and the collapse of either structure is not considered in this risk assessment. A plan of underground utilities on site is available from Dorney Lake's office.

Bar / catering in Boat House and other contractors CO <sub>2</sub> cylinders, knives, broken glass, manual handling, LPG, etc.	N/A	N/A	N/A	Professional staff operating these outlets and they will have their own risk assessment and safe operating procedures.
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**A.B WATER-BASED RISKS**

Event	Probability	Severity	Risk	Action
Competitor falling out of boat. Risk of drowning / hypothermia.	Likely	Moderate	Medium	As above. Coxes are required to wear appropriate life jacket or buoyancy aid. Launches to reduce wash when passing crews to minimise risk of swamping or capsize. Control Commission Umpires will check that deadweight is not attached to the coxswain of a crew.
Collision in boating area.	Unlikely	Moderate	Medium	Two dedicated pontoons for crews to use to boat and two for return. Swim line buoys used to enforce separation. During time-trials, when congestion is greatest, Umpires at Control Commission may decide to use nearest embarkation pontoon to get crews off the water more quickly.
Collision in warm-up lake.	Unlikely	Moderate	Medium	Use Circulation Pattern. Marshals and two rescue boats dedicated to the warm-up lake.
Collision in start zone.	Unlikely	Moderate	Medium	Crews are supervised from the start tower and warned if a collision appears likely. If time is available, crews for that race may warm-up only in their own lane.
Collision between crews during a race.	Unlikely	Moderate	Medium	Umpire's first duty is to ensure safety of crews. As such they will warn crews in accordance with the British Rowing Rules of Racing. Weather conditions will dictate lanes to be used. This will be communicated to coaches upon number collection for the required event. Coaches are expected to brief crews prior to going afloat – this will be reiterated by marshalls on the water.
Collision between crews racing and crews returning from medal presentation.	Unlikely	Moderate	Medium	Two marshals to police presentation raft. Crews to be prevented from leaving raft until it is safe to do so. Crews turn quickly and return to disembarkation

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				rafts in Lane 3.
Collision between crew and powered boat.	Unlikely	Moderate	Medium	Umpire's launches to keep to lane 0 while returning to start. Rescue boats to idle in lane 0 when not on call. Drivers, all of whom are experienced, to be vigilant.
Collision between crew and temporary on-course obstruction.	Unlikely	Moderate	Medium	Umpire's first duty is to ensure safety of crews and he will warn crews in accordance with the British Rowing Rules of Racing.
Collision between crew and fixed object (e.g. bank, pontoon).	Unlikely	Moderate	Medium	Umpire's first duty is to ensure safety of crews and he will warn crews in accordance with the British Rowing Rules of Racing.
Injury resulting from collision.	Unlikely	Moderate	Medium	Safety equipment, including bow balls, may be checked by Umpires at Control Commission. Boats which fail will not be allowed to go afloat. Competitors and coaches are responsible for ensuring their boats meet British Rowing standards at all times.
Crew member falling ill / sustaining damage whilst still in boat.	Unlikely	Moderate	Medium	Umpire attends initially and he or other official calls for Rescue Boat, which then conveys casualty to best place for medical attention. Communication will be via the nominated safety channel OR as communicated by Chief Umpire on the day. Rescue boats suitably equipped for the purpose British Rowing safety kit carried on all Umpires' launches.
Slip hazard on boating rafts.	Unlikely	Moderate	Medium	Any deposits from geese etc to be washed off boating rafts each morning prior to crews or Umpires going afloat. Rubbish to be removed and cleared by crews to avoid slippage
Umpire, launch driver, staff and/or stakeboat operative falling into lake.	Unlikely	Moderate	Medium	All to wear lifejackets or buoyancy aids when afloat, including when on the start pontoon. Throw bags, life belts and boat hooks provided. Signs to this effect are displayed on the link to start pontoon. Safety kits are carried on all Umpire launches.
Fire afloat	Unlikely	Moderate	Medium	Launch drivers trained about this risk and action required in the RYA Powerboat Course
Use of trainee Umpires.	Unlikely	Moderate	Medium	All operate under the supervision of a suitably qualified Umpire.
Failure of engine on powered vessel / vessel fouling its propeller.	Unlikely	Moderate	Medium	Radio, verbal and, if necessary, visual warnings given by those on board. Boat paddled, if possible, to nearest shore. Rescue boats to assist.
Sinking conditions.	Unlikely	Moderate	Medium	Race Committee takes decision to postpone and/or abandon racing. Crews told to return to rafts by safest lane, with Rescue boats in attendance.
Weil's disease.	Unlikely	Moderate	Medium	Competitors and others likely to come into contact with the water in the lake should cover any wounds and shower after exposure. Notices are displayed about symptoms.
Poor visibility (e.g. fog).	Unlikely	Moderate	Medium	Race Committee takes decision to postpone and/or abandon racing. NB Dorney limit is 350m visibility.
Lightning strike.	Very Unlikely	Extreme	Low	See precautions section.
Use of lane 8 as a racing lane.	Very Unlikely	Moderate	Low	One-way flow pattern will be in use when using Lane 8, with all crews travelling

				to the start via the warm-up lake. Circulation patterns published.
Radio network failure.	Very Unlikely	Moderate	Low	Multiple frequencies used, each with a back-up channel, cover the course. Engineer on site. Mobile telephone numbers of key personnel distributed in advance, but it is appreciated that the mobile network will be restricted/ busy in a major incident.
Severely hot / sunny weather.	Likely	Slight	Low	Marshals and Officials should wear sunscreen / hats for protection. Announcements made on PA to competitors. Bottled water carried on Umpire and Rescue boats for competitors in distress.
Contamination of lake water (e.g. petrol, chemical or effluent).	Very Unlikely	Slight	Very Low	Dorney staff to advise on course of action.

**A.C PRECAUTIONS**

Substantial risks should be converted into items in the Safety Plan. The granularity of the basic matrix means that sometimes what is initially assessed as a Moderate Risk can in fact be more important than one assessed as Substantial.

**A.D EXTREME/MODERATE RISKS**

<p>Serious illness among spectators or competitors</p>	<p>Probability outside the control of the Regatta. Severity reduced by having paramedics on site.</p>
<p>Collisions</p>	<p>The main emphasis is on reducing collisions. All Dorney regattas operate similar circulation patterns which must be enforced, with penalties for non-compliance</p>
<p>Illness / injury afloat</p>	<p>Probability either considered elsewhere or outside the Regatta's control. Rescue boat will assess the problem and decide where the casualty should be brought ashore. Ideally this is the boating rafts, but this may not be practical. Race Committee Chairman to call paramedics if necessary. Paramedics to decide whether to call emergency services, unless a rescue boat has already decided it is necessary.</p>
<p>Person in water</p>	<p>As above.</p>
<p>Sinking conditions</p>	<p>Any Key Race Official to postpone and/or abandon racing. Lake to be evacuated.</p>
<p>Lightning Strike</p>	<p>Action Plan to be followed if lightning is likely. See Appendix H - Lightning Procedure</p>
<p>Major incident</p>	<p>Should any incident occur on site which is beyond the immediate resources of the on-site rescue services brought in by the Regatta, the incident shall be deemed to be a major incident and Race Committee Chairman or any Official shall summon the emergency services by telephoning 999. Racing will be abandoned and the course evacuated as detailed above. Control of the incident will be handed over from the paramedics and/or rescue boats to the emergency services on their arrival.</p>

### **A.E OTHER MODERATE RISKS**

Most moderately severe risks are adequately covered above. The following items are noted: –

- Cycling rules for all Dorney regattas are similar to make compliance more likely.
- No cycling alongside course on the Enclosure side as this is where risk is greatest.
- Pedestrians should not be on the island.
- No vehicles of any description to follow races alongside the course on the Enclosure side of the lake.

### **A.F THIRD PARTY CONSIDERATIONS**

- It is appreciated that some scenarios are beyond the control of the Regatta and are therefore outside the scope of this document, e.g.:
  - The boathouse at Dorney Lake is hired for the Regatta and their operators will have considered their own risk assessment and safe operating procedures for matters such as trip, slip, fire, manual lifting, cleanliness matters, etc.
  - Mains electricity power failure; e.g. major failure in the Berkshire area for a variety of reasons (e.g. lightning, surge/overload, terrorists or industrial action by the utility company).
  - Contamination of supplies to and/or from bars.
  - Contamination of supplies to and/or from kitchen or food outlets.
  - Dorney Lake being within an exclusion zone, for whatever reason (e.g. Foot and Mouth disease, Avian flu, major incident, civil disorder), on land and/or adjacent to the River.
  - A major flood beyond the control of the EA.
  - Industrial action by the Fire Brigade, for example, and fire and rescue cover being provided by the armed forces perhaps unfamiliar with the location of the Regatta and possibly resulting in correspondingly increased response times.

#### **Interpretation:**

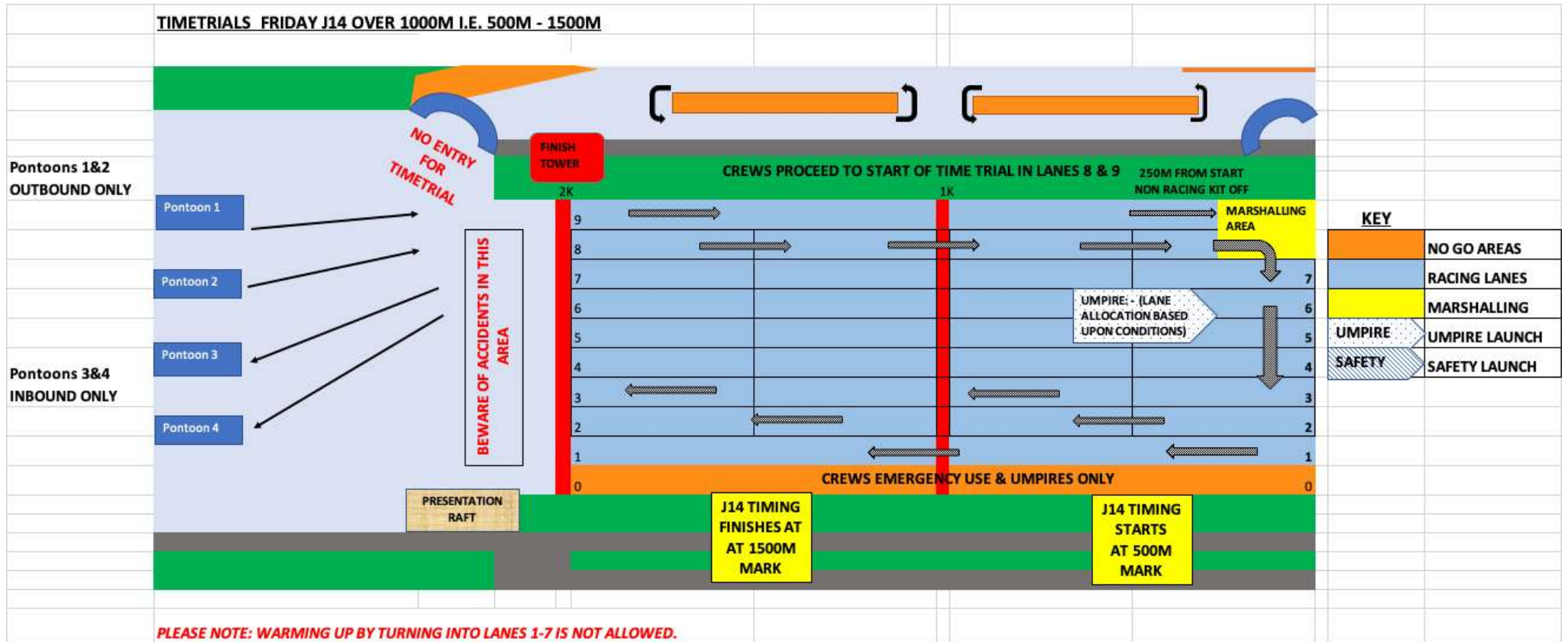
- Where necessary, in context, within this risk assessment:
  - The singular shall include the plural and vice versa
  - The masculine shall include the feminine
  - Rowing shall include sculling

**A.G GENERAL MATTERS**

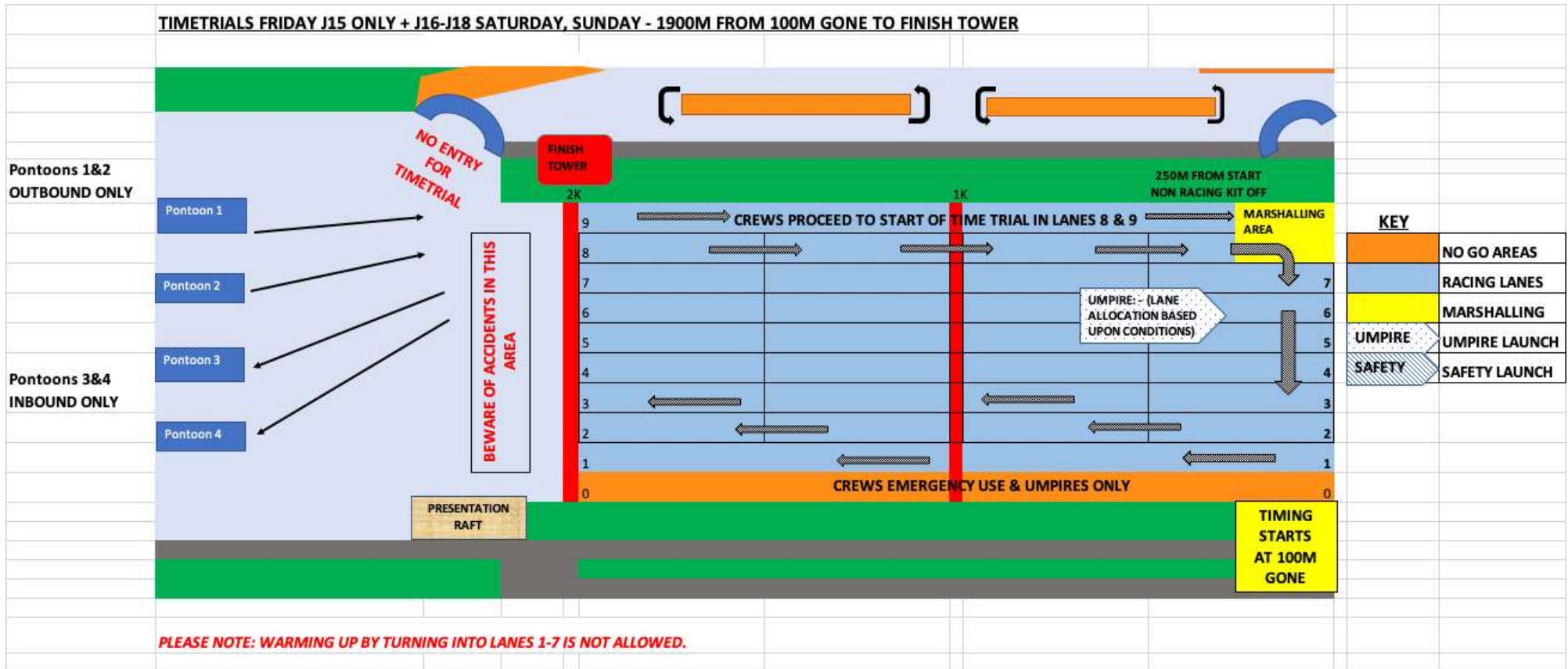
- Instructions, circulation pattern and maps relating to the above are issued to competitors and officials. A copy of circulation patterns will be available at Raft Marshalls Office and are also available on the Regatta's web site.
- Crews are not allowed to boat on the River Thames from the Regatta site to practice.
- A member of the Regional Umpires' Commission is in attendance each day and one or more members of the Multi-Lane Umpires' Commission will also be in attendance and they monitor, amongst other things, the Regatta's safety arrangements.
- Details of the location of the course, the emergency access gate, the event's URN and local emergency service telephone numbers are located at the Finish Tower, crew Check-in, with various members of the Committee and with Eton College Services Ltd. Local emergency services are all informed of the event in advance.

## Appendix B. CIRCULATION PATTERNS

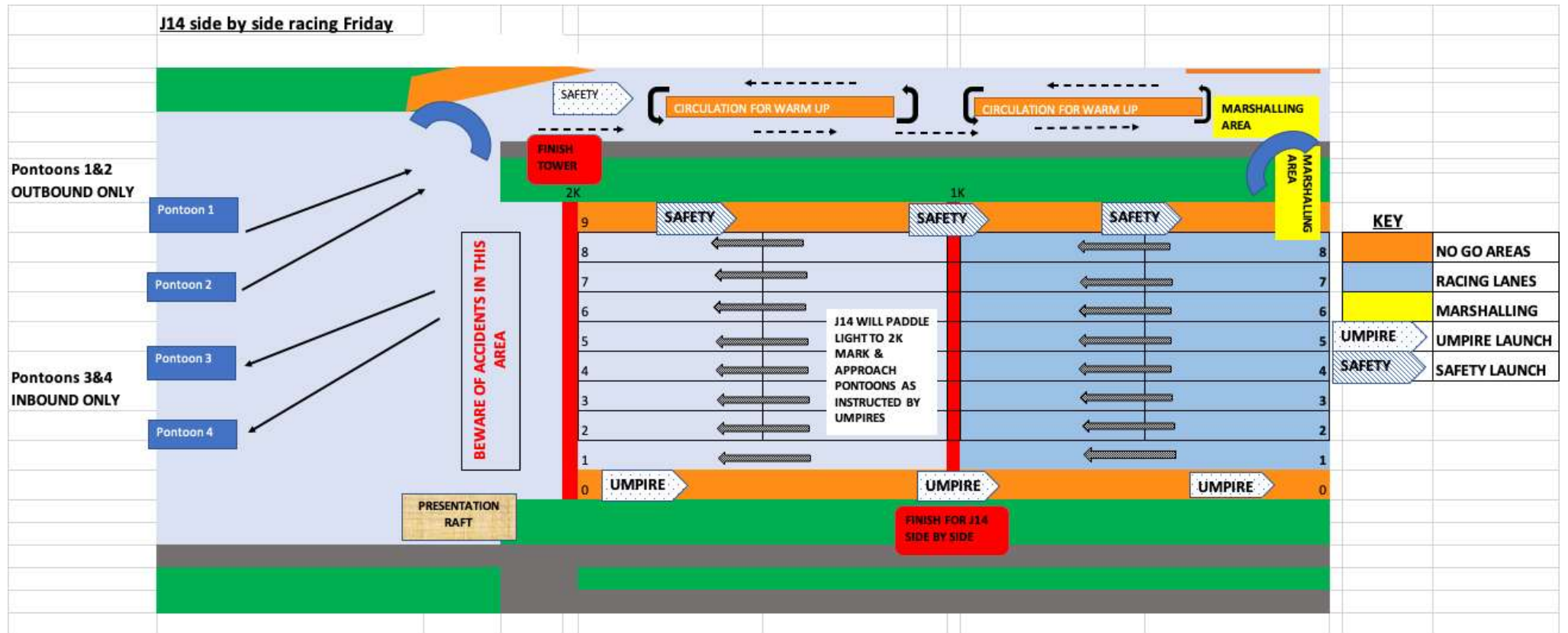
### B.A. TIME-TRIALS ON FRIDAY J14 – 1000M



**B.B. TIME-TRIALS ON FRIDAY J15 + ALL CREWS SATURDAY AND SUNDAY – 1900M**



**B.c J14 MULTI-LANE RACING ON FRIDAY (1000M)**





## Appendix C. **MARSHALLING INSTRUCTIONS**

### C.a **TIME-TRIALS**

- The first round of most events will be raced as time-trials and should be briefed on the Circulation Patterns for each day.

#### **Friday Time-Trials for J14 will be raced in the main lake over a distance of 1000m, (from 500m to 1500m racing towards the boathouse).**

- Crews should collect their race number from the Rafts Office and then boat in race order.
- Crews will paddle slowly towards the start in lanes 8 & 9 (See Schematic).
- Crews will be marshalled by heat and race and encouraged to move to the turning point.
- Marshalls will turn crews and allocate each to either lane 1,2 or 3. NOTE Lane 0 is a safety lane and not to be entered unless in distress.
- Crews should paddle down towards the start point (500m gone) maintaining distance between each crew.
- The starter will be located @75m before the timing starts
- Crews will be started at intervals of approximately 15 seconds, with successive crews in different lanes to ensure a gap of at least 30s between crews in each lane.
- It is the responsibility of crews that are being caught to move across to allow faster crews to overtake. Crews should be careful in the Finish area and proceed as directed towards pontoons 3 & 4 quickly and safely.

#### **Friday (J15), Saturday & Sunday Time-Trials will be raced in the main lake over a distance of approximately 1900m (from 100m gone to the normal finish line)**

- Crews should collect their race number from the Rafts Office and then boat in race order.
- Crews will paddle slowly towards the start in lanes 8 & 9 only. (See Schematic)
- Crews will be marshalled by heat and race and encouraged to move to the turning point.
- The launch in lane 7 will allocate a lane and direct crews towards their named lane.
- Crews should row round in a continuous semi-circle into lanes 1, 2 or 3 as directed.
- Lanes 0, 4,5,6,7 are safety lanes and not used for racing, with Lane 0 only to be used for crews in distress.
- A launch in lane 4 will sort crews into lanes and set them off towards the start.

### Emergency Stop Procedure

- In the event of it being necessary for a Time Trial race to be stopped for any reason the signal to stop will be a siren from a hand-held megaphone.
- ALL RACING CREWS MUST STOP IMMEDIATELY and make their way to lane 0. All crews must follow instructions from umpires and rescue boats.

### **C.b MULTI-LANE RACING**

#### **Friday J14 – 1000m Course**

- **Friday's races will be from the normal start pontoon down to the 1000m mark** (See Schematic) and will make use of the traffic light system
- Crews will utilize the warm up lake – where they will be supervised and moved up as appropriate.
- Under the Start Marshalls instructions they move through the bridge and cross into their racing lane.
- When advised to do so they will then back down onto the start pontoon.
- Crews must be attached 2 minutes before the race.

#### **Friday, Saturday and Sunday J15-J18 - 2,000m Course**

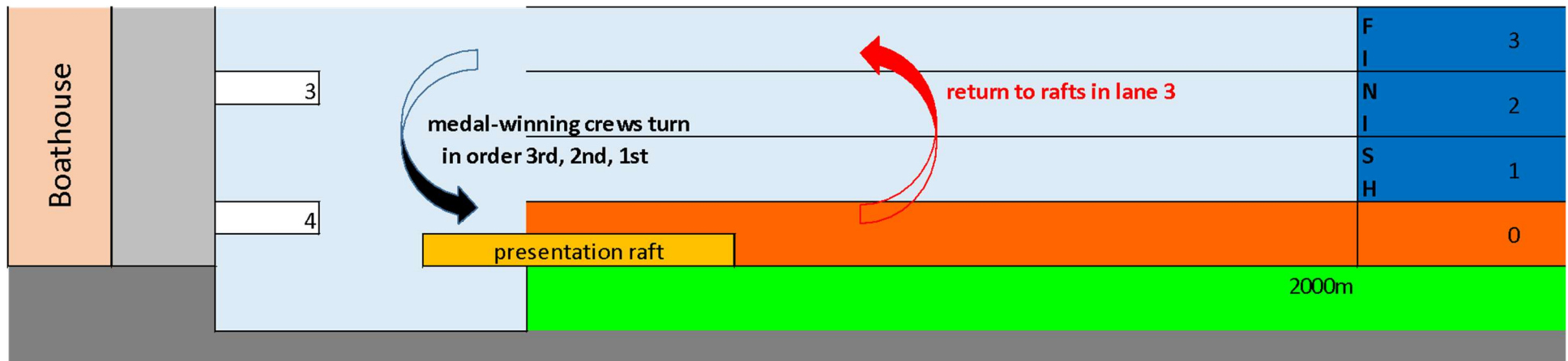
- Crews will proceed towards the start in the warm-up lake as far as 200m from the entrance to the regatta course where they will be held by a Start Marshal
- Each crew is responsible for being in the Start Marshall Zone 5 mins before the race is scheduled to take place
- Under the Start Marshal's instructions a complete race will be called forward in Lane Number Order (1, 2, 3, 4, 5, 6, 7, 8) to proceed in that order towards the bridge to the main Lake.
- If a crew misses its "slot" it may not be allowed to race.
- The Bridge Marshall will send crews across to their lanes once the previous race has started.
- Only when in the correct lane should a crew back and turn onto the pontoon

**It is imperative that crews have the skill sets to complete the backing down maneuver competently. When adverse conditions exist, crews will be assisted by race officials to the best of their ability. If it becomes clear that a crew is unable to complete this maneuver within what is judged to be a reasonable amount of time, they may be prevented from racing.**

**Warming up** is only permitted in the areas and directions indicated on the Circulation Patterns. **Cooling down is NOT PERMITTED.**

### C.C INSTRUCTIONS FOR MEDAL PRESENTATIONS

- The presentation raft will be located in Lane 0, attached to the bank about 75m beyond the Finish line. It is 48m long and can accommodate up to three eights.
- Medals will be presented to the first three crews in each final, provided that at least one further crew has entered the event.
- Medal winning crews must turn, immediately following their race, into lane 0 and proceed in **reverse** order (3<sup>rd</sup>-2<sup>nd</sup>-1<sup>st</sup>) to the presentation raft taking great care to avoid other boats and launches.
- Following the presentation crews must stay in lane 0 facing the Start until it is safe to turn onto the course and return to the boathouses via lane 3.
- Instructions from umpires marshalling crews must be followed immediately.



## Appendix D. **SAFETY AND MEDICAL FACILITIES**

- The **First Aid Point** will be located in 2 separate areas, namely in the Boating Area (near the finish) and at the Ash Tree (1k gone) . Medical support consists of an ambulance and a fast response car supplied and manned by MET-Medical Ltd.
- The Paramedic Team will provide the following:
  - Four personnel (at least 2 paramedics + 2 EMT, at least one of either gender)
  - Basic and advanced life support
  - IV fluids
  - Emergency Injectable Drugs
- The Paramedic Team shall be in position 30 minutes before the first scheduled race and shall remain in position until thirty minutes after the last competitor has disembarked.
- The Rescue Boats will idle in Lane 0 (start, 1000m and finish) on the spectators' side of the course and two will patrol the warm-up lake. They are supplied by Met Medical and are manned by qualified first aiders and carry basic First Aid equipment.
- At least one Rescue Boat shall be in place prior to the embarkation of the first competitor and at least one Rescue Boat shall remain in place until the disembarkation of the last competitor.
- Umpires' Launches also carry basic rescue equipment.
- Safety equipment, including First Aid, will be located at the Start and the Finish.

**Appendix E. REGATTA SAFETY CHECKLIST**

Area	Item	Comments
<b>Land</b>	Are Emergency vehicle access routes left clear?	
	Is Control Commission in place before crews embark?	
	Are landing stages clear of debris?	
	Pedestrian access to the island prevented.	
	Cyclist movement.	
	Only authorised vehicles on the island.	
	Control Commission only allow crews to boat for their race.	
<b>Rescue / Medical Services &amp; Equipment</b>	Are Paramedic services in position and available?	
	Are all appropriate personnel equipped with a functioning radio on the radio network including Paramedic Team / Rescue Boats?	
	Rescue Boats on the course before crews embark.	
	Are all Rescue Boats manned by two people?	
	Are launch drivers using kill-cords?	
	Do all points have the appropriate safety equipment?	
	Are rescue boats being used for the purpose for which they are intended and are they fully manned at all times?	
<b>Course</b>	Crews travelling in opposite directions are separated by at least one lane.	
	Are all crews following the circulation pattern?	
	Are bridges safely navigable?	
	Is the course clear of debris including misaligned buoys?	
	Are all personnel 'on the water' wearing buoyancy aids?	

<b>Regatta Officials and Reporting</b>	Have all officials been given full details of the Safety Plan and any relevant information at least three days before the event?	
	Is there a formal 'Accident Log' being maintained, together with blank 'Incident Forms' and guidelines for filling them in for use by all officials?	
	Are officials reporting all accidents, incidents and 'near-misses'?	
<b>Weather</b>	Are water and weather conditions being checked regularly?	

## **Appendix F. CHILD WELFARE POLICY AND PLAN**

### **F.a POLICY**

The Chairman and Committee of the National Schools' Regatta recognise their Duty of Care to ensure that all reasonable steps are taken to provide a safe environment for all those attending the Regatta in whatever capacity. In particular, the Chairman and Committee recognise that, since the purpose of the Regatta is to provide competition for young people under the age of 18, the welfare and well-being of all children attending the Regatta, whether as competitors or as spectators, are paramount. All children and adults at risk, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection, and therefore an increased Duty of Care. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

The Chairman and Committee will each year appoint a Child Welfare Officer and he/she will act as the point of contact for any concerns or allegations. His/her contact number will be posted on the website, displayed in the boating area throughout the duration of the Regatta and be published in the programme.

#### **Responsibility of Clubs**

It is a condition of entry to the Regatta that each competitor or crew shall have a named manager/coach (hereafter referred to as "coach"). The coach, who must be over the age of 18, must be named on the entry form and a current mobile telephone number for that person must be provided. If a substitute coach comes to the Regatta he/she must report to the Rafts Marshal's office and register his/her mobile telephone number. This information will be kept securely by the Entries Secretary but will be readily available if it becomes necessary to contact the coach urgently.

The coach is responsible for the welfare, safety and appropriate supervision of his/her crew and is expected to know the whereabouts of his/her crew at all times during the Regatta. The National Schools' Regatta expects clubs and schools to have their own up-to-date safeguarding and welfare policies and that these policies (incorporating the DoFE guidelines contained in the booklet "Health and Safety of Pupils on Educational Visits") will be followed.

Where a pre-existing medical condition exists which could pose a risk to the athlete, coaches are politely requested to inform the National Schools Welfare Officer at [welfare@nationalschoolsregatta.co.uk](mailto:welfare@nationalschoolsregatta.co.uk) at least 24 hours in advance identifying athlete name, condition and which race they are located to allow the on the water and paramedic team to be risk aware in advance of racing.

#### **Responsibility of Eton College Services Events Management Team**

Security at the National Schools' Regatta is organised by the Eton College Services Events Management Team. The Team's employees do not have substantial unsupervised access to children. However, it is expected that they will have had some child protection training, including an annual briefing session before the Regatta. At this briefing the procedures for reporting any suspicious behaviour must be highlighted.

#### **Responsibilities of the National Schools' Regatta Committee**

The organisation of the National Schools' Regatta depends upon the help and goodwill of a large number of volunteers.

The only volunteers who may potentially have substantial, unsupervised access to children are listed below. These volunteers will be asked to provide the date and

number of their enhanced disclosure from the Disclosure and Barring Service (DBS). Where no such disclosure exists, the Committee requires one.

- The person for the time being in charge of lost children at the Raft Marshal's Office;
- Members of the First Aid team;
- The Entries Secretary by virtue of his access to names and addresses of some (but not all) competitors;
- The Regatta Doctor;
- The Child Welfare Officer.

**Photography and Publicity**

The Committee recognises that at a sports event such as the National Schools' Regatta many parents and other supporters will wish to take photographs and all participants should be aware of this. The Committee approves photography by commercial organisations and these professional photographers will be asked to display a badge to the effect that they are permitted to take photographs. They are expected to follow British Rowing Safeguarding & Protecting Children Guidance document *W.G.5.1 Safeguarding and Photography* (displayed at the Regatta Office).

The published Regatta Programme makes it clear that the Committee may make appropriate use of photographs of crews and races in publicity, on its website and in the programme.

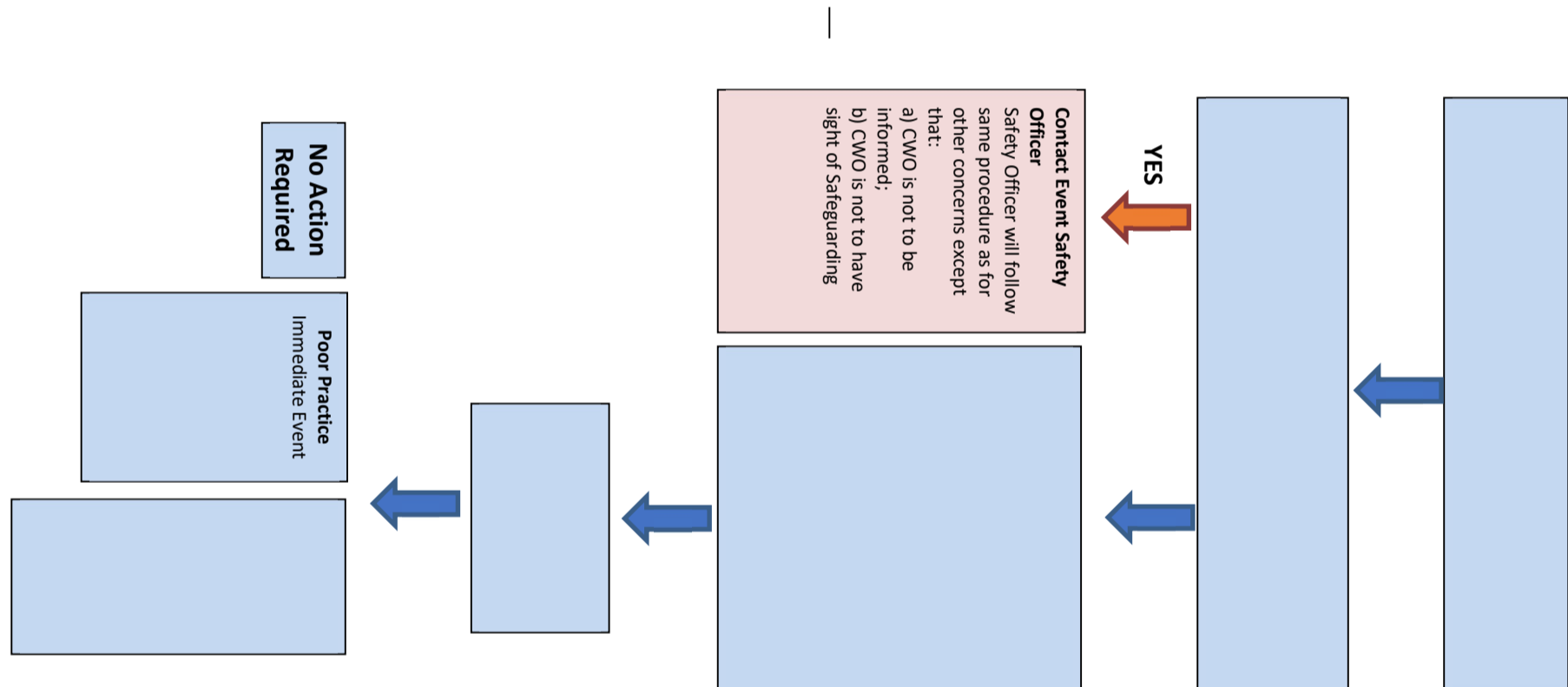
**F.b PLAN**

**Each year the Committee will take the following action:**

1. Appoint a Child Welfare Officer. He/she shall have undertaken appropriate recognised training and will have an appreciation of inter-agency procedures.
2. Confirm the DBS enhanced disclosures of at least two volunteers working in the Raft Marshal's Office with the intention that during the regatta there is always at least one person in the Office who is cleared to work with young people and who can take charge of 'lost' or otherwise distressed competitors or spectators while appropriate action is taken to reunite them with their parents or coaches.
3. Confirm the DBS enhanced disclosure of the Entries Secretary.
4. Agree which commercial photographer(s) will be permitted to photograph competitors at the regatta and confirm the DBS enhanced disclosure of those who are given permission to photograph freely.
5. Confirm that the Events Manager of Eton College Services Ltd will be instructed to brief all staff, including temporary workers, on the importance of being alert to children's welfare and that they should report concerns in accordance with Eton College Services' Child Protection Policy.
6. Confirm wording for the notice about safeguarding at the Regatta for posting in the Boating Area and for the information to be published in the programme.
7. Confirm that members of the Red Cross team and the Regatta Doctor have DBS enhanced disclosure.

The Event Welfare Officer for the 2024 Regatta is Carol Cornell. She will be contactable at for the duration of the Regatta by any official over the radio net or by mobile telephone should it be more appropriate. She will determine appropriate action and will be responsible for reporting any incidents to the British Rowing Child Protection Officer and where appropriate to the Police. She will also inform the Chairman of the Regatta Committee of any incidents. All coaches and other adults responsible for the care of junior members of their clubs are expected to ensure their welfare and security. The park will not be closed to the general public. If any child is found to be missing during the Regatta the Child Welfare Officer should be informed immediately via any official of the regatta, even if those responsible for the missing child have already contacted the police. There will be an immediate public announcement that the missing child should present themselves immediately to any official of the Regatta, who will then inform the CWO or Chairman so that they may reunite carer and child. The announcement will be repeated every five minutes. If after a maximum of 20 minutes of the initial announcement the child has not been found the police will be called by either the CWO or the Chairman of the Regatta if the CWO is handling other duties. This procedure will be followed regardless of the views of the carer. A description of the child will then be broadcast on the public-address system and over the Regatta radio net with a request for all those in the park who may have seen the child to contact the nearest official. On arrival, the police will be directed to the location of the CWO.

If any child is reportedly involved in an accident the Regatta will immediately contact the crew contact details entered on the British Rowing Entry Form to contact the adult responsible for any junior reportedly involved in an incident. It is therefore incumbent upon the person entering the crew to ensure that a usable contact number is included in the entry. The reporting structure is represented as follows:



## **Appendix G. *PROTOCOL FOR THE SUSPENSION AND RESUMPTION OF RACING***

### **G.a *SUSPENSION OF RACING***

In accordance with British Rowing Rules of Racing Rule 7.1.1, the Safety Officer and the Chairman of the Race Committee shall monitor water conditions throughout the Regatta. If at any time either finds that conditions jeopardise the requirements of safety or fair racing, they shall stop or suspend racing, in total or by class of event, until such time as safe and fair conditions are restored.

Racing shall be postponed or abandoned if the Safety Officer and/or Race Umpire decide that conditions are unsafe.

Please note that any decision to suspend or resume racing will be based upon the minimum standard of watermanship expected from crews entering a competition of this level. Crews and coaches should make their own decisions on whether they are capable of competing safely in the prevailing conditions.

#### **Temporary Suspension**

Any official may suspend racing if their ongoing monitoring of the course and conditions reveals any issue which may give rise to a safety issue.

#### **Environmental Conditions**

Officials will monitor the conditions over the course of the Regatta and take appropriate action as necessary.

#### **Other Factors**

Racing shall be suspended in the event of an accident or if appropriate levels of safety cover cannot be guaranteed.

#### **Permanent Cessation of Racing**

Any suspension of racing will be followed by a continual monitoring of the situation by the Race Committee. If it is anticipated that conditions will no longer allow a safe programme of racing within the hours of daylight, racing will be cancelled.

This document cannot describe the action to be taken in every circumstance: that is what the responsible Officers are there to decide. They should do this by meeting in person if possible: in extreme circumstances they can do so by radio or mobile phone.

In doing so they should follow these basic steps:

- **Evaluate:** actively seek information from relevant people (umpires, marshals, regatta officials) in order to make well-informed decisions, concentrating on facts rather than opinions.
- **Decide:** consider all reasonable actions in the circumstances, select those that are in the best interests of fair racing and safety of competitors and officials.
- **Communicate:** ensure all relevant people are informed quickly once a decision is made and confirm that key people (e.g. Start, finish and umpires) have received the message.

### **G.b *RESUMPTION OF RACING***

Racing may resume when the Race Committee Chairman and Safety Officer agree that conditions are safe. This may include changing the course or removing lower

status or small boat events from the Regatta.

Following a suspension in racing, the 'all clear' to resume racing will be communicated by the Race Committee Chairman.

**G.C COMMON CONSIDERATIONS**

1. Speed is of the essence. It may be wise to suspend racing immediately for, say, 30 minutes, to allow proper consideration of a re-draw or other major changes. A full decision can then be made and announced later.
2. The quickest way to clear competitors from the course may be to race them to the finish.
3. If competitors are evacuated from the course other than at the finish, they need to be provided with warm, dry cover if possible.
4. Officials, timing people and stakeboat people need attention as well as competitors.
5. There are well-established guidelines on actions in the event of a thunderstorm (see the thunderstorm plan).
6. Dorney Lake own the decision-making process relating to buildings evacuation & lockdown: their security procedures should be followed, rather than creating our own.

## Appendix H. LIGHTNING PROCEDURE

A lightning storm is a possibility, although deaths and injuries from lightning strikes are rare. There is an increased risk in a boat, especially if standing up. The Thunderbolt® system will be used to monitor electrical activity during racing and training. The Regatta has decided to adopt the following approach to monitoring the risk.

### Level 0

Thunderstorms are not expected.

A Committee member will check the forecast each day. No other action.

### Level 1

Thunderstorms are possible.

Officials are to be warned by Race Committee Chairman. A Committee member will check forecasts regularly.

### Level 2

A thunderstorm in the area. (It is accepted that forecasting could be wrong and that Level 0 might escalate directly to Level 2.)

If lightning is seen followed within 30 seconds by thunder, action is necessary.

At times of thunder and lightning, safety is about recognising a high-risk situation and moving to a low-risk situation. However, it is recognised that on the water, difficult situations may arise where there is not enough time to seek 'proper shelter', resulting in a 'choice of evils' decision.

**All officials and competitors are asked to familiarise themselves with this plan so that it can be actioned promptly and effectively should a thunderstorm occur.**

The aim will be to evacuate the lake safely and efficiently. This will be coordinated by Race Committee Chairman. Evacuation should follow the process documented in Appendix I - Emergency Lake Evacuation with the following addition steps:

1. Reading from a prepared script<sup>1</sup>, the Chairman will advise all attendees, via the most effective method possible, and the Official using the local Check-in PA will warn those competitors and spectators on land of the specific danger of lightning.
2. Crews will be told to carry their blades horizontally, not vertically, in order to reduce the risk of them attracting a lightning strike.
3. Once umpires' launches and rescue boats have ensured that they have instructed all crews to return to the boating rafts, they also should make their way back, while checking that crews are following instructions. Everyone should be seated in the launches as this slightly reduces the risk.
4. Start team to be advised to leave the tower. They should keep away from the tower itself. If they get into cars they should close the windows and avoid touching any metal parts. Stakeboat team to do likewise to clear the start pontoon.
5. The safest place is likely to be indoors as long as individuals are not too close to metal objects such as the structure, plumbing or wiring. Marquees, tents and other elevated structures are to be evacuated; if access to a building is not possible, then individuals are to be encouraged to seek shelter in their vehicles.
6. Once the evacuation is under way and all parties have their instructions, the Race Committee Chairman should ensure that they and everyone else in the tower keeps away from electrical apparatus. Computers should ideally be unplugged to minimise the risk of damage.
7. If for any reason the Race Committee Chairman is unavailable, the Safety Officer, Secretary or the Chairman of the Race Committee will assume co-ordination of

these duties from wherever they are located. If necessary, this may involve driving along the course side road and issuing the above instructions using a loudhailer should the radio network be rendered inoperative following a lightning strike to the aerials on top of the finish tower.

8. The 'all clear' will be given by the Race Committee Chairman following consultation between the Safety Officer and the Chairman of the Race Committee. This consultation will be based on there being no flash/bang occurring within 30 seconds of each other for at least 30 minutes.

## **Appendix I. EMERGENCY OPERATING PROCEDURES**

### **I.A EMERGENCY OPERATING PROCEDURES (EOP)**

- Any Official who sees or finds an accident should radio the Race Committee Chairman (Andy Crawford 07969 889779) or the Safety Officer (Carol Cornell 07767475881).
- For anything other than a trivial incident, the Race Committee Chairman (RCC) will advise the NSR Committee that there is an emergency, that they assume control of the incident and instruct all stations to minimise further radio traffic. He will then ask for details: location, type of incident, number of people involved, severity and whether additional resources are required.
- Thereafter, the RCC will then contact the appropriate rescue/paramedic unit. RCC will record the incident.
- The Safety Officer or another Official will attend the scene.
- Should it be necessary to evacuate the finish tower for any reason, Umpires, Management and Timing will abandon their stations and Timing Control will relocate to pre-determined positions according to the nature and duration of the incident.
- Once the incident has been dealt with, the RCC will advise this fact to all via hand held radios and megaphones.
- For a **Major Incident**, i.e. one which is beyond the immediate resources of the on-site rescue service brought in by the Regatta, the incident shall be deemed to be a major incident and Race Control or any Official shall summon the emergency services by telephoning 999. Racing will be abandoned and the course evacuated as detailed above. If the emergency is so severe and requires the venue and grounds to be evacuated before emergency services can take control, pedestrians should use the access points to evacuate across Dorney Common to Eton Wick.
- Control of the incident is handed over to the emergency services on their arrival.

### **I.B EMERGENCY LAKE EVACUATION**

In the event of a major incident or change in conditions (e.g. lightning) requiring evacuation of the lake, the following procedures should be followed.

- Race Committee Chairman to advise all Committee members to listen to instructions and minimise local radio traffic. Officials using hand held megaphones will warn those competitors and spectators on land of the danger.
- All boating to cease immediately. Crews told to clear the rafts immediately.
- Any race in progress is to be allowed to complete normally, as this is the fastest way to get crews off the course. The starter may start a race already on the stake-boats if he thinks fit.
- Officials to be asked to go to rafts to assist getting crews off as quickly as possible.
- Crews in the warm-up lake to be told to go into the main lake at the 1,000m bridge or the start pontoon (whichever is ahead of the crew) by the Marshals at those positions and then to return to the rafts immediately.
- Returning crews to be told to use all 4 rafts for disembarking and to clear the rafts with all possible haste.
- Once umpires' launches and rescue boats have ensured that they have instructed all crews to return to the boating rafts, they also should make their way back, while checking that crews are following instructions.

**I.C ACCIDENTS ON THE WATER**

**Priority 1 – Full Lake Evacuation**

- In the event of a major incident or a change in environmental conditions requiring the evacuation of the lake, the actions documented in Appendix I - Emergency Lake Evacuation must be followed.
- Where there is a risk of serious or life-threatening injury to an individual or group, refer also to the actions for a priority two accident on the water.

**Priority 2 – Serious or Life-Threatening Injury**

- Call for Rescue Boat(s) by radio via Race Committee Chairman. Remaining Rescue Boats to redeploy to provide optimal cover
- Evacuate individual to the nearest land point:
  - Start pontoon.
  - Launch pontoon at the finish (this is near to the medical point).
  - If the evacuation needs to be mid-course, the land point chosen should be the island between the main lake and the warm-up lake as this will provide controllable access for paramedics and emergency services.
- Call for Paramedic Team to attend giving the location
- Call 999 where appropriate.
- Suspend racing following Appendix K - Protocol for the Suspension and Resumption of Racing.
- RCC to alert the Car Park team to the imminent arrival of emergency services, provide a point of contact at the main entrance and provide them with clear directions to the incident. This may also include the attendance of Berkshire Community First Responder Volunteers.

**Priority 3 – Actual or Suspected Minor Injury or Precautionary Measure**

- Call for Rescue Boat(s) by radio via RCC. Remaining Rescue Boats to redeploy to provide optimal cover.
- Where appropriate, alert Paramedics to rendezvous at boating area
- Individual evacuation to boating area
- Alert start to temporarily hold racing where appropriate

**I.D. ACCIDENTS ON LAND**

While the highest concentration of spectators & competitors on land is in the boating area and enclosure, it is recognised that a land-based emergency can happen anywhere in the grounds.

**Priority 1 – Large Scale Evacuation**

- Evacuation from boathouse, enclosure. Announcement to be made by public address and/or Regatta Official at the scene
- RCC to contact emergency services where appropriate.

- Any potential action to deal with the incident prior to the arrival of the emergency services must not introduce further risk of injury.
- Where there is a risk of serious or life-threatening injury to an individual or group, refer also to the actions for a priority two accident on land.

**Priority 2 – Serious or Life-Threatening Injury**

- Call for Paramedic attendance by radio via RCC.
- RCC to contact emergency services where appropriate.

**Priority 3 – Actual or Suspected Minor Injury or Precautionary Measures**

- Where appropriate, alert Paramedics to imminent arrival of injured person(s) at the medical point
- Evacuate individual(s) to medical point in boating area

### **I.E EMERGENCY LOCKDOWN PROCEDURE**

In the event of a terrorist attack of any description at the Lake it will be for Operations Manager (Adam) or Operations Administrations Manager (Joanne) to instigate the Lockdown procedures. The basic Lockdown procedure inside the Dorney Buildings is as follows:

- The decision to Lockdown will be made by the Operations Manager or Operations Administration Manager following a dynamic risk assessment and will take place whenever it is determined that it is safer inside than outside.
- Reception staff will disable the elevator at the main reception key point once it has been established that the lift is not in use. The elevators are code protected
- **If safe to do so, all staff will immediately make their way to the first floor of the pavilion via one of the four cylindrical staircases. All doors at the base of the stairs will be secured.**
- If any person is located on the Lake itself when an attack takes place, they should remain there until it is safe to exit the water.
- The Operations Manager should make an announcement on the Lake PA system to this effect.
- The Security Control Room at Colenorton will actively monitor the nine Dorney Lake cameras and report to the Lower Master, Head of Security and/or Police accordingly

#### **General Lockdown Guidance**

- All persons within an office or room should stay there. If in a corridor, get into a room
- Senior Staff should control and coordinate the lockdown procedure in the building they occupy at that time
- If you are in the street or other public place attempt to gain access to the nearest building
- Lock the door and blockade it with furniture. Move away from the door
- Turn off the lights and draw any blinds/shut windows
- Sit down against an interior wall
- If possible move to a higher floor and keep away from the windows
- Ensure your mobile phone is on but in silent mode. Remain quiet
- Hide out of view and behind something solid (desk or cabinet)
- Contractors, delivery drivers or external agency staff should be actively encouraged to comply with the above lockdown procedure

Dynamic lockdown, especially during the ingress phase of an event may lead to (many) people being 'locked outside' and more vulnerable to the perceived threat. All steps should be taken to allow ingress but care should be taken not to permit the threat itself to enter the venue and make those inside more vulnerable.

#### **All Clear (Cessation of Lockdown)**

The decision to bring lockdown to an end and move to normality across the College and Dorney Lake site, will be made by the Lower Master or Head of Security and Operations Manager (Dorney Lake) following a full assessment of the extent to which the threat or danger has been mitigated/reduced or eliminated.

The Klaxton system will emit the sound of a bugle call, and this will denote the 'all clear' and an end to lockdown. The 'all clear' at Dorney Lake will be declared through the PA system.

Accounting for all Athletes, staff and visitors is imperative at this stage. Therefore, the following action must take place:

- All visitors and staff must return to their boat trailer or marquee assembly point where Heads of Rowing or other Senior member of Staff should, as far as possible, undertake a head count.
- Anyone not accounted for should have their details given to Race Control / Safety / Dorney Security Department at the earliest opportunity.

## Appendix J. Armed Person or Vehicle Attack Advice

Based upon the NCTSO, CPNI and AUCSO 'Run, Hide, Tell' Guidance

### **BE PREPARED – STAY CALM**

The purpose of this guidance is to alert and not to alarm. It is not provided in response to any specific information. Athletes and members of the public should remain alert to the dangers of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal.

In the event of an armed person or vehicle attack incident, normal emergency procedures should operate and the sirens sound but ensure you take evasive action as described below immediately:

#### **RUN**

- If safe to do so, exit the area of the incident immediately and to building LOCKDOWN. Don't wait for the College siren to activate
- Have an escape route in mind. Get out of the view of the attacker
- If there is a safe route, insist others go with you. Evacuate regardless of whether others agree to follow
- Help others but don't let them slow you down. Leave your belongings behind
- Prevent others from entering the area of danger
- Do not attempt to move wounded people

#### **HIDE**

- If evacuation to LOCKDOWN is not possible, take cover from fire/view behind walls, vehicle engine blocks and base of large trees. Find a place to hide where the offender is less likely to find you. Ideally evacuate to one of the two rendezvous points if it is safe to do so
- If you are in an office or room, stay there. If in a corridor, get into a room
- Lock the door and blockade it with furniture
- Ensure your mobile phone is on but in silent mode. Remain quiet
- Turn off the lights and draw any blinds
- Hide out of view and behind something solid (desk or cabinet)
- Beware of false cries for help or other acts of deception on the part of the attacker

#### **TELL**

If the sirens do not sound, remain in LOCKDOWN. Contact the Security Department on the below number. Security will contact the police on 999 and provide the following details:

- Location of and the number of offenders.

- Any physical description of the offender(s) and vehicle used
- Number and type of weapons used and number of potential victims at the location

Further information, advice and support is available from Eton College Security Department on 01753 370101 and 102

**APPENDIX K. EMERGENCY PUBLIC ADDRESS BROADCASTS**

**K.A. LIGHTNING**

Here is an announcement:

*Following the recent lightning flash and thunder clap, the Race Committee has decided, in the interests of safety, to suspend racing and to evacuate the Lake.*

*Competitors and spectators on the bank are encouraged to move indoors or to their vehicles and away from tents, metal poles and trees.*

*No further crews may boat and the rafts must be cleared immediately.*

*Oars should be carried horizontally to the ground and not up in the air.*

*Please keep clear of the rafts and in front of the boat house to make space for all returning crews.*

*Further updates will be announced. Thank you for your co-operation.*

**K.B. ALL CLEAR FROM LIGHTNING**

Here is an announcement:

*Following the absence of any electrical storm close to the Lake recently, racing will resume at xx.xx am/pm with race number x.*

*Regatta time will now be x hour xx minutes behind BST. Thank you for your co-operation.*

**K.C. RACING SUSPENDED DUE TO WEATHER CONDITIONS**

Here is an announcement:

*Due to the current weather conditions, the Race Committee has decided, in the interests of safety, to suspend racing immediately and at least for one hour.*

*No further crews may boat. Please keep clear of the rafts and in front of the boat house to make space for all returning crews.*

*The Race Committee will keep the situation under review.*

*Please listen for further updates as they are announced. Thank you for your co-operation.*

**K.D. RESUMPTION OF RACING**

Here is an announcement:

*Following a meeting of the Race Committee, it has been decided that racing will resume at xx.xx am/pm [with race number x].*

*[A revised race time-table to take into account of what can best be made of the remainder of the day will be posted at Check-in as soon as possible.]*

*Regatta time will now be x hours and xx minutes behind BST.*

*Thank you for your co-operation during the suspension.*

**K.E. ABANDONMENT OF RACING**

Here is an announcement:

*Regretfully, following the continued foul weather, the Race Committee has decided, in the interests of safety, to abandon racing for the remainder of the day.*

*A more detailed announcement will be made shortly.*

**APPENDIX L. PREPARED ANNOUNCEMENTS FOR RACE COMMITTEE CHAIRMAN (OR OFFICIAL ASSUMING CONTROL OF AN INCIDENT)**

**L.A. RADIO SILENCE** (Race Committee Chairman assumes control of an incident)

- *All Stations, all Stations, all Stations:*
- *This is the Race Committee Chairman.*
- *Due to an incident, all radio traffic is to be kept to a minimum to give emergency communications priority until further notice.*
- *Race Committee Chairman out.*

**L.B. END OF RADIO SILENCE**

- *All Stations, all Stations, all Stations:*
- *This is the Race Committee Chairman.*
- *End of radio silence;*
- *I say again, end of radio silence.*
- *Race Committee Chairman out.*

**L.C. EVACUATION OF THE LAKE** (e.g. for Lightning)

- *All Stations, all Stations, all Stations:*
- *This is the Race Committee Chairman.*
- *Due to [lightning / a major incident in the vicinity etc.] racing has been suspended.*
- *Clear the Lake of all competitors afloat as fast as possible.*
- *I say again, clear the Lake of all competitors afloat as fast as possible.*
- *No further competitors are to be allowed to boat;*
- *I repeat, no further competitors are to be allowed to boat.*
- *Race Committee Chairman out.*

**L.D. ALL CLEAR**

- *All Stations, all Stations, all Stations:*
- *This is the Race Committee Chairman.*
- *Following the absence of any electrical storm close to the Lake recently, racing will resume at xx.xx hrs with race number x.*
- *Regatta time will now be x hour xx minutes behind BST.*
- *I say again; racing will resume at xx.xx hrs with race number x.*
- *Regatta time will now be x hour xx minutes behind BST.*
- *Race Committee Chairman out.*

**APPENDIX M. REGATTA SAFETY REPORT FORMS**

**M.A. REGATTA INCIDENT REPORT FORM**

- Purpose
  - Monitor safety incidents and near-misses during the Regatta
  - Record and monitor safety action taken at the Regatta
  - Compliance with Civil Liability Insurance requirements
- Completed by
  - Regatta Officials
- Collected by
  - Regatta Safety Officer
- Returned to
  - British Rowing

**M.B. ROWING COMPETITION MEDICAL RETURN**

- Purpose
  - Monitor health issues during the Regatta
  - Record and monitor treatment given at the Regatta
- Completed by
  - Paramedic Team
  - Regatta First Aiders
  - Regatta Medical Officer
- Collected by
  - Regatta Safety Officer
- Returned to
  - Chairman – Medical Committee, British Rowing
  - Nil return required

**M.C. CONTROL COMMISSION REPORT ON EQUIPMENT FAILURES**

- Purpose
  - Identify clubs failing / regularly failing Control Commission checks.
  - Improve the standard of boat maintenance for competition and training
  - Encourage regular checking of equipment by rowers and their club
  - Reduce the number of boats failing Control Commission checks
- Completed by

- Control Commission
- Collected by
  - Regatta Safety Officer
  - Race Committee Chairman
- Returned to  
Thames Regional Water Safety Officer

**HSE – REPORT OF AN INJURY OR DANGEROUS OCCURRENCE (F2508)**

- Purpose
  - Record and report serious injuries
  - Regulatory compliance
- Completed by
  - Regatta Safety Officer
- Returned to
  - Health and Safety Exec



**THE NATIONAL SCHOOLS' REGATTA**

**Incident Report Form**

Please complete this form and return to the Regatta Safety Officer to report any incident involving injury to persons or serious damage to equipment.

**Person Reporting the Incident**

<b>Name</b>		<b>Role at the Regatta</b>	
<b>Telephone Number</b>			

**Incident Details**

<b>Date</b>		<b>Time</b>	
<b>Location of Incident</b>			
<b>Description</b>			
<b>Description</b>			

**Boats Involved (where applicable)**

<b>Boat Type and ID</b>	<b>Damage Sustained</b>

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**Individuals Involved in the Incident**

Name	Club / Organisation	Boat ID	Injury & Treatment <i>(attach medical return)</i>

**Further Information (including witness names with addresses, damage to property)**