

# Head of the East – Safety Plan

## Introduction & Responsibilities

### Content

This safety plan consists of the following parts, which may be distributed separately. A copy of the complete document set will be held in Race Control:

- Introduction & Responsibilities (this document)
- Water Safety Risk Assessment
- Trailer Parking Area Risk Assessment
- Competitors' Safety Plan (including Junior Welfare and Thunderstorm Safety Plan)
- Course Map
- Boating and Parking Layout
- Guidance for Safety Boat Crews
- Guidelines for Use of Radios
- Emergency Access Points
- COVID-19 Safety Information
- COVID-19 Risk Assessment

### Distribution

<b>Event Officials</b>	Complete document set.
<b>Regional Rowing Safety Advisor</b>	Complete document set.
<b>Race Monitors</b>	Introduction & Responsibilities; Water Safety Risk Assessment; Competitors' Safety Plan; Course Map; Boating and Parking Layout; Guidelines for Use of Radios; Emergency Access Points.
<b>Competitors</b>	Competitors' Safety Plan; Course Map; Boating and Parking Layout; Emergency Access Points.
<b>ERRC Website</b>	Water Safety Risk Assessment; Trailer Parking Area Risk Assessment; Competitors' Safety Plan; Course Map; Boating and Parking Layout; Emergency Access Points.
<b>Race Control</b>	Complete document set.
<b>Race Committee</b>	
<b>Race Controller</b>	N Yanusauskas / J Dexter
<b>Chief Umpire</b>	Lianne Stanford
<b>Umpires</b>	Chris Callow, Richard Moseley, Jonathan Townsend, John Cripps, Chris Newland Andrew Blit, Andrew Ellison, Chris Parkhouse, Julian Popple, Tony Harris, Dave Porter, Lianne Stanford, Mark Holmes, Fred Shearer, Teresa Aslettt, Helen Knowles
<b>Safety Advisor</b>	F M Brazier
<b>Event Officials</b>	
<b>Water Safety Advisor</b>	F M Brazier
<b>Welfare Officer</b>	R Offord
<b>Race Controller</b>	N Yanusauskas / J Dexter
<b>Refreshments Co-ordinator</b>	D Hellett
<b>Registration Co-ordinator</b>	T Rickwood
<b>Safety Boat Co-ordinator</b>	F M Brazier

## **Responsibilities of Event Officials**

### **Race Controller**

- Overall co-ordination of the event.
- With regard to this safety plan, ensure that responsibilities have been delegated to specific individuals.
- Arrange First Aid cover.
- Notify the Environment Agency, Great Ouse Boating Association and marinas.
- Arrange for the course to be laid out as identified in the plan.
- Arrange for weather protection for officials.
- Issue blank British Rowing (BR) Competition Medical Return Forms to First Aid staff, and collect completed forms at end of Event (for Entries Secretary).
- Ensure a list of Event Officials' mobile phone numbers is produced and distributed.
- Take decisions, with advice as appropriate from club and event officials on safety issues that affect the conduct of racing, in particular, the need to suspend racing.
- Control the disposition and use of safety boats.
- Ensure that prior to the event, race control assistants are briefed on their responsibilities and the use of radios.
- Confirm the serviceability of event control equipment (loud hailers, finish horn).
- Control the issue, and return of, radios and loud hailers to event officials and umpires.
- Monitor the radio traffic.
- Regulate the flow of crews to the start, taking advice from the Start Marshal and the Boat Marshalling Area.
- Take the decision on disqualification of a crew if it is unduly late for the start (noting that the related safety issue concerns a crew waiting at the start in extreme (hot, cold / wet) weather conditions).
- Monitor the course for excessive water fowl and for river flotsam.
- Monitor the weather condition (particularly for thunderstorms and high winds) and the condition of the river flow, and liaising with the Safety Advisor as necessary.
- Ensure that stocks of food and drink are available to the start and safety boat crews.
- Implement the Thunderstorm Safety Plan.
- Co-ordinate return of BR Control Commission Report on Equipment failures forms to Regional Water Safety Advisor.

### **Event Water Safety Advisor**

- Prepare the Event Safety Plan and present it to the Race Controllers for endorsement.
- Distribute Safety Plan documents, as appropriate, to external agencies.
- Oversee the safety management of the racing and related activities during the event.
- Advise the Race Controller on safety issues that affect the conduct of racing, in particular, the need to suspend racing.
- Process BR Safety Incident forms arising during the event.
- Coordinate, where necessary, with the First Aiders.

### **Event Welfare Officer**

- Implement the Junior Welfare Plan.

### **Boat Marshalling Co-ordinator**

- Ensure that prior to the event, boat marshalling assistants are briefed on their responsibilities, manual handling and the use of radios.
- Provide assistance to crew boating and landing, particularly for small boats.
- Encourage crews to depart promptly from the landing stage and to make adjustments on the water.
- Encourage crews that have competed to remove their boats promptly from the boat marshalling area.
- Monitor the weather conditions (particularly for thunderstorms and high winds) and the condition of the river flow, and liaise with the Race Controller as necessary.

### **Refreshments Co-ordinator**

- Ensure that the food hygiene measures are adhered to and brief staff accordingly.
- Ensure Club's kitchen First Aid kit is available.
- Brief staff on manual handling and use of portable gas appliances.
- Brief staff on the Thunderstorm Safety Plan.

### **Registration Co-ordinator**

- Provide safety information to clubs and to the Club's notice boards and website.
- Co-ordinate lost children and lost property.
- Acting as initial point of contact for Event Junior Welfare Plan issues and holding the list of visiting clubs' junior welfare points of contact.

### **Safety Boat Co-ordinator**

- Ensure that prior to the event the safety boat crews are trained / briefed on:
  - Use of safety boats
  - Safety measures
  - Radio usage and protocol.
- Ensure that safety boats are appropriately equipped (see guidelines).
- Ensure that safety boat cover is in place 30 minutes prior to the start of racing until 10 minutes after the completion of the final race.
- Brief the crew at the start to warn Race Control of any flotsam in the river.

### **Start Marshal**

- Ensure that prior to the event, start marshalling assistants are briefed on their responsibilities and the use of radios.
- Ensure that motor cruisers are given advice on how to proceed within the start marshalling area and control the flow of motor cruisers downstream following races. Being aware of the necessity to maintain separation of competitors from motor cruisers and giving necessary instruction to ensure that.