



NEWARK ROWING CLUB HEAD

December 4th 2021

EVENT SAFETY PLAN

This safety plan addresses safety issues for the Newark Head Race held on Saturday 4th December 2021.

The risk assessment for the race is attached in **Appendix 5**. It should be noted that the risk assessment scoring takes account of the safety measures identified in this plan. The arrangements identified in this plan must therefore be complied with or if there is any proposed deviation to the plan the risk assessment must be reviewed to ensure the changes will not impact on the safety of the event.

Dimensions

Division 1

The race distance will be 5000 m

The race start is upstream of the old A46 petrol station

The race finish is at the end Averham Weir (before Weir's bend)

(See Appendix – Map for Division 1)

Division 2

The race distance will be 3800 m.

The race start is upstream of the entrance to Farndon Marina

The race finish is approximately 300 m beyond the A46 road bridge.

(See Appendix – Map for Division 2)

The Head Race will include two divisions, the first at 10:30 and the second at 14.00. Entries are capped to 90 boats per division. Each division will have crews of all abilities in open, women, junior and masters classes.

Parking Arrangements:

On race day only trailers are permitted to park within the club car park (cars to park on the club side of Farndon road; or in the Newark marina; or in the car park of the commercial units at the bottom of Farndon Road behind the Lord Ted public house). For those racing in Division 2 and arriving 11am onwards there is also parking at Sconce Park with the entrance opposite Spring House pub. Please use this car park to prevent the main road from getting too congested. Those parking should be mindful not to park illegally, not to cause obstruction to private, commercial properties access and not to impede the normal flow of traffic.

Trailer parking attendants will direct trailer drivers where to park and ensure safety whilst manoeuvring. Towing vehicles must be removed from the car park after parking trailer.

The Newark Marina will be used as an overflow trailer park if and when the Newark Rowing Club car park becomes full. Boats can be carried the short distance back to the rowing club taking care to avoid cars, pedestrians and cyclists when walking along the footpath on Farndon Road.

Visitors with disabled needs will be permitted to park their vehicles within the boat club confines.

Communication

All umpires, marshals and helpers shall be issued with a list of contact mobile phone numbers.

The following roles will be issued with radios as a minimum:

Start timekeeper, start marshals, all launches, finish timekeeper, safety adviser/control and umpires.

The radio procedure to be followed is as per **Appendix 6**.

Personnel and Equipment Requirements:

To ensure the safety of the event a number of umpires, marshals and volunteers are required throughout the day these will all be identified in the table in **Appendix 1** including contact phone numbers on the day.

The equipment requirements for each individual are identified in **Appendix 2**.

The location and number of marshals and safety launches are shown on the race course maps.

Safety Briefing for Umpires, Marshals and Helpers

A safety briefing will be undertaken in the Rowing Club Gym at 08:00 prior to the first division boating for all umpires, marshals and helpers. This briefing will include the items below:

1. Roles of individuals
2. Timings for day
3. Communication arrangements
4. Emergency plan
5. Hazards of the course
6. Safety briefing provided to crews
7. Distribution of plasticised copies of the emergency plan/contacts sheet
8. Equipment checks

Safety Briefing for Crews

Each competing crew shall be sent a copy of the crew safety briefing (instructions to competitors) with the race draw. These shall also be clearly displayed at Race Control in the gym. This includes local safety rules and guidance that must be complied with to ensure rower safety. It also identifies local hazards on the courses. See race course maps.

Boating Procedure

Crews may be asked to allow umpires to check their boats to ensure that they are safe to race. The umpire may also check that suitable clothing for the weather conditions on the day are worn by all crew members.

Reporting of accidents and near misses

All incidents (including potential and actual injury or damage to individual or equipment) shall be reported in the incident book at race control located in the gym.

This must include time, place and nature of accident, injuries/damage sustained and names and addresses of persons involved and witnesses.

The Event Safety Adviser to submit Incident Reports to BR via <https://incidentreporting.britishrowing.org/> as soon as possible after the event.

Failure of safety arrangements

In the event of:

- The loss of a safety boat will be covered by a replacement launch;
- The loss of multiple launches will be covered by Umpire Launches and change to race program;
- Loss of Race Marshals, Monitors and Umpires (RMMU) support will be covered by extended shifts or others suitably qualified officials and or persons; specifically the Event Rowing Safety Adviser will be replaced by Neil Bond;
- Loss of medical cover will be covered by a qualified club First Aider – list available at Race Control in the gym;
- Loss of radio communications will be covered by mobile phones;

Changes to racing arrangements may see the length of the course being shortened, reversal of the course, restricting racing to certain events and altering the racing format.

These arrangements have been made based on learning from previous events and will be reviewed as situations develop.

Appendices included with this Event Safety Plan

Appendix 1 – Contact Details

Appendix 2 – Equipment Requirements

Appendix 5 – Risk Assessment

Appendix 6 – Radio Procedure

Maps of the course for both Divisions including marshalling stations, navigational safety comments, start and finish points



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Event Emergency Response Plan

Emergency Phone Numbers:

Race Control:	07811 438200
Clubhouse:	01636 702351
Event Rowing Safety Adviser:	07717 667545
Welfare Officer	07970 428903
Covid Officer	07702 550937
Emergency Services:	999

Action on crews requiring assistance

In the event of a crew capsizing any attending marshal shall instruct the crew to hold onto the boat where possible (it will provide buoyancy) and instruct the crew to remain with their boat until water borne help arrives. Where necessary, a throw line – throwing the line slightly upstream of the capsized individual - will be thrown by a bank side marshal to assist the individual to reach the nearest bank.

Marshalls will also be observant for other instances where crews require assistance eg a rower suffering chest pains or signs of hypothermia.

In these situations the marshal will inform Race Control, if water borne rescue is required, either via radio or via the following mobile phone number:

Neil Bond - Event Rowing Safety Adviser 07717 667545

Informing race control of the location, details of the incident and the type of help required (launch, emergency services) using the Radio Procedure as outlined in Appendix 9

First Aid Arrangements:

First aid cover is provided by Newark Community First Aid who will be located in the boat house gym and also in a heated ambulance to be located in Div 1 on the bank at Farndon (Riverside Pub slipway – **NG24 3SX**) and in Div 2 opposite the orange buoys at the top of the weir on south bank of the river (**X476981 Y353397**)

There is a Automatic External Defibrillator (AED) located on the wall between the male and female changing rooms within the Newark Boathouse. The machine has pads for two uses.

Assistance beyond First Aid

Race Control will act as emergency co-ordinator and will direct the launches to any incident as required. They will also liaise with emergency services if assistance is beyond the capability of the First Aid provision

The launches will enable casualties to be taken to the boat club or appropriate emergency access point quickly. Casualties will be protected with an emergency blanket until they reach the emergency services where the appropriate assessment can be made in relation to shock, hypothermia or other medical conditions.

Newark Hospital, Boundary Road – NG24 4DE is the nearest hospital with Urgent Care facilities and is less than 1 mile from the boathouse.

The nearest full A&E is located at Kings Mill Hospital, Mansfield Rd, Sutton-in-Ashfield, Nottinghamshire NG17 4JL

Emergency vehicle access is shown on the race course maps.
Emergency access point grid references are listed below.

Emergency access point Grid references

Access Point	X coordinates	Y coordinates
Fosse Road – East Stoke	475749	350377
Swillow Lane – North Bank	476201	351809
Farndon – Boat House Car Park	476820	352092
Power Station – South Bank	476847	353344
Crees Lane – Windmill	477889	352711
Newark Rowing Club – Club House	478850	353206

In the event of a fire

The boathouse and clubhouse are fully protected with smoke detectors and emergency sprinklers. In the unlikely event of a fire alarm sounding, the affected building will be evacuated. All individuals will be directed to muster within the car park area Assembly Points at a distance of greater than 10 metres from the evacuated building.

Each building has a sufficient number of fire extinguishers and blankets to be used where and when appropriate. All fire exits will be double checked for operation and ease of egress at the start of race day.



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Alternative Arrangements Plan

Abandonment plan prior to race day

- In the event of a decision to cancel the event for any reason prior to race day the Race Organising Committee will contact each club to tell them of the decision. The decision will also be posted on the clubs website.
- A decision will be made by the Race Organising Committee and the Event Rowing Safety Adviser by 18:00 on Friday 3rd December if the Head is to be cancelled if there are firm weather forecasts indicating that conditions will be unsafe to row on race day.

Alternative race arrangements or race cancellation on the race day

- In the event of inclement weather or challenging river conditions a decision will be made by the Race Committee Chairman and the Event Rowing Safety Adviser to which events, if any, will be raced.
- In the event that the race is to be cancelled on the day, a meeting will be held with representatives from each participating club
- Cancellation may be triggered by any of the following events:
 - Storms with persistent lightning that shows no signs of passing
 - Fog – assessing the degree of safe visibility across the racing course
 - High winds – particularly crosswinds at the weir
 - River levels being too high or river flow too fast
- Alternatives to cancellation will always be considered. The options and decisions could include:
 - Reduction to one division
 - Shorter race distances
 - Removal of boat types eg single scull events
 - Removal of age categories eg junior events