

# Safety Plan

**Trentham Boat Club Regatta**

**5<sup>th</sup> June 2022 at the**

**Trentham Garden Estate**



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# Introduction

Trentham Boat Club's annual regatta is well established event run in a friendly and safe, yet competitive environment.

In order to maintain our existing good record, we have prepared this safety plan which is to be circulated to all competitors via their club administration. It is the responsibility of the participating club's administration to disseminate this plan to its participating members.

This safety plan compliments the existing British Rowing 'Row Safe' policy providing specific local information for this event.

A separate risk assessment should be read in conjunction with this plan.

If further information is required, please contact the race organiser Naomi Ellis.

## Organising Committee

- Location.....The race registration/control will be situated outside the boat house, see attached plan, Appendix 3
- Club Chairman.....Tony Gath – anthonygath@btinternet.com
- Regatta Organiser.....Naomi Ellis – N.J.Ellis@staffs.ac.uk
- Welfare Officer.....Anne Williams – annewilliams3759@gmail.com
- Safety Officer.....Jon McAteer – jonmc66@hotmail.com
- Race Committee Chair Judith Rimmer – judithrimmer1@@gmail.com

# Emergency Resources

## On water safety

- Fully sighted course with umpires & marshals monitoring boat on the water.
- 1x inflatable Rib with outboard, 2x Catamaran
- Marshal assistance at water entry & exit.

## On site medical assistance

- RTC Medical Solutions, based beside the Trentham Boat Club boat house and will be contactable through the radios.
- Ambulances A&E, Royal Stoke University Hospital, Dial 999 (15 minutes from Trentham Boat Club via A34).
- An AED defibrillator is available at the lake side café adjacent from the club house.

## Emergency Services access

- Vehicular access for ambulance or other rescue service is from the A34 via the Trentham Gardens Estate ('Monkey Forrest') South Entrance to any lakeside position. OS reference: **SJ 87196 38979** : What Three Words location for the boathouse – **darker.punchy.pepper**

## Welfare Procedures

See separate document

## Fire procedures

The boat house will have restricted access during the regatta and fire procedure will be displayed in all public areas.

See appendix - Fire Procedures

## Communications

Communications throughout the event will be dealt with in the following manner:

**Face to Face** - Briefings will take place before the event starts and throughout the day as required, the Regatta Secretary/Club Chairperson/Safety Officers/Welfare Officer and Umpires will make themselves available to ensure event continuity.

**Personal Mobile** – personal mobile numbers will share between the Event Organisers, Umpires and Marshals.

**Radios** – Radios will be issued at the event start briefing to key individuals and safety boats.

**Radio protocol** – All marshals will be issued with written basic 2-way radio procedures and give training on how to use the radios in accordance with BR Row Safe 2.3

**Area Maps** - will be issued by Trentham Boat Club Safety Officer and will be available to anyone on the website prior to the event and from registration on the day.

**Safety Plan & Risk Assessment** – will be issued by Trentham Boat Club Safety Officer and will be available to anyone on the website prior to the event and from registration on the day.

**Competitors' instructions** – will be issued by Trentham Boat Club organising committee and will be available to anyone on the website prior to the event and from registration on the day.

## Alternative Arrangement Plan

**Adverse weather** - At 9:00am on Friday 3<sup>rd</sup> June the Met Office forecast will be checked, at which point a decision will be made whether to cancel or proceed with the event. The organisation Committee will continue to monitor the weather and lake conditions throughout the event and may call for racing to be suspended.

In the event of extreme weather or the identification of hazards on the water that cannot be removed easily the organisers will assess the conditions and notify all participants, as soon as possible, through all the event media (e-mail, website, Public address announcements, radio communication/mobile phones etc.), should the competition be abandoned, suspended or altered. Trentham Boat Club safety officer(s) will, in consultation with the organising committee, discuss any situation which may cause the abandonment, suspension or alteration of the event. Their decisions are final and will be communicated immediately via the above means. In the event of a cancellation or suspension competitors will be guided off the water by officials and they should listen to instruction. In the event of a suspension, the conditions will be assessed regularly and the event only re started if the safety officer and organising committee agree it is safe to re start. Competitors will be kept up to date and notified immediately of any cancellation of the event.

Triggers for suspended racing include;

- Fog/mist
- High winds
- Thunder and lightning
- Weather event affecting the safety of participants.

Any such suspension may be temporary or final.

Competitors unable to receive a time or placement due to cancellation shall receive a full refund.

## Rules of Racing

**Briefing** – No crew briefings will take place.

All crew are expected to follow all rules issued by British Rowing and familiarise themselves with the safety document and risk assessment. Race Marshalls will be available throughout the event to give advice and the Race Organiser & Water Safety Officer will be available at Race Registration/Control which is situated in front of the boat house. All crews will follow the instruction of race officials and marshals promptly and with courtesy.

Our regatta will be run by the rules as set out by British Rowing Rules of Racing. There will be British Rowing qualified members on the umpiring panel whose decisions will be final in all matters of racing and disputes.

Boats will be subject to a safety check before racing, including, but not exhaustive; heel restraints and bow ball checks, as set out in rule 2-3-8. Boats deemed unfit will not be allowed to launch until all checks have been satisfied. (See Boat Safety Requirements)

All boats must display correct club/boat registration identification ***on both sides of the boat***. Boats with incorrect identities will not be allowed to race.

The Umpire Commission Report shall be completed and a copy forwarded to the Regional Safety Advisor.

## Boat Safety Requirements

Each crew is responsible for ensuring that their boat is safe and meets the standards required by the British Rowing Row Safe. In particular, crews must ensure that:

- The bow ball is of the correct size, and securely fitted
- Heel restraints are fitted securely and are adjusted within the permitted limits of less than 7cm
- Buoyancy compartments are watertight
- The rudder (where fitted) is secure and rudder lines are in good working order

### **Please Note:**

Access to and from the lake is via an unmade track where the ground is uneven and in places rutted, this could be slippery in adverse weather conditions. Marshalls will be calling boats from the trailer park to the lake in race order, please follow their direction to unnecessary congestion and delays.

The access to and egress from the water crosses public footpaths therefore extreme care must be taken whilst moving boats. Members of the public have priority.

A blade rack will be located adjacent to the boating and de-boating stages.

The boating and de-boating stages are only large enough for a limited number of people. Crews must boat and de-boat with minimum of fuss and delay. Boating marshals will supervise if necessary but it is not part of the boating marshal's job to carry boats. No unnecessary people on the stages please!



## Crew Safety

The Trentham Estate lake has no flow and largely shallow and highly visible from most points. Remember that conditions in June can be quite variable. Competitors are reminded to be equipped sufficiently, including a waterproof top and sun cream.

Long hair must be tied back to prevent any risk of becoming tangled in equipment.

### In the event of a racing incident

The nearest marshal will take charge of the situation, summoning help as necessary. Other competitors close to the scene should, if necessary, stop racing and assist those in trouble. Lives are more important than the race. All competitors must have an appreciation of the British Rowing Row Safe: A guide to good practice in rowing.

### Coxswains

All coxswains must wear lifejackets or other approved buoyancy aids as appropriate for their vessel. ONLY manually activated life jackets are permitted in bow loaded boats. Light weight coxes should not take ballast into the boat that might restrict their escape.

In the event of a capsize competitors should:

- Stay with their boat.
- Get their upper body out of the water using the boat as a float.
- Wait for assistance from a rescue launch.
- Marshals will be available promptly to offer assistance.

In the event of competitors being unable to get themselves from the water, safety boats and marshals are equipped with radio communications, throw lines and space blankets.

Competitors will be returned to the club house, the rescue boat and the other rescue launches will return the boat. Warm showers and first aid facilities will be available at the boat house.

If required, marshals may call for 999 emergency services. Emergency Services should be directed to The Monkey Forrest entrance to the Trentham gardens Estate, post code ST12 9HR.

Emergency services shall be directed from the road to the club house from the south entrance and on from there as necessary by an official from Race control.

### **Junior and Novice crews**

The participant's club coach is responsible for ensuring that racing juniors and novices have sufficient skills to row the course safely.

## Rowing the Course

### Navigating to the start:

Participants will launch from the 'Launching Stage' just to the north of the Lake Side Cafe.

They will proceed with caution and courteously towards the start line via the west side of the islands.

Once past the last island, participants should assemble for their competition and await further instruction from the Marshall located at the statue, to then proceed to the start.

Note: See "**Hazards**" below

### Navigating the race:

The start marshal will indicate when boats should begin to move from the assembly area and onto the start position.

- The course is a straight 750m which in places comes quite close to the islands. Participants should stay within their buoyed lanes
- Once over the finish line competitors should not stop, but continue slowly well beyond the finish line before stopping
- Winning crews may be required to return to the start without landing. They should not spin until they pass the canoe polo net.
- Boats exiting the water should do so by the landing stage in front of the boat house.
- Participants should wait for instruction from boating marshals before landing.

### Hazards:

- A shallow sand bank just off a small headland before the first Island.
- Over hanging trees from the islands.
- Submerged ironworks in the North West most corner – marked with inflatable fender.
- Steel swan sculptures in the assembly area. Participants should avoid these and stay clear
- Overhanging trees from the islands
- Irregular shoreline can cause navigation errors

See attached plan – appendix 3

**Competitors who take deliberate or careless action which endangers their own or others' safety risk being disqualified without refund.**

## Road and Parking Safety

Access to the event is from the south entrance to the Trentham Gardens Estate also signed 'The Monkey Forrest and Go Ape' off the A34 between Stone and Trentham.

The car parks are colour coded and shown on the Course map. Marshals will direct participants to correct car parks

### Trailers

There is designated parking for trailers. Shown as the 'Green' Carpark on the map. Trailers must be positioned and the towing vehicle removed and parked in one of the other parking areas allocated to the regatta.

### Cars Carrying Boats

Participants carrying boats on their cars will be allowed into the trailer area only to drop off their boat. The car must then be moved to one of the other parking areas allocated to the regatta.

### Parking for vehicles without boats

Free parking for all other participants, is available shown as the yellow carpark on the map.

### Important Notice:

The regatta has only been given permission for the parking areas shown on the map. The area shown as “**no parking**” is reserved for ticket holders for the Monkey Forest and Go Ape only.

Please do not cause embarrassment to our marshal by attempting to park in those areas. You will be refused and asked to move or will be required to buy a ticket.

See the course map (Appendix A) for more details on parking areas.

## Safety Equipment

The following safety equipment will be available

- Radios and Megaphones – NWRRRC
- Safety Launches – Trentham Boat Club
- Safety Kit (on board Launches) – Trentham Boat Club
- Life Jackets (Safety launch operatives) – Trentham Boat Club
- Fire Extinguishers – Trentham Water Association
- Fire Alarms – Trentham Water Association
- First Aid support – RTC Medical

# Marshalling Plan

**Briefing** – The race organiser will brief marshals, they will be positioned alone or in pairs, depending on experience and demands of the particular marshalling post.

## Issued Equipment

Marshals will be equipped with the following equipment as required:

- High Vis Jacket
- Radio Communication
- Throw line
- Hypothermia blankets
- Megaphone if applicable

## General Duties for all marshals

- Marshals shall be in position no later than 20 minutes prior to the 1<sup>st</sup> boat leaving the launch stage.
- Marshals shall remain in position until relieved from their post by successor.
- Marshals will hand over their marshal kit (Radio, throw line and blankets) to their successor.
- Be aware of other marshals and rescue launches relative to their position.
- Be aware of hazards particular to their post.
- Anticipate danger and warn crews as necessary.
- Ensure crews navigate to the start promptly.
- Should an incident or capsized occur, report over the radio immediately and assist as necessary. Call the rescue boat if required. (BR Row safe 2.3)

Marshals WILL NOT BE PERMITTED to be ferried by safety launch either at the start or finish of a division in any circumstance, save those pertaining to a rescue situation or where assistance is required by the launch crews.

## Emergency Plan

**In all cases your priority is not to place yourself at added risk by trying to assist others. Only attempt a water rescue if safe to do so.**

### Incident on the Water

- Advise Race Control of the incident over the radio. Radio procedures and protocol to be followed (BR Row Safe 2.3)
- In the event of participants being injured, capsizing or being ill, crews should stay with the boat.
- If in a crewed boat, check to be sure other crew members are OK. After a capsize, if you cannot find the rest of your crew, perform a sweep under the boat to see if they are trapped underneath. If they are still not found look carefully at the surface in case they have lost consciousness and are floating nearby.
- IF A CREW MEMBER IS LOST SHOUT A LOUD CLEAR ALERT TO BYSTANDERS TO CALL AN AMBULANCE AND EMERGENCY SERVICES IMMEDIATELY AND TELL THEM THERE IS A POSSIBILITY OF A DROWNING INCIDENT. DO NOT HESITATE AS EVERY SECOND MAY COUNT.
- Exit the water at the first opportunity and get dry and warm. Warm showers, towels and space blankets are available in the boathouse first aid kits and on each safety boat.
- If you cannot exit the water promptly consider using your boat as a flotation aid by lying on the upturned boat.
- Once you are rescued you may wish to be assisted back into your boat to complete the course. However, we will assume that casualties will be taken to the Cafe landing stage at the south end of the lake.
- So as not to halt the event unnecessarily, Boats and blades will be recovered to the east side of the lake and secured in a safe location for later retrieval by your club members.
- Keep careful watch for other lake users and make sure they know you are there. Shout a loud warning and wave your arms to notify them of your presence.
- We will record all capsizes and other incidents in the regatta log which will be available through the club safety advisors.

### Evacuation of lake

- If for any reason crews need to evacuate the lake all crews must follow guidance given by Race Marshalls and safety boat; under normal circumstances all boats will follow the race circulation pattern and exit the water by landing stage 2.

### Incident on Land

- Boats should always embark from the launch stage and land at the dedicated landing stage.
- In the event of injury your first priority is the health and wellbeing of yourself and your crew. Equipment is replaceable!
- First aid equipment is available at the first aid tent alongside race control and from race control itself when required.
- RTC Medical Solutions will be located adjacent to race control.
- The launch/landing stage can become slippery when wet so take great care.
- Don't leave items around the stage area which may be tripped over by others.
- Please boat and de-boat as promptly as possible as a courtesy to other crews

**In the event of an incident or capsize a BR incident Report will be completed by the Event Safety Advisor**

## Emergency Services Procedure

**If the emergency services are required, the following procedure must be adopted:**

- Contact 999 and state your name and personal details
- When asked your location we are at Trentham Boat Club, accessed by the Monkey Forest entrance at Strongford on the A34. Postcode ST12 9HR. OS reference: SJ 87196 38979 : What three words location – **darker.punchy.pepper**
- Send somebody to the top car park to direct the ambulance down to the boathouse.
- If the incident has occurred at the far end of the lake “North End” emergency services can be directed to the Gardens main entrance.
- Contact Race Control and tell them there is an emergency in progress and its location.
- Contact a club safety advisor, informing them of the incident so it can be recorded in the regatta log.



## Safety boats

Safety boats will comply with BR Row Safe Section 4.7 and carry a complete safety kit (BR Row Safe 7.4.1).

**Briefing** – Crew will be briefed by the club safety officer/Assistant Safety officer prior to the event.

**Three safety boats will be available throughout the event to ensure the safety of all crews.**

- Safety boat 1 positioned at SJ 86762 39838 to cover the stretch of water raced from the Island Gap to the finish line and including area between the launch stage and landing stages to the South Island. The launch should be capable of carrying 2 people (excluding crew)
- Safety boat 2 positioned at SJ 86642 40130 to cover the area from the start line to the Island Gap. Including the east side of the island where participants will be navigating to the start. The launch should be capable of carrying 2 people
- Safety boat 3 positioned at SJ 86546 40414 primarily a marshalling launch to assist with the assembling of participants prior to race. The catamaran will also ferry marshals to and from the stake boat towers.
  - All Launches will be in radio contact with race control and other race officials. Radio equipment supplied. Launch crews will be fully aware of radio procedures and protocol (Rowsafe 2.3)
  - The competition will take place from 0900 and scheduled to finish no later than 1700.
  - The Rescue Launches should be in position AT LEAST 30mins prior to the start of the race or before the first competing boat in each division begins to head for the start line, whichever occurs first.
  - The racing day will be split into 3 shifts. The launches will return to the landing stage for crew stage one at a time. The next launch must remain in position until the crew change has occurred and is back in position.

**The objectives of all safety launch driver/crew are to:**

- Avoid becoming a victim him/herself.
- Stay at the helm of the boat unless the crew requires assistance with recovering a casualty.
- Stay in the launch and never enter the water for a rescue.
- Direct his/her crew to the maximum effect for an efficient rescue.
- Provide rescue facilities for the regatta.
- Recover capsized athletes.
- Safely transport any injured rowers to medical attention.

**Safety Launches should always carry a minimum of one crewman for a variety of reasons including to:**

- Assist the driver by 'spotting' in front of the launch, for debris.
- Assist if the driver experiences any difficulties.
- Assist with rescue and first aid.

**Launch drivers should be:**

- Trained and practised in boat handling and rescue techniques (BR row safe 5.2).
- Trained in resuscitation and first aid (particularly with respect to Hypothermia). The safety launch may well be the first craft on the scene of an accident so the driver or crewman should hold a valid and recognised First Aid Certificate.
- Launch crew/drivers should be suitable equipped and dressed for long periods of inactivity in typical British summer time weather conditions.
- Launch drivers should not provide a ferry service to marshals. Any requests should be refused and reported to the Event Safety Officer.

## **Competition Review**

The Organising Committee will review the Competition and record shortfalls and recommendations for future events.

# Appendix 1 - Fire Emergency Evacuation Plan

## Action on discovering a fire

On discovering a fire the individual must immediately raise the alarm by breaking one of the manual call points located at each **Fire Exit**.

## Action on hearing the fire alarm

All persons must immediately vacate the building by their nearest exit point and congregate at the fire assembly point.

## Fire Assembly Point - "Adjacent to café"

As you leave the building close all doors as each room is fully evacuated.

## Calling the fire brigade

There are no telephone land lines located near to the building; therefore a personal mobile phone must be used.

- Individual/s discovering a fire must phone for the Fire Service via 999 and remain at the location to inform both fire wardens and Fire & Rescue Service of the location and nature of the fire.

Trentham Gardens Estate South Entrance "Monkey Forest" situated off the A34 between Trentham and Tittensor, Stoke on Trent. ST12 9HR

**OS reference: SJ 87196 38979 : What Three Words location for the Trentham Boathouse is: darker.punchy.pepper**

## Appendix 2 - EMERGENCY CONTACTS



IN AN EMERGENCY : CALL 999 ALSO INFORM TRENTHAM ESTATE ON: 07966  
247393

NEAREST EMERGENCY DEPARTMENT IS:



Royal Stoke University Hospital,  
Newcastle Rd, Stoke-on-Trent  
ST4 6QG  
Tel 01782 715444

NEAREST DEFIBRILLATOR IS ON THE  
SIDE OF THE LAKESIDE CAFE



# Appendix 3 – Course Map

