

South Yorkshire Head

SAFETY PLAN

Version:	2018.01
Publication Date:	20/12/17
Author:	<i>Richard Harpum</i>
Acknowledgements:	<i>Metropolitan Regatta, Andrew Shakespeare</i>

DOCUMENT CONTROL

Version	Date	Author	Summary
2012.01	01/12/11	Richard Harpum	Collated original documentation based upon the Doncaster Regatta Safety Plan and in accordance with the British Rowing 'Row Safe' Guide to Safe Practice in Rowing.
2013.01	25/11/12	Richard Harpum	Made several updates, notably relating to weather conditions and buoyancy.
2014.01	20/10/13	Richard Harpum	Updates course details to 4,000m for all competitors and made other minor changes.
2015.01	14/12/14	Richard Harpum	Minor changes. New parking arrangements.
2017.01	05/11/16	Richard Harpum	Minor changes.
2018.01	15/12/17	Richard Harpum	Minor changes.

DOCUMENT DISTRIBUTION

Version	Name	Distribution Date
2012.01	Alec Gilchrist (Yorkshire RWSA)	
2013.01	Nick Walton (Yorkshire RWSA)	17/12/2012
2014.01	Nick Walton (Yorkshire RWSA)	04/11/2013
2015.01	Alec Gilchrist (Yorkshire RWSA)	17/12/2014
2016.01	Nick Walton (Yorkshire RWSA)	14/11/2015
2017.01	Howard Holmes (Yorkshire RWSA)	22/12/2016
2018.01	Howard Holmes (Yorkshire RWSA)	19/12/2016

DOCUMENT APPROVAL

Version	Name	Date of Approval
2012.01	William Mcllroy	
2013.01	William Mcllroy	17/12/2012
2014.01	William Mcllroy	31/10/2013
2015.01	William Mcllroy	14/12/2014
2016.01	William Mcllroy	14/11/2015
2017.01	William Mcllroy	22/12/2016
2018.01	William Mcllroy	19/12/2016

DOCUMENT REVIEW

Version	Name	Date of Review
2012.01	Richard Harpum	12/12/2011
2013.01	Richard Harpum	12/10/2012
2014.01	Richard Harpum	20/10/2013
2015.01	Richard Harpum	14/12/2014
2016.01	Richard Harpum	15/11/2015
2017.01	Richard Harpum	05/11/2016
2018.01	Richard Harpum	15/12/2017
Next Review:		October 2018

CONTENTS

1. OVERVIEW	4
1.1. SCOPE	4
1.2. LOCATION	4
1.3. RULES APPLYING TO THE EVENT	4
1.4. VEHICLE AND TRAILER ACCESS	4
1.5. DECISION-MAKING PROCESS	4
1.5.1. Agreement to Commence Racing	5
1.5.2. Temporary / Permanent Suspension of Racing	5
1.5.3. Resumption of Racing	5
1.6. WEATHER CONDITIONS	5
1.6.1. Wind	5
1.6.2. Poor Visibility / Low Light	5
1.6.3. Lightning	5
1.6.4. Rising River Level	5
1.6.5. Snow and Ice	5
1.7. COMMUNICATIONS	5
1.7.1. Mobile Radios	5
1.7.2. Telephones	6
1.7.3. Other Telephone Numbers	6
1.8. RESCUE LAUNCHES AND FIRST AID	6
1.8.1. Rescue Launches	6
1.8.2. Ingress and Egress Points	6
1.8.3. First Aid	6
1.9. SAFETY REPORTING	6
1.9.1. Incident Reporting	6
1.9.2. Medical Return	6
1.9.3. Control Commission Reporting	6
1.10. EMERGENCY ACTION PLAN	7
1.11. WATER-BORNE AND INFECTIOUS DISEASES	7
1.11.1. General Advice	7
1.11.2. Leptospirosis (Weil's Disease)	7
2. INFORMATION FOR COMPETITORS AND SPECTATORS	8
2.1. RESPONSIBILITIES	8
2.2. EQUIPMENT	8
2.3. PROTECTION AGAINST WEATHER CONDITIONS	8
2.4. COLD WATER IMMERSION	8
2.5. INCIDENT REPORTING	9
2.6. INSTRUCTIONS FOR BOATING	9
2.7. STARTING INSTRUCTIONS	9
2.8. DURING THE RACE	9
2.9. AFTER THE FINISH	10
2.10. VIOLATION OF SAFETY RULES	10
2.11. INSURANCE	10
2.12. CHILD WELFARE	10
2.13. SECURITY	10
2.14. BOAT RACKING AND STORAGE	10
2.15. SPECTATORS	10
3. INFORMATION FOR VOLUNTEERS AND OFFICIALS	11
3.1. RESPONSIBILITIES	11
3.1.1. Duty of Care	11
3.1.2. Safety Awareness	11
3.1.3. Personal Safety	11
3.1.4. Incident Reporting	11
3.1.5. Violation of Safety Rules	11
3.1.6. Child Welfare	11
3.2. COMMUNICATIONS	11
3.3. PROTECTION AGAINST WEATHER CONDITIONS	11
3.4. LIFEJACKETS / BUOYANCY AIDS ON WATER	11

4. INFORMATION FOR THIRD PARTY ORGANISATIONS	12
4.1. OVERVIEW	12
4.2. INSURANCE DETAILS	12
4.3. COMMUNICATION WITH EXTERNAL ORGANISATIONS	12
4.4. CENTRAL POINT OF CONTACT.....	12
APPENDIX 1. RISK ASSESSMENT	13
APPENDIX 2. RACE MAP.....	18
APPENDIX 3. RESCUE AND MEDICAL POINTS.....	19
APPENDIX 4. RACE SAFETY CHECKLIST.....	20
APPENDIX 5. CHILD WELFARE STATEMENT.....	21
APPENDIX 6. PROTOCOL FOR THE SUSPENSION AND RESUMPTION OF RACING	22
APPENDIX 7. LIGHTNING PROCEDURE.....	23
APPENDIX 8. COMMUNICATIONS PROTOCOL	24
APPENDIX 9. EMERGENCY EVACUATION.....	26
APPENDIX 10. EMERGENCY ACTION PLAN.....	27

1. OVERVIEW

1.1. Scope

These instructions apply to all race officials, competitors, volunteers and third-parties involved in the South Yorkshire Head, both on land and on water.

These instructions should be read in conjunction with the following documents:

- British Rowing 'Row Safe' Guide to Safe Practice in Rowing, which gives broad advice to those involved in the sport of rowing both in and out of competition.
- The South Yorkshire Head Competitor Safety Instructions, which are posted on the Race web site at: <http://www.doncaster-rowing-club.org/syh.html>

1.2. Location

The South Yorkshire Head covers 4,000 metres and takes place on the River Don between the lock at Doncaster Prison and Sprotbrough lock. Race HQ and off-water activities are based at the Doncaster Rowing Club boathouse (Grid reference SE558019, OS Grid 455800X, 402000Y).

1.3. Rules Applying to the Event

The Race is run in accordance with the British Rowing Rules of Racing and the "Row Safe" Guide.

All crews must be apprised of the local rules as defined by the Organising Committee. These rules have been designed as addenda to the above in order to facilitate the smooth running of the Race and to ensure the safety of competitors, spectators and the general public. Further details are on the Race web site.

There are 3 Divisions as follows:

- Division 1: 09:30 am - Classes of boat to be specified.
- Division 2: 12:00 pm - Classes of boat to be specified.
- Division 3: 14:45 pm - Classes of boat to be specified.

1.4. Vehicle and Trailer Access

The arrangements for parking are as follows:

- Trailers and their towing vehicles will park on a field or on the side of the roads in Hexthorpe Park. Several areas will be used and drivers will be instructed not to block any roads. All vehicles travelling in the Park must observe the speed limit of 5mph and switch on both headlights and hazard warning lights. All boat trailers should be parked as directed by the marshals.
- Other vehicles can park in the designated areas in Hexthorpe Park as directed by marshals. The entrances will be clearly marked. It is recommended that all vehicles reverse park, so that they can exit more easily.
- When the parking places within the Park are filled, there will be overflow parking in the local streets around the Park. Appropriate directions will be given in the Competitor Instructions sent to all participating clubs and will also be posted on the event web site.

It is recommended that all vehicles approach the race site from the A630 via Greenfield Lane.

Because of the tight turns, trailers will need to go around the block in Hexthorpe (left on Old Hexthorpe Road, first right on Shady Side, first right on Scarll Road and right onto Urban Road). At the first entrance to the Park, they will either be directed into the Park by an official or told to head back south along Greenfield Lane, bearing right into the main trailer parking area. Adequate signage will be put in place on Race day and marshals (wearing high-visibility jackets) will be on hand to direct traffic.

Further details are in the Race Map in Appendix 2.

1.5. Decision-Making Process

The River Don is occasionally susceptible to high water and fast streams, so the possibility of dangerous conditions cannot be dismissed. In addition, extremely cold weather can result in snow and ice creating dangerous conditions both on land and in the water. Whilst the Race Committee understands that cancellation can lead to a great deal of disappointment, the Race will not be run if it is believed that conditions present any degree of preventable risk to any participants.

The Organising Committee will maintain an ongoing watch on the river and surrounding area over the week leading up to the Race and review weather forecasts. If the Committee feels that it is unsafe to stage the event (either in total or by event), taking all relevant factors into account, including the advice

from the Safety Advisor, they will either reduce the extent of racing or issue a cancellation notice. Reducing the extent of racing may include eliminating a division, changing race times, shortening the course or restricting entries to more able and experienced competitors.

A decision will be taken at 12:00 noon on the day prior to the Race and, subject to any significant changes in circumstances, again at 7:00am the following morning. If competitors have any concerns regarding possible cancellation, they can address them to the Event Secretary at any time.

Competing clubs will be contacted by telephone or SMS and/or e-mail as soon as a decision to cancel has been made. Clubs should ensure that the Entries Secretary is advised of a contact mobile phone number and e-mail address.

A notice will also be posted to the Race web site as soon as a decision to cancel has been made.

1.5.1. Agreement to Commence Racing

Before racing starts the Event Secretary and Safety Advisor will assess the conditions of the course and must agree unanimously that racing should start.

The Event Secretary and Safety Advisor will ensure that all items in the Race Safety Checklist (see Appendix 4 - Race Safety Checklist [Page 20]) are satisfied prior to the commencement of racing and monitor these items over the course of the day to ensure continued safety.

1.5.2. Temporary / Permanent Suspension of Racing

In accordance with the British Rowing Rules of Racing, the Safety Advisor and the Event Secretary shall monitor water conditions throughout the Race. 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.

In accordance with the British Rowing Rules of Racing, racing shall be postponed or abandoned if the Organising Committee on the advice of the Safety Advisor decides that conditions are unsafe.

1.5.3. Resumption of Racing

Racing may resume when the Event Secretary and Safety Advisor agree that conditions are safe. This may include changing the length of the course or removing lower status crews from the Race.

1.6. Weather Conditions

The Organising Committee shall monitor weather conditions throughout the event. Racing shall be suspended when conditions are deemed unsafe as per Paragraph 1.5.2 - Temporary / Permanent Suspension of Racing [Page 5].

1.6.1. Wind

In the event that wind conditions affect the safety of crews, the Organising Committee may suspend or cancel racing.

1.6.2. Poor Visibility / Low Light

In the event of poor visibility (less than 500m) or low light, the Organising Committee may suspend or cancel racing.

1.6.3. Lightning

See Appendix 7 - Lightning Procedure [Page 23]

1.6.4. Rising River Level

On occasions, the water level on the River Don can rise quickly. In the event that this occurs during racing and the water level rises to cover all three landing stages by more than 100mm, the Organising Committee may suspend or cancel racing.

1.6.5. Snow and Ice

In the event that there is an unexpected snow storm and conditions become icy, either on the river, around the race site or on local roads, the Organising Committee may suspend or cancel racing.

1.7. Communications

1.7.1. Mobile Radios

Communication between Race Control, the Event Secretary, rescue launches, Entries Secretary, marshals, start and finish is by specifically tuned radios. Their positions are as shown on the Race

Map in Appendix 2. Further details are in Appendix 8. The over-riding purpose of these radios is safety. In the event of an incident, priority must be given to safety communication.

1.7.2. Telephones

The nearest public telephone is located on Urban Road, approximately 50 metres outside the Park gates. Race Control will be based on the first floor of the boathouse and will also have access to mobile telephones for use in emergencies.

1.7.3. Other Telephone Numbers

Emergency Services	999 or 112
Doncaster Fire Rescue Headquarters	01302 344 468
South Yorkshire Police	01142 202 020
Doncaster Royal Infirmary	01302 366 666
<i>The above services have been informed of the event and have been apprised of the nearest points of access in order to assist in the reduction of response time.</i>	
Event Secretary & Race Committee Chairman, Donald McDougall	07419 742510
Chairman and Race Safety Adviser, Adam Manson	07979 893300
Entries Secretary & Registration, Richard Harpum	07710 009500
Regional Safety Advisor, Howard Holmes	07968 524149

1.8. Rescue Launches and First Aid

1.8.1. Rescue Launches

There will be five rescue launches for the purposes of safety on the course. In the event of technical problems with the launches, the Event Secretary or Safety Adviser can direct a suspension of racing or limit racing to a single race on the course at any time.

The standard mooring points for these boats can be found in Appendix 3 - Rescue and Medical Points [Page 19].

In the event of an incident or other event reducing the number of available rescue launches but not requiring the suspension of racing, the remaining rescue launches shall be redeployed to provide maximum effectiveness.

1.8.2. Ingress and Egress Points

In the event that a competitor must be evacuated by ambulance, they should be taken to the nearest egress point. These are identified by grid reference in Appendix 3 - Rescue and Medical Points [Page 19].

1.8.3. First Aid

First aid cover will be provided by the British Red Cross personnel who will be based in the Doncaster Rowing Club boathouse. This is highlighted in Appendix 3 - Rescue and Medical Points [Page 19].

The nearest A&E department is at Doncaster Royal Infirmary, Armthorpe Road, Doncaster DN2 5LT.

1.9. Safety Reporting

The Race supports a continuous improvement programme for safety. In order to facilitate this, all incidents, near-misses and issues must be reported and acted upon.

1.9.1. Incident Reporting

All incidents shall be reported via a Race Official to the Race Safety Adviser. These incidents shall be reported through the British Rowing online reporting mechanism.

1.9.2. Medical Return

In the event of an accident or incident resulting in significant injury or requiring transfer to hospital, the Race Safety Adviser shall complete a Medical Return Form which is to be sent to the British Rowing Chief Medical Officer.

1.9.3. Control Commission Reporting

The Control Commission shall inspect crew equipment at embarkation. In accordance with British Rowing Rules of Racing, crews will be prevented from boating if their equipment does not meet the minimum standards set by Row Safe.

The Control Commission will retain a list of crews presenting inadequate equipment. The Race Safety Adviser will forward this information to the relevant club and Regional Water Safety Advisers.

1.10. Emergency Action Plan

See Appendix 10 - Emergency Action Plan [Page 27].

1.11. Water-Borne and Infectious Diseases

1.11.1. General Advice

Competitors should take the follow action in order to reduce the risks of infection from water-borne disease:

- Do not drink water from the river.
- Only drink from your own water bottle or water from taps in the Boathouse.
- Wash hands thoroughly and shower if necessary before eating or drinking.
- Avoid immersion in the river water.
- Cover cuts and abrasions (including blisters) with waterproof dressings.
- Do not splash water from the river onto your face or body in order to cool down.
- Shower after contact with the water.
- Wear footwear to avoid cuts and protect feet when walking on the landing stages.

1.11.2. Leptospirosis (Weil's Disease)

The risk of contracting Leptospirosis from recreational water is small. However, the serious nature of the disease is such that we must be aware of the dangers and should take the simple precautions outlined in section 1.11.1 above to reduce the risk of infection.

If 'flu-like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.

2. INFORMATION FOR COMPETITORS AND SPECTATORS

2.1. Responsibilities

The Race implements the recommendations of the British Rowing Row Safe Guide, and competitors are reminded of their obligations under Row Safe.

Coxswains must provide and wear a suitable buoyancy aid or lifejacket when afloat. British Rowing Rules of Racing will be strictly enforced: stretchers and shoes must be of such construction that an oarsman can get his feet clear immediately, without using his hands to do so, if he/she capsizes.

Each participating club will be given a copy of the Race Safety Plan and Competitor Safety Instructions and it is the responsibility of the clubs to ensure that their members are made aware of their contents.

Spectators must follow the safety instructions posted on the Race notice boards.

Competitors are specifically reminded that all persons using the river do so at their own risk and are solely responsible for the following:

- Their own safety and their ability to meet the minimum standards required by Row Safe, i.e., the ability to swim, and awareness of capsize procedures.
- Ensuring that their boats are safe and are prepared to the standards required by the British Rowing Row Safe Guide and the British Rowing Rules of Racing. Any boat that fails to meet the standard shall be excluded. See British Rowing Rules of Racing for details.
- The strict observance of the circulation pattern (see Race Map [Page18]) and the minimum standards set by Row Safe.
- Deciding, together with their coaches, whether or not they are competent to use the river in the prevailing weather conditions.

If a competitor falls out of a boat for any reason, the crew must stop and render assistance. Attention is drawn to the British Rowing Rules of Racing; a crew will not be placed without its full complement.

2.2. Equipment

It is the responsibility of the competitors to ensure that their boats are safe and are prepared to the standards required by the British Rowing Guide to Safe Practice in Rowing. The Control Commission will inspect all boats prior to boating and shall exclude any boat that fails to meet the required standard. Each shoe heel must be restrained to prevent it rising higher than 7cm, as measured at right angles from the footplate, and be in working order.

In addition, clubs must ensure that all boats entered in the head race have sufficient buoyancy to ensure all crew members are adequately protected in the event of either a swamping or capsize of the boat. Boats will be checked by the Control Commission to ensure that all original watertight compartments appear to be sound.

2.3. Protection against Weather Conditions

As the Race is held in February, it is likely to be cold and competitors should ensure that they bring kit and clothing appropriate for the worst expected conditions:

- Bring adequate warm clothing, gloves and hats.
- Wear multiple layers of clothing, especially if it cold.
- Bring Wellington boots in case the river water level is above the landing stages.
- Ensure that they have appropriate kit with them in the boat. They should not compromise their own well-being for the sake of carrying a few extra ounces of weight.

Competitors whom the marshals deem to be inadequately dressed will not be allowed to boat.

2.4. Cold Water Immersion

All competitors should be aware of the actions to take in the event of immersion in cold water:

- Stay with the boat and use it to keep you afloat.
- Get on top of the boat and attract attention immediately.
- If you have to stay in the water, retain warmth by keeping arms and knees tucked into the body.
- Stay calm and breathe deeply.
- Do not waste energy by trying to right the boat.
- Do not swim away from the boat because your swimming ability in cold conditions is dramatically reduced.
- Keeping warm and dry in the boathouse between races.

- All launches carry space blankets and upon rescue should use them while transporting the person to the Boathouse, where there are first-aiders who can decide on the best course of treatment. This is normally to put the person into a hot shower with a first-aider on hand in the shower room.

2.5. Incident Reporting

All safety incidents must be reported to a Race Official and Control. The appropriate incident report forms should be completed and then logged on to the British Rowing incident reporting system.

2.6. Instructions for Boating

The intention is to get boats onto the water in a quick, safe and efficient manner, so that the races can start on time. All crews must be ready to proceed to the landing stages at least 10 minutes before the boating time stated on the Start Order Schedule. Crews will be called to the landings by marshals in reverse start order.

Crews will not be allowed to warm up upstream but ergos are available in the clubhouse if they wish to use them prior to boating.

It is the responsibility of each member of the crew to ensure that their equipment is in a safe condition.

Boats will be checked for safety by a marshal prior to boating, with particular attention being paid to the following: bow ball integrity, suitable buoyancy compartment hatches, shoe heel restraints, the Integrity of hull and fittings (e.g. damage-free boat and secure riggers).

All competitors must ensure that they have and are wearing adequate, warm clothing and should take these with them in the boat for the waits at the start and finish. Competitors whom the marshals deem to be inadequately dressed will not be allowed to boat.

To facilitate rapid boating, crews will be instructed to move all blades, kit, etc., close to the landing stage before carrying their boats to the landing.

All boats must be launched facing downstream (to the right) and proceed immediately in that direction. As soon as a boat is afloat, crew members must get in and push off. Any adjustments to the boat must be made before leaving the rigging area or after leaving the landing stages.

When proceeding to the start, crews must keep to the right of centre of the river. All overtaking crews must do so on the left and then pull back to the right.

It is the responsibility of the crew which is overtaking to avoid a collision. They should not assume that other crews have seen them. A crew member should always shout if they are unsure of their position or if there is any danger of a collision.

Clubs should ensure that their rowing members are trained in capsize drill. If a competitor falls out of the boat they should remain with it, as it will provide buoyancy. When safe to do so, they should swim to the nearest bank whilst holding on to the boat and await a safety launch.

2.7. Starting Instructions

Crews will be given a start map prior to boating and will be marshalled in ascending number order. Crews should marshal facing towards the start in the direction of racing. They should take care when turning, being considerate of other crews.

Crews must take careful notice of instructions issued by launch and bank marshals. The only time they may ignore these is if it would be **unsafe** to carry out the instruction they have received.

Competitors should not remove any warm clothing until they are warned that the race is about to start. Crews will be given approximately 2 minutes' warning by 3 short blasts on an air horn before they are due to start moving up to the start.

As crews paddle past the rowing start the starter will shout 'GO!' Timing commences approximately 50 metres further along the course.

2.8. During the Race

The course is 4,000m long and takes place on the River Don between the lock at Doncaster Prison and Sprotbrough lock. The course has three major bends; a sharp right-hand bend just after the start, a left-hand bend starting at around 1,300m and a gradual right-hand bend starting from the boathouse and lasting until the railway bridge.

Faster crews have right of way, so crews which are being overtaken must allow the overtaking crew to use the inside of any bend. This means on the first bend (just after the start) crews being overtaken

should move to the left, then on the second major bend move to the right and on the finishing bend move to the left.

Where possible, other river traffic will be stopped during the races. However, crews must remain vigilant at all times during the race and follow the navigation rules shown on the map that will be provided at registration.

2.9. After the Finish

The course finish is approximately 500m before Sprotbrough lock. Crews must continue paddling upstream until instructed to pull into either bank by a marshal. They should not turn until instructed to do so by a bank marshal.

No crews will be allowed back towards the landing stages until all crews have finished racing. As soon as crews have stopped rowing, competitors should put on warm clothing while they wait. When instructed by a marshal, crews should turn and proceed back downstream. As soon as a landing stage becomes available, boats will be directed by the marshals where to go.

2.10. Violation of Safety Rules

Any crew that violates the above rules, or which is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Guide to Safe Practice in Rowing may be awarded an 'Official Warning' by any race official.

A serious or repeated offence may result in a disqualification or more serious disciplinary measure as prescribed under British Rowing Rule of Racing 2-7-5.

2.11. Insurance

Please note that insurance through British Rowing membership requires that a member is resident in this country for more than 6 months a year. Competitors aged 75 and over are not covered for personal accident through their British Rowing membership. Overseas crews should ensure that they have sufficient third party insurance cover.

2.12. Child Welfare

The Organising Committee believe that the welfare and well-being of all children is paramount. All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

Clubs with junior members are expected to adhere to their own Child Protection Procedures in line with British Rowing guidance.

The Race has appointed a Child Welfare Officer whose duties include understanding and implementing, where appropriate, the British Rowing's Safeguarding and Protecting Children Policy. Their contact number will be posted at Race Control throughout the duration of the competition.

All Race officials and volunteers are apprised of their responsibilities under the Race's Child Welfare Policy. Please refer to the Child Welfare Statement in Appendix 5 [Page 21].

2.13. Security

Competitors and Spectators should be aware that Hexthorpe Park is a public area open to all members of the public. Consequently everyone should ensure that their personal possessions are kept secure and the contents of their vehicles or trailers do not draw unnecessary attention from thieves.

Security incidents should be reported to Race Control. If any incident requires a rapid response, priority should be given to contacting the emergency services.

2.14. Boat Racking and Storage

It is the responsibility of competitors to ensure that their boats are secured correctly when stored on permanent or temporary racks or trestles or their trailers. This is particularly important in windy conditions.

2.15. Spectators

Spectators should be aware that there is limited viewing space in the boating area and must ensure that they remain aware of boats being transported in this area.

3. INFORMATION FOR VOLUNTEERS AND OFFICIALS

3.1. Responsibilities

3.1.1. Duty of Care

Everyone involved has a duty of care to ensure that their actions both on and off the water are conducted in a manner which does not compromise the safety of others.

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

3.1.2. Safety Awareness

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

3.1.3. Personal Safety

All Volunteers and Officials must recognise the responsibility they hold for their own safety and must not place others in danger by taking risks. Any rescue attempt must not generate unnecessary personal risk. Those directing traffic should wear high-visibility jackets.

3.1.4. Incident Reporting

All volunteers and officials have a duty to report all safety incidents, including 'near misses', to the Race Safety Adviser who shall complete the relevant incident reports.

If any aspect of the Race gives a volunteer or official cause for concern with regard to safety, this should be reported through normal communication channels or directly to the Safety Adviser.

3.1.5. Violation of Safety Rules

Any crew that violates the declared circulation pattern, or which is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Guide to Safe Practice in Rowing may be awarded an 'Official Warning' by any Key Race Official, the Race Committee or Event Secretary.

3.1.6. Child Welfare

All issues relating to child welfare should be brought to the attention of the Race Child Welfare Officer.

3.2. Communications

Volunteers and officials in key positions will be equipped with VHF radios to enable rapid communication. The Race operates a strict radio protocol detailed in Appendix 8 - Communications Protocol [Page 24].

3.3. Protection against Weather Conditions

As the Race is held in February, it is likely to be cold and Volunteers and Race Officials should ensure that they bring kit and clothing appropriate for the worst expected conditions:

- Bring adequate warm clothing, gloves and hats.
- Wear multiple layers of clothing, especially if it cold.
- Bring Wellington boots in case the river water level is above the landing stages.
- Bring spare clothing.
- Bring a waterproof jacket in case of rain.

3.4. Lifejackets / Buoyancy Aids on Water

Without exception, all Volunteers and Officials shall wear a lifejacket / buoyancy aid / PFD when travelling in a launch.

4. INFORMATION FOR THIRD PARTY ORGANISATIONS

4.1. Overview

The South Yorkshire Head is a one-day rowing competition on the River Don at Hexthorpe, Doncaster. Races are run in 3 divisions over a distance of 4,000m. Attendance is anticipated to be over 600 people.

The event is sanctioned by the British Rowing, the national governing body for rowing.

All relevant emergency services are contacted prior to the event.

The Race is organised by a qualified and experienced committee.

4.2. Insurance Details

Insurance for the Race is organised through the British Rowing and, through this policy, holds public liability insurance of £5million.

4.3. Communication with External Organisations

The Organising Committee liaise with the following organisations prior to the Race:

- Canal & River Trust
- Doncaster Police
- Doncaster Fire Service
- Yorkshire Ambulance Service
- Doncaster MBC Safety Advisory Group
- Doncaster MBC Parks
- Balby & Hexthorpe residents (via their Facebook page)
- Strawberry Island
- Ernest V Waddington Ltd
- John H Whitaker Tankers Ltd.
- Doncaster & District Angling Association.

4.4. Central Point of Contact

Event Secretary, Donald McDougall 07419 742510

Appendix 1. RISK ASSESSMENT

This risk assessment uses the standard BS8800:2004 risk matrix.

		Severity of Harm		
		Slight	Moderate	Extreme
Probability	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.
Extremely High	Activity should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, activity has to remain prohibited.

1.1 LAND-BASED RISKS

Event	Probability	Severity	Risk	Action
Minor injuries during unloading and rigging; de-rigging and loading, etc.	Unlikely	Moderate	Medium	Provide plenty of space for boat rigging and keep areas for rigging remote from bikes, pedestrian paths, etc.
Vehicle / trailer / pedestrian collision.	Unlikely	Moderate	Medium	Local speed limit of 5mph to be followed. Pedestrians have right of way within Hexthorpe Park. All vehicles to use headlights and hazard warning lights.
Injury to vehicle / trailer marshals from traffic.	Unlikely	Moderate	Medium	All vehicle / trailer marshals to wear high-visibility jackets.
Collision between manoeuvring crews (boats and oars) and person.	Unlikely	Moderate	Medium	Respective people to look where they are going to avoid collision.
Collision between manoeuvring crews (boats and oars) and vehicle.	Unlikely	Moderate	Medium	Local speed limit of 5mph to be followed. Pedestrians have right of way within Hexthorpe Park. All vehicles to use headlights and hazard lights. Only appropriate vehicles permitted near the Race site.
General trips and falls of spectators and competitors.	Unlikely	Moderate	Medium	Care taken when laying cables and pipes on ground.
Snow and ice in or around the race site.	Likely	Moderate	Medium	In severe condition, racing will be suspended or cancelled. However, if the risks are considered acceptable, pedestrians and drivers should take care in areas that are potentially slippery. Rock salt and grit will be available at the boathouse and should be used where potential slip hazards are considered to exist.
Minor illness affecting spectator or competitor (e.g. asthma attack, hyperventilation, dehydration).	Unlikely	Moderate	Medium	First Aid team and Red Cross on site.
Potentially fatal illness affecting spectator or competitor (e.g. heart attack).	Very Unlikely	Extreme	Low	Contact emergency services. Ambulance services have been advised of the event.
Paramedics – manual handling of casualties.	Likely	Slight	Medium	Professional organisation hired in to provide cover and therefore experienced in such matters.
Lightning strike.	Very Unlikely	Extreme	Low	See Appendix 7 - Lightning Procedure [Page 23].
Fire in boathouse.	Very Unlikely	Extreme	Low	Fire exits & fire extinguishers provided by Doncaster Rowing Club.
Vehicle / vendor's van / barbeque fire.	Very Unlikely	Moderate	Low	Evacuate area. Deal with the incident using fire extinguishers if safe to do so. Contact emergency services. Fire service has been advised of the event.
Violent behaviour amongst crowd or other civil disorder.	Very Unlikely	Moderate	Low	Emergency call to Police. Police Force has been advised of the event.
Sewerage pump breakdown.	Unlikely	Slight	Low	This will render the toilets in the boathouse unserviceable. Repair, if possible. Personnel needing toilet facilities will be directed to the Hexthorpe Park toilets.

Event	Probability	Severity	Risk	Action
Robbery – theft / attempted theft of money or trophies from the boat house.	Very Unlikely	Moderate	Low	Do not take personal risks. Telephone Police as soon as possible and inform Race Control.

1.2 WATER-BASED RISKS

Event	Probability	Severity	Risk	Action
Collision between crews paddling to start/landing stages.	Unlikely	Moderate	Medium	Use one way system. Crews to take care when passing each other. No crews to boat without a Rescue Launch present.
Collision in boating area.	Unlikely	Moderate	Medium	Four dedicated teams will man the landing stages and assist crews to boat or de-boat.
Collision in start zone.	Unlikely	Moderate	Medium	Crews are supervised by start marshals and warned if a collision appears likely.
Collision between crews during a race.	Likely	Moderate	Medium	Race Officials' first duty is to ensure the safety of crews and they will warn crews in accordance with the British Rowing Rules of Racing. Rescue launches will follow behind the last crew in each race and assist any crews in trouble.
Collision between crew and powered boat.	Unlikely	Moderate	Medium	Rescue launches to sit in mooring point when not on call. Drivers, all of whom are qualified and experienced, to be vigilant including monitoring radio traffic.
Collision between crew and temporary on-course obstruction.	Unlikely	Moderate	Medium	Race Officials' first duty is to ensure the safety of crews and they will warn crews in accordance with the British Rowing Rules of Racing. Rescue launches will follow behind the last crew in each race and assist any crews in trouble.
Collision between crew and non-event river traffic	Unlikely	Extreme	Medium	Liaison with Canal & River Trust and river users. Regular communication with lock-keeper, warning signs for river users and marshals with radio access to monitor and control river users and warn Race traffic.
Collision between crew and fixed object (e.g. bank).	Likely	Moderate	Medium	Race Officials' first duty is to ensure the safety of crews and they will warn crews in accordance with the British Rowing Rules of Racing. Rescue launches will follow behind the last crew in each race and assist any crews in trouble.
Injury resulting from collision.	Unlikely	Moderate	Medium	Safety equipment, including bow balls, may be checked by Officials 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, including during practice.
Crew member falling ill / sustaining damage whilst still in boat.	Unlikely	Moderate	Medium	Rescue launch to convey casualty to best place for medical attention – probably the landing stages. Rescue launches suitably equipped for the purpose and crews familiar with the course.

Event	Probability	Severity	Risk	Action
Competitor falling out of boat. Risk of drowning / hypothermia.	Unlikely	Moderate	Medium	As above. Coxes are required to wear appropriate life jacket or buoyancy aid. Rescue launches to reduce wash when passing crews to minimise risk of swamping or capsize. Control Commission Officials will check that deadweight is not attached to the cox of a crew.
Swamping or sinking of boat	Unlikely	Moderate	Medium	Clubs must ensure that all boats entered in the head race have sufficient buoyancy to ensure all crew members are adequately protected in the event of either a swamping or capsize of the boat.
Slip hazard on boating landing stages.	Unlikely	Moderate	Medium	Any deposits from ducks, geese etc., to be washed off the landing stages on the morning of the Race prior to crews or Officials going afloat. Rock salt and grit to be available at the boathouse in the event that there is any ice present.
Official, launch driver, volunteer or spectator falling into river.	Unlikely	Moderate	Medium	All Officials to wear lifejackets or buoyancy aids when afloat. Throw bags, life belts and boat hooks provided. Safety kits are carried on all rescue launches. Officials to assist people out of the water as quickly and safely as possible. All boat drivers must carry a spare kill chord, which should be tested before the launch leaves the landing stages..
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 launches to assist. Remaining launches redeployed to provide optimum safety cover.
Floating ice present on river during freezing conditions.	Likely	Moderate	Medium	Using a rescue launch inspect all areas where ice may have formed and either clear it or recommend that racing is suspended until it can be cleared.
Sinking conditions.	Unlikely	Moderate	Medium	Race Committee takes decision to postpone and/or abandon racing. Crews told to return to the landing stages with Rescue launches in attendance.
Weil's disease.	Very Unlikely	Moderate	Low	Competitors and others likely to come into contact with the water in the river should cover any wounds and shower after exposure.
Stones and other objects being thrown at crews, notably from the footbridge below the start.	Likely	Moderate	Medium	Police informed of the event and are aware of this problem. Marshals to monitor the situation and if vandals appear to inform Race Control and call 999. All crews to be warned of the danger by marshals.
Poor visibility (fog).	Likely	Moderate	Medium	Race Committee takes decision to postpone and/or abandon racing.
Lightning strike.	Very Unlikely	Extreme	Low	See Appendix 7 - Lightning Procedure [Page 23].
Severely cold or wet weather.	Likely	Moderate	Medium	All competitors and Officials instructed to wear appropriate clothing as described above.
Severely hot / sunny weather.	Very Unlikely	Slight	Low	Marshals and Officials should wear sunscreen / hats for protection. Announcements made on PA to competitors. Bottled water carried on Rescue launches for competitors in distress.
Moveable object on the course.	Likely	Moderate	Medium	Racing temporarily suspended by any race official. Object removed by safety launch.
Immovable object on the course.	Unlikely	Extreme	Low	Racing to be suspended. If appropriate, race course to be shortened to allow racing to continue. Safety launch / marshal to remain with the object to ensure safety of crews.

Event	Probability	Severity	Risk	Action
Radio network failure.	Unlikely	Moderate	Low	Mobile telephones used as backup and the mobile telephone numbers of key personnel distributed in advance.

1.3 EXTREME SEVERITY RISKS

Serious illness among spectators or competitors.	Probability that this would be outside the control of the Race.
Collisions.	The main emphasis is on reducing collisions. All crews to follow circulation patterns which must be enforced, with penalties for non-compliance. Crews must shout warnings to other crews when they perceive a dangerous situation arising.
Illness / injury afloat.	Probability either considered elsewhere or outside the Race's control. Rescue boat marshal will assess the problem and decide where the casualty should be brought ashore. Ideally this is to the landing stages, but this may not be practical. Rescue Launch to call for First Aid if necessary. First Aid team to decide whether to call emergency services, unless a Rescue Launch has already decided it is necessary.
Person in water.	As above.
Sinking conditions.	Race Committee to postpone and/or abandon racing. River to be evacuated.
Lightning.	Separate Action Plan to be followed if lightning is likely. See Appendix 7 - Lightning Procedure [Page 23].
Major incident (e.g. Fire).	Should any incident occur on site which is beyond the immediate resources of the on-site rescue services brought in by the Race organisers, 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. Control of the incident will be handed over from local services to the emergency services on their arrival.

Appendix 2. RACE MAP



☆ Egress Points

Appendix 3. RESCUE AND MEDICAL POINTS

- The First Aid point (staffed by British Red Cross) is located on the first floor of the Doncaster Rowing Club boathouse.
- Five rescue launches will be available and carry basic First Aid equipment. By default, they will moor or patrol the following areas:
 - Start zone.
 - First mid-course.
 - Second mid-course.
 - Third mid-course (at boathouse).
 - Finish zone.
- Throwbags will be held in each safety launch and at the boathouse.
- In the event that someone requires medical evacuation they should be moved by the quickest possible means (likely to be by rescue launch) to one of the following egress points, preferably the boathouse, so that they can be taken by ambulance to the nearest hospital:
 - Start zone lock – grid reference 569036.
 - Boathouse – GR 558019.
 - Railway bridge north bank – GR 552015; this is also suitable for helicopter air ambulance evacuation.
 - Footbridge south bank – GR 549015.
 - Sprotbrough lock landing stage north bank – GR 540017
- Mobile radio communications are held at each Race Marshall position, in rescue launches, at the First Aid point and in Race Control.
- Fire extinguishers are located in the Doncaster Rowing Club boathouse.
- Race Control has access to mobile telephones for contacting the emergency services.

Appendix 4. RACE SAFETY CHECKLIST

Area	Item	Comments
Land	Are Emergency vehicle access routes left clear?	
	Is Control Commission in place before crews embark?	
	Are landing stages safe and clear of debris?	
	Are all signs in place and visible?	
Rescue / Medical Services & Equipment	Are First Aid services in position and available?	
	Are all appropriate personnel equipped with a functioning radio and mobile 'phone, including First Aid Team and rescue launches?	
	Rescue launches on the course before crews embark.	
	Are all rescue launches manned by qualified personnel?	
	Are launch drivers using kill-cords?	
	Do all points have the appropriate safety equipment?	
	Are rescue launches being used for the purpose for which they are intended and are they fully manned at all times?	
Course	Are all crews following the circulation pattern?	
	Is the course safely navigable?	
	Is the course clear of debris, including misaligned buoys?	
	Are all signs in place and visible?	
Race Officials and Reporting	Are all personnel 'on the water' wearing buoyancy aids?	
	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'?	
Weather	Are water and weather conditions safe and being checked regularly?	

Appendix 5. CHILD WELFARE STATEMENT

The Organising Committee of the Race believe that the welfare and wellbeing of all children is paramount and will endeavour to implement the relevant guidance of the British Rowing Safeguarding and Protecting Children Policy and advice outlined by the NSPCC Child Protection in Sport Unit. For clarity, a child is defined as a person under the age of 18 by The Children Act of 1989.

All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

A welfare officer for the competition will be appointed annually and will act as the point of contact for any concerns or allegations. Their contact number will be posted in the boating area throughout the duration of the competition.

Doncaster Rowing Club offers a limited number of events for junior competitors but the Organising Committee is aware of its responsibilities to the children attending the event whether as competitors, spectators or volunteers.

- All child welfare concerns should be reported to the Club Child Welfare Officer. If these concerns represent an immediate danger to safety, Race Control and/or the police should be contacted.
- Concerns relating to a specific club shall be discussed with that club's Child Protection Officer and relayed to the British Rowing CPO. Any action, including where appropriate a report to the police, shall result from these discussions.
- Where concerns relate to actions relating to actions within the structure of the Race, the Club Child Welfare Officer shall raise these with the Chairman of the Organising Committee. Any action, including where appropriate a report to the police, shall result from these discussions.
- All participants and coaches abide by the Rules of the competition and by good sportsmanship. All clubs entering junior competitors are

expected to follow British Rowing good practice for child welfare when travelling to events.

- Medical support is provided at the competition during the hours of racing. Anyone at the venue outside of racing hours requiring medical treatment is advised to visit the A&E Department at Doncaster Royal Infirmary or, in an emergency, dial 999.
- Volunteers should be vigilant and report anything suspicious, such as someone taking photos in the changing area, someone unknown to crews hanging around or tampering with equipment to the Club Child Welfare Officer.
- Lost children should be reported to Race Control. This shall be relayed to the commentary team for public notification. Anyone finding a missing child should report this to a Race Official who shall notify Race Control.
- All volunteers and officials having unsupervised contact with children will be familiar with British Rowing's Safeguarding and Protecting Children Policy and the information it contains on good practice.
- Given the nature of the event and the sport in general, photography is not deemed to be a significant risk in the welfare of children. Indeed, the Organising Committee do not wish to harm the enjoyment of competitors by restricting outdoor photography; however photography is not permitted in the changing rooms.

Appendix 6. PROTOCOL FOR THE SUSPENSION AND RESUMPTION OF RACING

6.1 SUSPENSION OF RACING

In accordance with British Rowing Rules of Racing, the Safety Adviser and the Event Secretary shall monitor water conditions throughout the Race. 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.

In accordance with British Rowing Rules of Racing, racing shall be postponed or abandoned if the Safety Adviser and/or Event Secretary 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 undertaking a competitive rowing event. 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 Race and, where necessary, may decide to suspend racing, in part by event, or in total.

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.

6.2 RESUMPTION OF RACING

Racing may resume when the Event Secretary and Safety Adviser agree that conditions are safe. This may include changing the course or removing lower status or small boat events from the Race.

Following a suspension in racing, the 'all clear' to resume racing will be given by Race Control following consultation between the Safety Adviser and the Event Secretary.

Appendix 7. 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.

Racing shall be suspended if thunder is heard within 30 seconds of a flash of electrical discharge indicating that lightning is within 9km. Racing may commence thirty minutes after the last clap of thunder.

The aim will be to evacuate the river safely and efficiently. This will be co-ordinated by Race Control. Evacuation should follow the process documented in Appendix 9 - Emergency Evacuation [Page 26] with the following addition steps:

- The commentator using the main PA system will warn those competitors and spectators on land of the specific danger of lightning.
- Crews will be told to carry their blades horizontally, not vertically, in order to reduce the risk of them attracting a lightning strike.
- Once rescue launches have ensured that they have instructed all crews to return to the landing stages, they also should make their way back, while checking that crews are following instructions. Everyone travelling in rescue launches should be seated, as this slightly reduces the risk of being struck.
- 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.
- Once the evacuation is under way and all parties have their instructions, Race Control should ensure that they and everyone else in the boathouse keeps away from electrical apparatus. Computers should ideally be unplugged to minimise the risk of damage.
- If for any reason Race Control is disabled, the Event Secretary will assume co-ordination of these duties from wherever they are located. Should the radio network be rendered inoperative following a lightning strike, the above instructions should be issued by race officials using loudhailers.
- The 'all clear' will be given by Race Control following consultation between the Safety Adviser and the Event Secretary. This consultation will be based on there being no flash/bang occurring within 30 seconds of each other for at least 30 minutes.

Appendix 8. COMMUNICATIONS PROTOCOL

8.1 SUMMARY

The event utilises VHF radio equipment supplied by the Yorkshire Regional Rowing Council. All radio batteries must be fully charged before the event.

A copy of this Appendix 8 will be given to all radio users.

8.2 STANDARD OPERATING PROCEDURES

- Radio operators should know their own call sign and those of others on the network (see 8.6 below).
- Ensure the radio is switched on and that the correct channel is selected. Test the radio when you are issued with it.
- When using the radio, hold it so that aerial is vertical.
- Listen for other traffic using the frequency and wait until there is a break in a conversation stream before transmitting. Do not interrupt a conversation, except in an emergency.
- Think about what you will say before transmitting and keep the conversation short.
- Hold the transmit button down for two seconds before starting to talk.
- Say the call sign of the station you are calling BEFORE you identify yourself, e.g., *“Hello Control, this is Start, over.”*
- Speak clearly, with pauses between phrases. Release the send button when you have finished transmitting.
- During the remainder of the conversation, users should omit the “Hello” and start with their call sign, e.g., *“Start, send, over.”*
- End the conversation by saying *“Out”*.

8.3 PROWORDS:

Below are some common Prowords that can be used on the radio:

Hello	Used to gain attention of another call sign at the beginning of a conversation (e.g., <i>“Hello Control this is Start; over”</i>).
Over	The invitation to the other station to reply to your transmission.
Out	The end of a conversation with another station.
Received	Information received.
Roger	Information received.
I say again ...	Information to be repeated for clarity.
Say again all after / before	Asking someone to repeat part of the previous transmission, e.g., <i>“Say again all after Race 17; over.”</i>
I repeat ...	Information being stressed.
All stations	A call to all stations, e.g., <i>“Hello all stations, this is Control; over.”</i>
Radio check	Used to check reception; typical replies: <i>“OK; loud and clear; un-workable”</i> . Always do this when you first receive your radio.
Mayday	This is a distress call. It is only to be used when there is grave and imminent danger of loss of life or a vessel and immediate assistance is required. “Mayday” calls take precedence over all other transmissions. Repeat 3 times: <i>“Mayday-Mayday-Mayday”</i> .
Pan-Pan	This is an urgency call. Urgent help is needed but there is no imminent danger of loss of life or a vessel. Repeat 3 times.

As can be seen from above, the phrase *“over and out”* is meaningless and must **NOT** be used.

If you are not sure whether the call was to your station, do nothing and wait for the other station to call you again.

If necessary for clarity, spell words using the phonetic alphabet.

8.4 EMERGENCY OPERATING PROCEDURES

- Any Official who sees or finds an accident should radio Race Control immediately.
- For anything other than a trivial incident, the Co-ordinating Event Secretary and/or Event Secretary will announce that there is an emergency, that they assume control of the incident and instruct all stations to minimise further radio traffic. They will then ask for details: location, type of incident, number of people involved, severity and whether additional resources are required.
- Thereafter, all transmissions should be sent to the Co-ordinating Event Secretary and/or Event Secretary who will then re-broadcast to the appropriate rescue/paramedic unit. Race Control will record the incident.
- For a major incident, any Official or other person should telephone the emergency services using 999.
- The Safety Adviser or his deputy will attend the scene.
- Once the incident has been dealt with, the Co-ordinating Event Secretary and/or Event Secretary will announce this fact to all stations and allow normal radio traffic to resume.

8.5 SAFE USE OF RADIOS

- It is possible that a close lightning strike could render radio equipment inoperative. This would have a major impact on the safe and efficient running of the Race. All race officials should carry a mobile 'phone and will be issued with the mobile 'phone numbers of the other officials, so that they have alternative means of communications in the event that the radio system becomes inoperable.

8.6 RADIO CALL SIGNS

Call Sign	User
Control	Race Control, Event Secretary, Entries Secretary, Registration
Control Commission	Control Commission
Parking	Vehicle Parking Coordinator
Boat Marshal	Boat Marshalling on land
Start	Start Timing
Start	Start Marshal
Finish	Finish Judges
Start Launch	Rescue Launch 1
Launch 2	Rescue Launch 2
Launch 3	Rescue Launch 3
Finish Launch 4	Rescue Launch 4
Bank Marshal 1 to 4	Banks Marshals 1, 2, 3, 4 & Bridge
Landing Stages	Landing stage Marshal
Safety	Race Safety Adviser
Commentary	Commentator
Red Cross	Red Cross

Appendix 9. EMERGENCY EVACUATION

- In the event of a major incident or change in conditions (e.g. lightning) requiring evacuation of the river, the following procedures should be followed.
- Race Control to advise all stations to listen to instructions and to try to minimise any other radio traffic. The commentator using the main PA system will warn those competitors and spectators on land of the danger.
- All boating to cease immediately. Crews told to clear the landing stages immediately.
- All Event Officials to be directed to return to the Doncaster Rowing Club boathouse. Rescue launches to assist in the evacuation.
- Race Officials to be asked to go to landing stages to assist getting crews off the water as quickly as possible.
- Start Marshals to ensure that all crews upstream of the start are accounted for. Rescue launches to sweep the area above the start and below the finish.
- Returning crews to be told to use both landing stages for disembarking and to clear the landing stages with all possible haste.
- Once rescue launches have ensured that they have instructed all crews to return to the landing stages, they also should make their way back, while checking that crews are following instructions.

Appendix 10. EMERGENCY ACTION PLAN

In the event of an emergency the Event Secretary and/or Safety Adviser make decisions as to the level of emergency response required, i.e., the need for emergency services. See Appendix 8 Communications Protocol [Page 24] for correct radio protocol in the event of an emergency.

It is important to note that, in any situation where it is believed that the attention of the emergency services may be required, the emergency services should be called without delay.

10.1 ACCIDENTS ON THE WATER

Priority 1 – Full River Evacuation

- In the event of a major incident or a change in environmental conditions requiring the evacuation of the river, the actions documented in Appendix 9 - Emergency Evacuation [Page 26] 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 launch(es) by radio via Race Control. Remaining rescue launches to redeploy to provide optimal cover.
- Evacuate the injured individual(s) to the nearest appropriate land point; this is likely to be the landing stages, as this will provide controllable access for the First Aid team and emergency services.
- Call for First Aid team to attend, giving the location.
- Call 999 when appropriate.
- Suspend racing following Appendix 6 - Protocol for the Suspension and Resumption of Racing [Page 22].
- Race Control to alert the car park team regarding the imminent arrival of emergency services, provide a point of contact at the main entrance and provide them with clear directions to the incident.

Priority 3 – Actual or Suspected Minor Injury or Precautionary Measure

- Each Event Secretary, start marshal, starter and finish judge will be issued with a 20 metre throwbag.
- Call for Rescue Launch(es) by radio. Remaining rescue launches to redeploy to provide optimal cover.

- Where appropriate, alert First Aid team to rendezvous at boating area.
- Individual evacuation to boating area.
- Alert start to temporarily hold racing where appropriate.

10.2 ACCIDENTS ON LAND

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

Priority 1 – Large Scale Evacuation

- Evacuation from boathouse or enclosure area. Announcement to be made by public address and/or Race Official at the scene.
- Race Control 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 First Aid attendance by radio.
- Inform Race Control and call for emergency services, if possible.
- Race Control to contact emergency services where appropriate.

Priority 3 – Actual or Suspected Minor Injury or Precautionary Measure

- Where appropriate, alert First Aid team to imminent arrival of injured person(s) at the medical point.
- Evacuate individual(s) to medical point in the Doncaster Rowing Club boathouse or on the ground floor of the boathouse as appropriate.