

# Chester Regatta Safety Plan

10 JUNE 2023

# Chester Regatta 2023 Safety Plan

## including Emergency Procedure and Alternative Arrangements

### Introduction

This document has been prepared in accordance with the 2023 edition of British Rowing' Row Safe – Safety advice for rowers, clubs and competitions.

Everyone involved with the Regatta is expected to:

- Take responsibility for their own safety and the safety of others affected by their actions.
- Read, understand and follow the Safety Plan.
- Read, understand and comply with all the instructions to competitors including any local rules.
- Report any incidents to the Event Organisers and to British Rowing.
- If any point of the Event Safety Plan is not understood, contact the Safety Advisor for assistance.

This Safety Plan should be read in conjunction with the Chester Regatta 2022:

- Emergency Response Plan.
- Instructions for Competitors and Safety Rules.
- Course Map and Regatta Ground Plan.
- Risk Assessment.
- Alternative Arrangements Plan.

### 1. Event Description

Chester Regatta is affiliated to The British Rowing Organisation and will be held under the Rules of British Rowing and will adhere to British Rowing's Row Safe, Safeguarding and Protecting Children policies. British Rowing Rules of Racing 2021 will be applied. If needed regional adjudication will be done by British Rowing Northwest Region.

#### Organising Committee (Chester Regatta Committee)

|  |                 |              |
|--|-----------------|--------------|
| Chairman   | Stuart Gillies  | 07817 549087 |
| Secretary  | Jan Chillery    | 07887 881187 |
| Water Safety Adviser (Competition Rowing Safety Advisor) | Stuart Gillies  | 07817 549087 |
| Child Welfare Officer                                    | Jacqui Halewood | 07974 248697 |

#### Race Committee

|                    |
|--------------------|
| Paul Coady (Chair) |
| Heidi Hackett      |
| Wendy Moran        |

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### Umpires

Experienced volunteer umpires from the Northwest of England will supervise the Competition. The organising committee is grateful to them for their time, expertise, and enthusiasm.

### Date & Location

The event will take place on Saturday 10<sup>th</sup> June 2023 on the River Dee, Race Control will be based at Chester Sailing Club, opposite Sandy Lane Park, Sandy Lane, Chester CH3 5UL.

### Course

It is 700 metres starting approx. 130 metres downstream of the Red House Pub (now known as the ET ALIA restaurant), finishing at the approx. 40m upstream of the old canoe club boat house. Racing will consist of side-by-side knockout events for juniors, seniors, and masters open male and female across all boat sizes from singles to eights. The estimated number of competitors is 500.

Maps of the course, setting out circulation patterns, hazards, locations of umpires, safety boats and emergency services access points, parking and boating arrangements are contained in the document Chester Regatta 2023 Course Map which must be read in conjunction with this document.

\* A requirement of entry is that all competitors and coaches must read the safety documents provided on the Chester Regatta website. \*

Marshalls will be positioned to guide boats:

- In the circulation area from the boating pontoons to the race start area.
- The race finish area.
- In the start area.

A sample of boats will be inspected by control commission umpires using a standard check list for compliance with safety requirements before being allowed to launch and race. Failure to meet requirements may prevent a crew participating.

### Event Notification and Licensing

A Temporary Event Notice (TEN) has been submitted to Cheshire West and Chester Council who advise other river users of the event, including the Police, River Police, Council Highways department and the Parks & Open Spaces department, Cheshire Fire & Rescue Service.

The river Dee commercial / tourist boats businesses have been advised of the Regatta.

### Local river Dee rowing clubs

Local river Dee rowing clubs are defined as:

- Grosvenor Rowing Club, Chester
- Kings School Rowing Club, Chester
- Rex Rowing Club, Chester
- Queen's Park High School Rowing Club, Chester

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- Royal Chester Rowing Club, Chester

### 2. Officials

Marshals to supervise the event will be present throughout the regatta ground including the trailer park and launch areas, on the course and on the start and finish pontoons. The Race Committee will be based in the Sailing club building. All marshals can be identified by their High Viz jackets.

### 3. Safety Briefings

Prior to the event there will be an evening meeting for volunteers and marshals to outline the event and roles of individuals. Instruction in the use of the radio and protocol can be found on prompt cards available with the radios. Safety launch crews will be briefed at their home station on the day prior to the event.

On the day of the event, before it starts, there will be additional briefings. The Race committee umpires will provide safety briefings to umpires volunteers and competitors.

Coaches and competitors are all required to read the 'Instructions to competitors / coaches' and be members of British Rowing.

### 4. Safety Equipment

Safety Boats. Two Safety Boats are provided by the Chester Boat Club and are flat bottomed RIBs. These will each be manned by two persons, the driver will hold an RYA Level 2 Powerboat Certificate, the other will be a trained certified First Aider. All will wear life jackets and with appropriate PPE (gloves, face mask and aprons). Each boat to be flat bottomed to allow casualties to lie down if needed. The boats will be equipped with launch safety kits including throw lines and foil blankets. The regatta will provide a radio to each crew to enable communication with umpires and St Johns Ambulance. It is expected the equipment being lent by local clubs such as launches to support the regatta will be as described BR Row Safe guidelines.

Other Equipment. Fire extinguishers at race control. Fully equipped St Johns first aid station. Cox' life jackets will be provided by their own clubs.

St Johns Ambulance will be provided with a radio by the regatta. All other equipment including AED devices will be provided by St Johns Ambulance.

Boats arriving at the Sandy Lane Regatta site will be randomly inspected for Safety in accordance with Row Safe Section 7.1

### 5. Trailer Park

This year, visiting clubs trailer parking is provided at the car park on Sandy Lane. The location can be seen with documents posted online. The site will be marshalled throughout the day to supervise the launching and restoring of boats to trailers. The marshals will be identified by their high viz jackets.

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### 6. Communications

The principal means of communication will be by two-way radio. All umpires, key marshals and officials will have radios and use channel 1 (Race traffic and safety) or 2 (Marshalling) as specified in their respective rotas. Training in use of radios will be given at the volunteers briefing. It is expected umpires are already familiar with the recognised protocol which is summarised below:

In the event of radio failure all officials will be provided with a list of mobile numbers of key personnel. This will include the control desk marshals at the local river Dee / Chester rowing club sites.

#### Radio Protocol

Messages:

- Accurate
- Brief
- Clear

Think before you transmit

Transmit:

Control, Control, This is Start, Over.

Reply:

Start, Control, Receiving, Over.

Everyone:

All stations, all stations, this is Control.  
Scratchings will follow in 30 seconds. Out.

“Over” if you need a reply

“Out” if you don’t

#### Emergencies

Life threatening:

MAYDAY, MAYDAY

Collision at 500m, rower  
unconscious in water, safety boat  
attend immediately, out.

Other:

PAN PAN, PAN PAN

Capsize opposite umpire 3 at the  
narrows, safety boat please attend  
immediately, out.

All other officials:

Maintain radio silence

Pay attention in case needed

Person who called emergency to  
transmit when incident over

### 7. Launching and Landing

#### Local river Dee rowing clubs

All local river Dee rowing club boats competing in the Regatta may launch from their own rowing club stages and proceed to the regatta course and remain on water until directed to proceed to the start point by the marshals.

\* It is the responsibility of the local river Dee rowing clubs to inspect their own boats for safety, prior to boating. \*

After boating at the Groves, local rowing club boats must cross over to the left / enclosure side of the river before the marshalling pontoon which has signage for directions and proceed up to the start point on the enclosure side. Note that this is contrary to typical navigation of the river Dee.

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### Visitor rowing clubs

All visitor rowing clubs must boat from the Regatta site following registration.

### Launching procedure

1. Visitor boats must proceed from the 'All-boat storage area' along the designated walkway through the Dinghy Park and down to the Embarking Zone. Visitor clubs ensure their boats are prepared in accordance with the guidance in RowSafe and random checks for Safety in accordance with Row Safe Section 7.1 will be conducted along this route and prior to boats entering the Embarking Zone. Any boat not meeting the minimum safety requirement will be asked to return to the All-boat storage area to make safe the fault.
2. Boats must proceed up-stream, enclosure side to the start point and turn downstream around the RED Turning Buoy.
3. Racing must proceed downstream along the designated course.

### Landing procedure

1. Local river Dee rowing club boats may return to their club stages after racing.
2. Visitor boats must proceed LEFT / PORT of the Finish Umpire and proceed around the Finish Umpire and turn upstream towards the regatta site.
3. Visitor boats must land at the Disembarking zone which will be downstream of the embarking zone. At the disembarking zone, oars must be taken up on to the riverbank and preferably taken away from the area ASAP. All boats must then be lifted and carried up the embankment to the All-boat Storage area.

\* Under no circumstances must any person enter the river water after disembarking – to do so risks the safety of other river users and may result in instant disqualification. \*

## 8. Hazards

a). The Course and the regatta site will be inspected prior to the event and any significant hazards identified and minimised where possible. Any hazards remaining will be advised to the various boat house organisers and marshals before the event. The course will be inspected during lay out on the day prior to the event by the regatta chairman and CoRSA and again on the morning of the event by the regatta chairman and CoRSA.

b). Large pleasure boats will be operating for most of the day of the Regatta and using the public lane on the enclosure side of the course. Umpires Notes highlight this, and the Pontoon umpire will alert all stations by radio of the boats' approach. Umpires on the course will also warn crews. A warning is included in Instructions to Competitors. The Regatta Secretary has made the pleasure boat operator aware that racing will be taking place.

c). The river is also open to other water users. The pontoon umpire will ask canoeists etc to use the public lane. Instructions to Competitors also contain a warning about this.

d). Occasionally sewage is released into the river by permission of the local council. The last such event preceded the regatta by several weeks and although much of the contamination will have been washed away, warnings to

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use suitable footwear when boating and be aware of possible contamination are included in Instructions to Competitors.

e). A ferry for foot passengers will be operating across the river at Sandy Lane upstream of the finish during racing. A warning has been included in Instructions to Competitors.

f). In an urgency situation e.g., capsize crews may disembarking at the race control station in the sailing club. They will be required to wet land and walk in the river Suitable footwear should be considered to protect against injury.

g) The river dee is tidal. Low and high tides are outside of the operating times of the event and are below the weir so should not give rise to any adverse tidal conditions

### 9. First Aid provision

Two first aiders will be provided by St John Ambulance throughout the event. They will be based in the Sailing Club and equipped with radios on Channel 1. They will be briefed by the CoRSA prior to the start of the event.

The nearest hospital is the Countess of Chester, Liverpool Road, Chester. Tel 01244 365000. The distance to the hospital is 3 miles. The time for the journey in normal traffic is approximately 18 minutes.

If emergency services are called to attend the event (e.g., Ambulance / Fire & Rescue Service), they will meet at the Sailing Club unless specifically requested to meet elsewhere.

### 10. Welfare and Safeguarding

Chester Regatta 2022 Welfare Policy Statement

The organising committee of Chester Regatta 2022 believe that the welfare and wellbeing of all participants are paramount and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with the best practice and British Rowing requirements. It acknowledges that everyone, regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, has equal rights to safety and protection and that special measures are required to protect children, young people and Adults at Risk.

All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

This policy statement aims to ensure that all participants:

- Have a positive and enjoyable experience of sport at Chester Regatta.
- Are protected from abuse while participating at Chester Regatta.

The Chester Regatta welfare policy and procedures will be widely promoted to all participating clubs and are mandatory for everyone involved in the event. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/ exclusion from the event and future Chester Regatta events.

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The Chester Regatta welfare officers are Jacqueline Halewood 07974 248697 and Lisa Jones 07974 790644 both being available on the regatta ground.

We do not have any para rowing events as we cannot support them in the current environment however we are seeking to make changes to support this in the coming years.

Persons with pre existing health conditions should declare these to the entries secretary before the event or at registration on the day

### 11. Incident Management

In the event of an incident on the water such as a capsize, injury or illness, the quickest access to help will be via launch, therefore:

- The nearest umpire or marshal should radio Pan Pan, Pan Pan and request a safety launch to attend immediately and advise Race Control
- If an incident is life threatening such as a crew member trapped under a capsized boat then follow the emergency plan. The signal Mayday Mayday Mayday should be used instead
- All other radio users should observe radio silence until the incident has been declared as resolved by the person reporting it
- The first aid team should be alerted as required. All personnel requiring first aid treatment will be transferred initially to treatment areas in the Sailing Club changing rooms
- Any race in progress will be immediately stopped and will be re-rowed at a time determined by Race Control
- Once the course is clear and the individual rescued the person reporting the incident should declare it closed and racing can resume ☑ Ref the Emergency Response Plan

### 12. Fire Procedure

In the event of a fire breaking out in the sailing club, marquees or refreshment tents, evacuate the area immediately around the fire, move away from the incident to a safe distance. If the fire involves a Boat on the water assemble on the Riverbank. Race Control should call the Fire & Rescue Service.

Fire extinguishers are provided in the Sailing club and at the boat houses of local river Dee / Chester rowing clubs. These should only be used if safe to do so and without delaying the evacuation of people and calling of the Fire & Rescue Service.

### 13. Lightning

The '30 - 30 Rule' should be applied. If lightning is seen, count the time until you hear the thunder. If it is 30 seconds (approx. 10 km away) or less advise Race Control and seek 'proper shelter'. If you cannot see the lightning, just hearing the thunder is a good back-up rule for it being time to seek 'proper shelter'. Wait a minimum of 30 minutes after the last lightning or thunder before leaving shelter.

Race Control will halt proceedings until it is safe to resume.

Proper Shelter can be:



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- an enclosed substantial building with electric and telephone wiring and plumbing to provide a safe pathway for the current to earth to the ground.
- a fully enclosed metal vehicle with windows shut. This acts as a Faraday cage and guides the lightning around the passengers - mini-buses are an excellent shelter for large groups of people.

Unsafe locations and situations are:

- open spaces - field, lake, river underneath canopies, small rain shelters, trees, umbrellas, tents & marquees

### 14. Alternative arrangements plan

The CoRSA and Chair of the Race Committee will monitor water and weather conditions throughout the competition. If it is no longer possible to ensure safety or fair racing they may decide to:

- To cancel specific categories (Novice, Junior, etc.).
- To cancel a division.
- To alter the course by shortening or moving. ☒ To cancel the whole event.

Should any cancellations be made, competitors will be notified as soon as practicable. Race numbers of crews affected will not be issued and Stage Marshals will prevent embarkation.

### 15. Other Information

#### Roles and Responsibilities

Chairman is responsible for the overall direction of the Regatta.

Secretary is responsible for ensuring the Regatta is appropriately licensed and insured, and for sponsorship and public relations.

Facilities Manager responsible for the organisation of ground facilities including marquees, caravans, utilities, public address.

Entry Secretary responsible for registration of entries, checking of eligibility, collection of entry fees, and issue of competitor numbers.

Water Safety Adviser (Competition Risk Safety Adviser (CoRSA)) responsible for organising safety launches, first aid support, the on-water risks, the landing stage safety, marshals' team, and traffic and trailer parking.

Catering Manager responsible for the provision of food and drink for all attendees.

Treasurer responsible for collection and banking of cash and preparation of accounts.

Trophy Manager responsible for display and security of Regatta trophy silverware.

Mashalls are responsible for guiding and providing direction to race goers and club members.

#### Stewarding and Security provision

Overnight security is provided on the site prior to the regatta, and the Trophy Manager is present

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throughout the day to safeguard the silver collection. The police are informed of the event and provide a supply of cones to assist with organisation of parking.

### Insurance

The Regatta is covered by insurance for public liability.

### General

Entry to the Regatta is through British Rowing Online entry system.

Public areas of land around the regatta remain open to everyone.

Changing facilities, toilets and showers are NOT provided in Chester Sailing and Canoeing Club this year. They are available at the Dee Rowing Clubs Boat Houses. Public toilets will be open in line with current covid rules in the Groves Area and in the Sandy Lane recreation area.

The Organising Committee will complete a review of the Regatta. Incidents will be recorded on British Rowing's Incident Reporting System and the Regional Umpire Commission (RUC) report will be completed by or on behalf of the RUC.

A washup meeting will be held within 6 weeks of the event to learn lessons from the event for the continual development of safe rowing on the river dee.

ENDS

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### Emergency Procedure

- St Johns Ambulance carry and are qualified to use AED equipment
- For incidents occurring off water, where possible the casualty should walk to the St Johns Ambulance station within the main marquee. Where the casualty is incapacitated, St Johns Ambulance will attend the Casualty.
- In the event of any incident on water requiring the attendance of the Emergency Services the following procedure must be adopted:
- For any on water events we have two launches staffed by third party professional rescue crews. The regatta can operate with only one boat on station which can be anywhere on the course within 40 seconds.
- If necessary, racing will be stopped by an appropriate course umpire. This instruction will be relayed to all stations and radio silence requested until incident resolved. The St Johns Ambulance will be called by Radio to the slipway to meet the casualty.
- If the situation involves an injured person, they will be assessed by the nearest first aider and moved by safety boat to the slipway at the sailing club as defined in the site map. This is most likely to be the St Johns Ambulance post on the regatta ground.

If the incident is on water, radio for the nearest safety boat to carry out a rescue. Use of the BritishRowing RowSafe section 2.3 Pneumonic abbreviation is helpful. – ‘MIPDANIO’. The efficient transfer of information may help to save a life.

Mayday Mayday should only be used if there is a serious life-threatening incident.

M = Mayday

I = Identification (the name of your vessel)

P = Position (your location)

D = nature of your Distress (what is your problem)

A = the Assistance required (what help do you need)

N = the Number of people involved

I = any other relevant Information

O = Over

- Radio Race Control and ask for the emergency services to attend an incident at the Emergency Services Rendezvous Point (See Below) and identify type of incident involved.
- At the request of a first aider, Race Control will telephone 999 from a mobile phone and ask for the emergency service to attend at the appropriate access point.
- Race Control will confirm to the request holder that the appropriate Emergency Service has been requested and provide an approximate arrival time.
- No Response from Race Control? If the Request Holder is unable to contact Race Control or has difficulty confirming the request, they should dial 999 themselves if this is practical.

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In the event of a Fire at a Boathouse of Regatta facility.

CALL 999 immediately

1. If the fire is on the regatta field (tents or vehicles) evacuate the regatta field. Assemble in the Sandy Lane Car Park.
2. In the event of a fire in the Sailing club, evacuate the area immediately around the fire, move away a safe distance. Assemble in the Sandy Lane Car Park. If the fire involves a Boat on the water assemble on the Riverbank.
3. In the event of a fire or incident at one of the River Dee Rowing Club's Boat Houses follow the procedures (which will be similar to the above) in place for the individual club and advise Race Control.

If you have to contact the Emergency Services, then:

1. Dial 999 and ask for the appropriate Emergency Service.
2. Speak clearly and listen to and respond to the operators requests carefully.
3. Tell them that:

Chester Regatta requires an Ambulance/Fire Service at the emergency services rendezvous point at:

the entrance to the Chester Sailing Club at Sandy Lane CH3 5UL,  
OS Grid Ref SJ419622

4. You will also be asked to provide details of the nature of the incident

The nearest hospital is the Countess of Chester, Liverpool Road, Chester. Tel 01244 365000.