

Event Water Safety Plan for
Henley Masters Regatta
Friday 11th & Saturday 12th July 2014

1A. Document control

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Plan version - Revised as of 13.06.14

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1. Event Summary

Event Organizer: Henley Masters Regatta Committee c/o Upper Thames Rowing Club Contact details : Henley Masters Regatta c/o Upper Thames Rowing Club, Remenham Lane, Henley on Thames, RG9 3DB or c/o Jennie Robb, Treasurer & Asst Secretary - jennie.robb.costello@gmail.com	
Event venue: Henley-on Thames, Oxon	
Event location: The event is spread over two locations which are adjacent to each other. They are located off Remenham Lane, Remenham, RG9 3DB . Note this is to the east of the River Thames as it runs through Henley on Thames): A) Remenham Meadows (also known as Remenham Farm), Temple Island Meadows & Remenham Hillside, - owned by the Copas Partnership (Zone 1, 2, & 3) B) Upper Thames Rowing Club (Zone 4) See Appendix 1: Map of Location & Main Access Routes. Collectively they cover 1250m of towpath, meadows & arable land. Event course: River Thames, downstream of Henley Bridge, upstream of Hambledon Lock. Racing course 1000m - located 100m upstream of Temple Island to Upper Thames Rowing Club,	
Regulator / owner of the course Environment Agency Sophie Smith Thames Region, Kings Meadow House, Kings Meadow Road, Reading. Tel 03708 506506 sophie.smith@environment-agency.gov.uk Henley Royal Regatta , Regatta HQ, Henley on Thames, RG9 2LY Tel 01491 572153 (permission obtained to keep the boomed course in place)	
Expected competitors / participants:	Masters of all age categories (27 - 80+) Max. no of 288 entries in all boat classes (1x, 2x, 2-, 4x, 4+, 4- & 8+ boat classes) A relatively high proportion double up, so c.900 competitors spread over 2 days (average 750 per day). In addition 100 volunteers, officials, suppliers & c. 250 spectators. 1,100 per day.
Expected or required competitor experience level:	Masters, generally of a good to high competency level. No novice events are offered
Expected racing craft:	Fine boats
Competition format(s)	Side by side racing.
Competition rules	BR Rules of Racing http://www.britishrowing.org/competing/rules supplemented by HMR Rules, as published on HMR website and conforming to the Row Safe Guide http://www.britishrowing.org/publication/row-safe-guide-good-practice-rowing

2. Event Organising Committee

Organising Committee			
	Name	Contact No	Email
Committee Chairman & Chairman of Race Committee	John Urry	07850 927 823	jurry@talktalk.net
Event Water Safety Adviser (EWSA)	Neil James	07703 532995	n.james6@btinternet.com
Deputy EWSA	Guy Girling	07766 406619	chilterns17@gmail.com
Event Welfare Officer	Janet Hope-Brown	07919 880293	Janet.d.hope-brown@gsk.com
Treasurer & Acting Hon Event Secretary	Jennie Robb	0771 880 7390	Jennie.robb.costello@gmail.com
Water & Land Manager	Guy Girling	07766 406619	chilterns17@gmail.com
Race Committee (as a minimum 3 Umpires)			
Chairman of Race Committee	John Urry	07850 927 823	jurry@talktalk.net
Coordinating Umpire	John Urry	07850 927 823	jurry@talktalk.net
TRUC Umpires	John Biddle (Fri)		
	Mike Duff (Sat)		

3. Communication

3.1. Communication - Prior to the Event

2.1 A Navigation Authority (or Proprietor – see Section 1)	
<p>Authorisation from the relevant navigation authority giving permission to use the stretch of water for the event.</p> <p>Conditions (if any) on conduct of the event (E.g. notification of rescue vessel(s) registration code(s). implemented)</p>	<p>Email sent 05.06. Confirmation from received 04.06.14 from Sophie Smith is (See Appendix 5)</p>
2.1 B Emergency Services	
<p>Where required, Notification sent to Police, Fire, Ambulance, RNLI and local Hospital A&E covering Section 1, high-lighting possible impact on their responsibilities, and giving directions to land access point(s).</p>	<p>Wokingham BC's Event Safety Notification completed online. This is then cascaded to interested parties.</p>
2.1 C Highways / Local land owner / community	
<p>Where required, Notification as in 2.2A sent and, if appropriate, approval in writing received .</p>	<p>Meetings held with Copas Partnership (land owner) between Sep 13 & June 14.</p>
2.1 D Other River users	
<p>* Record any general notices of the event that have been made informing other users e.g. local papers, parish / village newsletters, user forums, Facebook, Twitter.</p> <p>* Form, content of specific notifications sent to non-participating rowing clubs normally using the waters.</p> <p>* * Form, content of specific notifications sent to non-participating canoe, sailing or other clubs normally using the waters.</p>	<p>Henley Standard (week before via press coverage) Facebook & Twitter Emails to UTRC members prior to event</p> <p>Letters are sent to Henley Rowing Club, Leander Club & Phyllis Court 2 weeks prior to event.</p> <p>Letters are sent to Eyot Centre (canoe centre), 2 weeks prior to the event</p>
2.1 E Third party Services e.g. Safety Boats, First Aid	
<p>Brief and acceptance: South Regional Ambulance (Event Medical cover)</p> <p>(Oxfordshire lowland Search & rescue) Safety Boats</p> <p>Sound & Lighting Hire (Comms Equipment)</p> <p>Copas Partnership (Parking & Marshalling , catering, bar, toilets, water supply, electric supply, waste, road signage, erecting boat racks)</p>	<p>Confirmed Jan-14 (Kathy Dunn)</p> <p>Confirmed May-14 (Patrick Conafray)</p> <p>Confirmed Jan-14 (Rod Stean)</p> <p>Confirmed June-14 (Devinia Hudson)</p>
2.1 F Host Clubs	

<p>UTRC committee Chairman (Jon Thornber) & UTRC Event Secretary (Maggie Neale) attend HMR meetings & receive minutes. Communication to members cascaded through them via email.</p>
<p>2.1 G For Participants</p>
<p>www.henleymastersregatta.com includes Circulation Pattern, Notes for Competitors, Competitors Safety Instructions, Welfare Statement, Event Water Safety Plan & Event Safety Plan. It also includes directions on how to get to the event and a map.</p> <p>An email is sent to those submitting entries a week prior to the event, including links to the relevant data. The recipient is asked to forward to competing crews.</p> <p>Third Party Services & contractors, Umpires, Officials & Volunteers are emailed the Event Water Safety plan and Event Safety Plan 10 days prior to the event. They are notified of the safety briefings which will take place each morning prior to racing commencing at UTRC. They are advised if they required to attend.</p>
<p>2.1 H Cancellation or Curtailment of the Event</p>
<p>EWSA must monitor weather forecasts and water flow and advise the Committee on whether to run all or only parts of the event. Event Secretary liaises with Copas (landowners) in the week prior to the event regarding the condition of the land and car parks.</p> <p>If the conditions are poor the wet weather plan will be invoked. Following a site / river inspection this may involve restricting access to parts of the site, or in extreme circumstances may mean cancelling the event. Prior experience & assessment means that changing the course, or restricting entrants, are not feasible options.</p> <p>If there is a possibility that the event may be cancelled the Event Secretary (or deputy) will agree the communication statement. This will be published as follows:</p> <ul style="list-style-type: none"> • On the www.henleymastersregatta.com website and on the UTRC website, to include the expected time of the next update • on social media (Twitter & Facebook) • Entries Secretary to email those individuals who placed entries online <p>The Event Secretary will communicate to suppliers and others in 2.2. The Event Secretary will record decisions & and list all notifications made.</p> <p>If the event is to be abandoned the decision will be made with 24 hours notice if at all possible.</p>

3.2. Communication - At the Start of the Event

3.2.1. Umpires, Volunteers, Marshalls, 3rd party services (Rescue Launches / First Aid)

All of the above are notified by email of the safety briefings which will take place approx. an hour before racing each day. They are sent copies of the Event Water Safety Plan and Event Site Management Plan. The safety briefing will reiterate navigation, racing & emergency procedures. All communication equipment shall be checked, distributed and synchronised at that time.

Volunteers who are reporting for roles mid way through the day will be updated by the Volunteer Contact responsible for their area.

3.2.2. For participants

The Henley Masters website: www.henleymastersregatta.com includes Circulation Pattern, Notes for Competitors, Competitors Safety Instructions, Welfare Statement, Event Water Safety Plan & Event Safety Plan. Copies of the Circulation Pattern are available to all competitors at Registration & coxes at their Weigh in Station.

Printed Circulation Patterns are prominently displayed in the Boating area and adjacent to the UTRC landing stages.

Welfare Statement is displayed at registration.

The PA system is used to notify crews of changes to the circulation pattern. The safety boats are on the water and change the EA navigation signs 30 minutes prior to the event. The course is boomed which helps protect racing crews from general boating traffic on the Henley reach.

3.2.3. Event Water Safety Adviser

The EWSA (or Deputy) will review conditions and consult with the Race Committee to advise on the starting, suspension, alteration or abandonment of the event.

3.3. Communication During the Event

3.3.1. Communication Methods

During the event there are 2 radio channels in use:

- 1) Start / Finish / Race Control / Safety
- 2) Safety (for additional internal usage between crew members only)

Additionally the following communication methods are in operation:

- 1) Race timing which utilises a separate radio frequency.
- 2) Commentary / Public Address system
- 3) Mobile phones (back up to radios & used by Committee to discuss race issues or to communicate with the Copas Partnership on any land based issues)

A full list of mobile phone numbers is circulated to the Officials, Volunteers & Suppliers prior to the event. A copy of this list is held by Race Control in the Registration Tent. For Data Protection reasons it is not included as an Appendix to this document.

The results team have previously relied on the PA system & main radio channel to communicate the results of races. This year we are trialling a more manual system with results being periodically printed off by the finish team & transported to the results team in Remenham Riverside.

Radios are provided by a third party. Spare batteries are available from the finish tent.

3.3.2. Radio Protocol

Radio Protocol is documented in Appendix 6. The key to a effective communication over radio generally and especially during an Incident Response is to be clear and concise with radio messages. The full details can be recorded and passed on later.

3.3.3. Summoning Help

On the Water: Contact the nearest Official who will radio / mobile to the appropriate person. An alternate to an Official may be the nearest Safety Boat

On Land: Contact the nearest Official who will radio / mobile to the appropriate person e.g

- Start Team

- Finish Team

- Race Control (at registration)

- Control Commission (at landing stages)

Please see the Radio Protocol in Appendix 6.

3.4. Communication - Post Event

3.4.1. Participants

Any feedback or comments on the Event in relation to Event safety cover should be sent to the EWSA:
Neil James n.james6@btinternet.com

3.4.2. Officials & Organising Committee

A debrief of the Event is held in the Autumn when feedback from different sources is reviewed and improvements considered for future years

4. Safety Information

4.1. Area Map & Event Zones

Map&one-waytrafficsystem

A map of the wider area can be found in Appendix 1. If driving, nearest postcode for your sat navs is RG9 3DB. [Click here for Google Map for Remenham Hillside Car Park](#)

Event Zones

In addition to the River Thames itself the Event takes place across 4 main zones as follows:

Zone	Known As	Used as follows	Primary Contact
1	Temple Island Meadows Meadows	<i>Land Access to Start</i> Optional landing point for Safety Boats Optional landing point for helicopter	Water Manager & Deputy EWSA - Guy Girling
2	Remenham Riverside (aka Remenham Farm / Barn Bar)	Racks & Boating, Registration, Race Control, Control Commission, Medical Cover, Toilets, Optional landing point for Safety Boats	Acting Event Secretary - Jennie Robb
3	Hillside Car Park	Parking (including Trailers)	Same as Zone 2
4	Upper Thames Rowing Club	<i>Land Access to Finish</i> Parking (Officials only) Presentation Raft, Race Committee, Optional Landing point for Safety Boats	Committee Chairman - John Urry

4.2. Traffic Management, Car Parking & Access Points

One-waytrafficsystem

The Organising Committee requests that all competitors, supporters, officials, contractors & suppliers adhere to a voluntary one way traffic system, prior to and during the Regatta to improve traffic flow, as follows.

Between Wednesday 9th July to Sunday 13th July 2014, all Regatta traffic should access Hillside Car Park via Remenham Church Lane off the A4130. Exit from Hillside Car park will be from the lower gate opposite Upper Thames Rowing Club. Traffic will then proceed south along Remenham Lane to the bottom of Remenham Hill near Henley Bridge.

The voluntary one way system has been put into place on taking into account the following considerations:

- The volume of additional traffic is not considerable, as a comparison it is less than that normally entering Henley on a Friday evening
- It is spread out over 3 days (Thursday to Saturday) with crews & trailers arriving at different times depending on the times crews are racing .
- However vehicles towing trailers to transport boats are involved and the lanes around Remenham are narrow
- Henley Festival of Music & Arts takes place on Friday evening & Saturday evening so this attracts additional traffic particularly between 5pm & 8pm.
- Henley Festival also operates a voluntary one way system and it makes sense to be consistent.

Emergency Vehicles will be excused from the one way system, should they choose and will be able to proceed along Remenham Lane in either direction. They will also be able to use private roads which enable additional access to the northern (Temple Island) end of the racing course.

CarParking

All vehicles and trailers must be parked in Hillside Car Park which is on the opposite side of Remenham lane from the enclosure, except as set out below:

- Vehicles accompanying retail stands may enter Remenham Meadows to access their designated parking area.
- The Medical Cover ambulance which is requested to park alongside the Registration tent
- Committee, umpires, commentators and other volunteers are required to park in Hillside Car Club Car Park or UTRC car park
- 2 vehicles carrying registration, comms & health & safety equipment are permitted to park behind the registration tent.
- Cars belonging to competitors with impaired mobility who have contacted the Event Secretary & obtained a Special Parking Pass which permits them to park just inside the gates at the top of Remenham Meadows)

Care must be taken when boats are brought across the road from Hillside Car Park to the Remenham Farm (boating & racking areas.)

Care must also be taken not to block access routes which may be used by Emergency vehicles.

4.3. Emergency Access Routes

A map showing Emergency Access Routes is found in Appendix 4. (also refer to the map in Appendix 1)

The main route to gain access between Zones 1-4 is north / south along Remenham Lane. Competitors & general public will predominantly be based in Zone 2 (Remenham Farm), Zone 3 (Hillside car park) and Zone 4 (Upper Thames Rowing Club). A minority of spectators & officials will also be in Zone 1 (Temple Island Meadows).

Access to Zone 1 (Temple Island Meadows) requires access to a route on private land owned by the Copas Partnership. Keys to access gates to this area can be obtained from the Registration tent. The on site Medical Cover Emergency vehicle is situated next to the Registration Tent so the keys can be obtained & the vehicle directed in an emergency.

Emergency vehicles will be met by a representative from Race Control when they arrive on site. Unless directed otherwise they should make their way to Remenham Farm on Remenham Lane.

4.4. Course & Circulation Pattern

A copy of the Racing Circulation Pattern can be found in Appendix 2a.

A copy of the Training Circulation Pattern can be found in Appendix 2b.

The Racing Circulation Pattern is ONLY effective 30 minutes prior to the start of racing each day, typically 8.30 am on Friday (based on a 9am start) and 7.30am on the Saturday (based on an 8am start). The course reverts to normal river rules (i.e. Training Circulation pattern applies) immediately after the last race of the day on both the Saturday and Sunday.

Unless scheduled to compete, all crews are advised that MUST be off the water 30 minutes prior to the start of the first race. This minimises the risk of confusion as to circulation pattern at the changeover time.

It is not permitted for crews to practice along the course in the direction they will be racing out of racing hours.

Danger Points on Land & Water

On or near the course danger points / hazard areas may include:

- The Cross Over as crews leave the landing stages & cross over the course to the Bucks station
- The Cross Over point below Temple Island where the Circulation Pattern reverts to normal river rules, necessitating crews and other river traffic to change stations
- The booms and ALL posts
- The weir at Hambledon lock. This is off the course and warm up area, so if crew stays within the circulation pattern it should cause no difficulties.

4.5. Event Risk Assessment

A copy of the Event Risk Assessment can be found in Appendix 3.

5. Safety Considerations & Procedures

Please also refer to accident and emergency procedures in the Risk Assessment (Appendix 3) and Incident Response Plan (Section 6).

5.1. Safety Boats

The Safety Boat cover is provided by Oxfordshire Lowland Search & Rescue. Three boats will be in attendance each day, positioned in 3 separate locations along the course as shown in the Circulation Pattern, as follows:

Name / Radio Comms	Stationed	Covering these locations	Briefed to expect
Safety Start	Below the Temple Island	Warm up area, Temple Island	Collisions, capsize around start, river traffic ignoring EA navigation sign & not using navigation channel
Safety Middle	Opposite landing stages / Fawley	Racing course	Collisions between crews, capsize for racing crews, Debris on course
Safety Finish	Upstream of the Finish	Finish & immediately upstream of finish	Competitor collapsing after racing, stopping crews progressing up the course towards Henley Bridge, other river traffic mistakenly approaching from upstream between the booms

The team includes 5 qualified RYA PB2 Helms, 3 of whom have had at least 2 years experience of Henley Masters Regatta. Each boat will contain 3 individuals including the PB2 Helms, whose experience includes Water First Responders and Bank Search.

The boats will carry the obligatory safety equipment as defined in the Row Safe guide, including:

- Extended Boat Hook
- First Aid Kits
- Drag Anchor
- Thermal blankets
- Fire Extinguishers
- Boat to Boat & Boat to Shore radio communications
- Bottled water in case of hot weather

All crew members with Personal Flotation Devices. The safety boat cover be stationed 30 minutes prior to racing, until after the end of the last race They will not provide cover outside of these times for training crews.

The safety boats monitor the main radio channel used by the Event. In addition they maintain a separate radio channel (Safety channel) which is designated each morning for communication between their boats .

The safety boats can self- mobilise if they witness an incident. Alternatively they may take instruction from take instruction from the EWSA or Race Control or be involved in an Incident Response as detailed in Section 6.

5.2. Medical / First Aid Cover

The Medical cover is provided by South Regional Ambulance and they will be situated beside the Registration Tent in Remenham Riverside. (Zone 2)

The crew will include a military trained Trauma Medic (also water trained with PFD) and an Emergency Medical Technician. They attend in an Emergency Response Vehicle (4 x 4) which is considered more suited to the venue than a large ambulance. They are in attendance from 8am to 6pm both days. They will have appropriate medical kit and drugs to manage expected emergencies, including a defibrillator, oxygen, entonox, trauma dressings, splints, collars, orthopaedic stretcher, plus general first aid supplies.

The HSG195 Event Safety Guide has been reviewed and the event score was <20. It is noted that the standard minimum recommendation is for 4 first aiders to be available. The HSG195 Event Safety Guide, is however designed for events with > 2000 people attending and Henley Masters Regatta is an event which can correctly be categorised as a Small Event in the terminology of that document. Taking into account the number of recorded incidents (averaging 3 per the 2 day event, over the past 4 years), the relatively small size of the event, the low density of the general public, the low risk nature of the activities and the presence of Water First Responders in the Safety Boats we have concluded that 2 qualified paramedics is appropriate.

If competitors have capsized then they will be made aware of water borne diseases as needed. All volunteers & officials will be briefed on welfare issues.

5.3. Emergency Services

Nearest hospital facilities for accident and emergency	Townlands Minor Injuries, York Road, Henley on Thames, RG9 2EB (not A&E) (5 minutes by car) Royal Berkshire Hospital , London Road, Reading, RG1 5AN (A&E) (20-30 minutes by car)
Approximate ambulance response:	30 minutes
Access points	See Maps in Appendix 1 and Appendix 4 and Emergency Access Routes in Section 4.3
Who will meet and guide Emergency Services	Representative from Race Control at Remenham Farm

Emergency Services have been notified of the event via the Wokingham BC cascade procedure which happens once the Safety Event Notification has been submitted online to Wokingham BC. The police have been notified separately.

The regatta does not have or require any special arrangements with the ambulance service over the regatta period. The local ambulance service (South Central Ambulance Service) can however be requested if required via the 999 emergency system. Mobile phone coverage is reasonably good at the event, additionally a payphone is available at UTRC.

5.4. Safety Equipment

Safety Boats:	Will be carrying all the regulation safety equipment required, including bottled water in hot weather.
Umpires Launches:	Will be carrying all the regulation safety

	equipment required, including bottled water in hot weather.
Medical personnel	Will have all the regulation equipment required
Fire Extinguishers	1 x foam at Race Control. 3 x Co2 & 2 x water / foam at UTRC
Catering & Bar Provision	Required to make their own provision

5.5. Race Marshalls, Umpires & Volunteers

All Race Marshalls, Umpires and Volunteers shall be sent a copy of the Safety Plan. They will all be invited to attend the Safety briefings held each morning before racing starts or will be

Role	Responsibility
Car Park	Outsourced to Copas subcontractor. Parking of vehicles, assisting vehicles to enter & leave Hillside car park. Drivers of vehicles are responsible for their manoeuvres
Road - Remenham Lane - between Hillside Car Park and Remenham Riverside	Marshall - to oversee crews crossing the road, especially when transporting boats and to advise them of the risk of traffic.
Cross over point	To provide advice to crews crossing from Bucks to Berks bank.
Control Commission	Umpires - to review whether crews are inspecting their boats prior to embarkation and are aware of their responsibilities under RowSafe.
Hazards (Land)	Land Manager. To review site each morning. To liaise with Copas (landowner) for issues regarding toilets, waste disposal, boat racking.
Hazards (Water)	Water Officer. To inspect landing stages and oversee placement & maintenance of stakeboats. To advise on appropriate treatment of objects on / off course which may impede crews & to request assistance from Safety Boats to resolve. To also assist the Welfare Officer in monitoring stake boat volunteers.
Start Marshall	To provide advice to crews approaching the start regarding their stations, location of competition.

5.6. Racking , Boat Storage & Marquees

There will be racking for boats available in the enclosure at the owners risk from Wednesday 9th to Saturday 12th July. There is no security provision. If boats have not been removed by Sunday morning then they will have to be removed by the committee at the competitors risk and expense. The committee will not be liable for any damage that may occur.

Care must be taken by competitors to tie the boats to the racks so that they do not fall off in a wind and smash or hit someone.

There are a few marquees on the site are required to submit appropriate documentation & insurances. All electrical cables should be above blade and head height or underground.

5.7. Boat Safety Checks

Crews are expected to check whether their boats comply with the Row Safe consider whether they can safely boat and race in the conditions presented.

Control Commission will randomly check competitors boats to ensure they comply with the British Rowing Rules of Racing regarding heel release mechanisms, bow balls, rudder lines and rudders, general boat condition and integrity, buoyancy compartment integrity and coxswains ability to escape from a front loader.

Control Commission will be located at the landing stages. Any crew who has requested to boat from a neighbouring club e.g. UTRC or Henley RC is reminded at registration that they should report to Control Commission en route to the start.

In addition to an Umpire officiating in boats going afloat, a Marshall shall supervise the outgoing and incoming pontoons and shall provide help and navigation advice to crews going afloat or returning who may be unfamiliar with the changes to the usual navigation pattern

6. Incident Response Plan

6.1. Incident Response Levels

In the event of a emergency the Incident Response will be invoked. There are 2 levels of response, to which aid may be dispatched: **MAJOR** and **MINOR**.

A **MAJOR** response is when the incident is deemed to be life threatening / life changing, e.g. an individual has collapsed

A **MINOR** response is where assistance is required, but is not deemed life threatening i.e. a boat has capsized but crew are not trapped, are holding onto boat and not in immediate danger.

A **MINOR** response may be upgraded & **MAJOR** downgraded. It is best to err on the side of caution. Poor weather conditions or fast stream may change what may have been a MINOR incident into a MAJOR incident.

6.2. Incident on the Water

Should a crew be involved in a collision or suffer any medical emergency or injury that requires assistance, or should a sculler capsize or crew member fall out of a boat, the nearest Official shall:

- Summon the nearest Safety Launch by radio.
- Immediately thereafter advise Race Control and relay details of the incident including location, severity (MAJOR or MINOR), numbers involved.

If the incident takes place on the Course or immediately after the Finish the same Official shall also:

- Advise the Race Umpire of any race already started and yet to pass the incident. It is the responsibility of the Race Umpire to decide whether the race should be stopped.
- Advise the Start that no further races should be started.

The same, or an alternate Official in the vicinity shall then supervise the swift recovery of the crew and its boat preferably by way of the attending Safety Boat or, if more appropriate, but less preferable, by extracting the crew and boat directly on to the bank on the Berks Station (the towpath side).

The Safety Boats carrying any affected party should disembark at the nearest landing stage, preferably the Boating Area if immediate medical attention is required, but alternatively UTRC. En route they should advise the Medical Team if they are required to attend and the landing stage they are heading for.

Following the recovery of the crew and boat from either the course (or other parts of the River), the Official shall:

- Confirm to the the Medical Team (over the radio) whether further assistance is required & the location of the affected parties
- Advise the Umpires that the course is clear
- Supervise the safe return and accompaniment of the crew and boat to the racking area and, if appropriate, to the Medical Cover adjacent to the Registration Tent

6.3. Incident on Land - Medical Assistance

Should a competitor request nonurgent medical assistance they should be directed to the Medical Cover ambulance located adjacent to the Registration Tent in Zone 2. If an Official receives the request they should radio the Medical Cover team to make them aware of the enquiry.

Should a competitor require immediate medical attention on land the nearest Official shall immediately:

- Advise Race Control and the Safety Adviser (in that order) of the incident and relay details of the incident including location, severity (MAJOR or MINOR), numbers involved, and whether Medical provision needs to be administered in situ.
- If requested the Medical Team shall make their way to the casualty, directed by an Official from the Race Control team.
- The nearest Official shall continue to control the incident at the incident site (& communicate accordingly) until the EWSA and or the Medical Team take over responsibility.
- The EWSA or the Official from Race Control will call 999 if required, or as instructed by the Medical Team

6.4. Major Incident on Land or Water

Major Incident

Should a major incident occur which requires a land and or water evacuation, the nearest Official shall:

- Advise Race Control and the Safety Adviser (in that order) of the incident and relay details of the incident including location, severity, numbers involved, and whether Medical provision needs to be administered in situ.
- Race Control or the Safety Adviser will determine whether a full or partial evacuation is required and / or whether racing should be suspended and shall:

Thunder & Lightning

Should Thunder & Lightning occur the Event shall abide by the 30:30 rule. If there is 30 seconds between the flash of lightning (or less) and the sound of thunder then racing will be suspended and the course evacuated. The course will remain clear until 30 minutes after the storm has passed.

- Race Control or the Safety Adviser will determine whether a water evacuation is required

In the event of either a Major Incident or Thunder & Lightning

- Race Control shall Notify all Officials over the radio that there is a Major Incident and whether this requires all or any of the following:
 - a full or partial land evacuation
 - suspension of racing
 - water evacuation
- The PA system shall be used for a general announcement that racing has been suspended and (if required) that a land / water evacuation is necessary
- The EWSA or an Official from Race Control will call 999 if required

If a water evacuation is required all persons afloat must move to an accessible part of the bank and disembark from their boats, as follows.

Location of Crews	
In the warm up area before the start	may be brought into the bank beside the start, this will be overseen by the start team and Start Safety launch.
On the start pontoons	may be brought into the bank beside the start, this will be overseen by the start team and Start Safety launch.
Racing along the course, below the boating area. Disembarking or approaching the landing stages	will be directed back to the pontoon by the crossing marshal; nearest official or the Middle Safety Launch. This will be overseen by Control Commission. The Middle Safety launch will ensure there are no boats on the centre of the river then disembark themselves
Racing along the course, above the boating area or near the finish	will be directed to Upper Thames landing area. This will be overseen by the Finish Safety Launch who will also check all boats in the area are off the water, and then disembark themselves.
Umpires Launches	unless following a race go to the nearest bank and all personnel to disembark.

In the event of a land evacuation being required, competitors and the general public shall be advised via the PA system to move away from the river and into the following zones:

Location of Incident	Recommended Evacuation Location
Zone 1 (Temple Island Meadows)	Zone 2 (Remenham Riverside / Remenham Farm)
Zone 2 (Remenham Riverside / Remenham Farm)	Zone 3 (Hillside Car Park)
Zone 3 (Hillside Car Park)	Zone 2 (Remenham Riverside / Remenham Farm)
Zone 4 (Upper Thames Rowing Club)	Zone 3 (Hillside Car Park)

Officials in those locations shall help facilitate a land based evacuation. Care should be taken when crossing Remenham Lane into / from Hillside Car Park, especially since Emergency Vehicles may use this route.

Cars shall be permitted to leave Hillside Car Park during an Major Incident, however Trailers will not be permitted to leave to help facilitate the ease of access for Emergency Vehicles

6.5. Incident Reports

The Official involved in reporting the incident should provide an account of events to the Event Water Safety Adviser. Accident reports should also be completed, where possible, by the Medical Team and forwarded to the EWSA. The EWSA should complete an incident report on the British Rowing website.

7. Abandonment Plan

The Event will endeavour to provide a safe environment in accordance with British Rowing's "Row Safe", although competitors, coaches and clubs are specifically reminded that every person attending the event, including those competing, or officiating, are personally responsible for:

- their own safety;
- the strict observance of the circulation pattern and British Rowing's "Row Safe";
- deciding, together with their coaches, whether or not they are competent to compete in the weather, stream or surface conditions as they find them on the day; and
- ensuring 'a responsible adult' accompanies juniors competing in the event to assist them 'in loco parentis' and assumes responsibility for their safety and welfare.

7.1. Event Cancellation

During the week prior to the Event river levels and ground conditions will be monitored and in consultation with the Environment Agency (river) and Copas (land) respectively a decision will be reached if the Regatta will go ahead as planned or cancelled.

In the event of a Foot and Mouth disease outbreak, an environmental spill in the river or the land, or the inability to use the either / or UTRC land or Copas land for any other reason, the event may need to be cancelled.

It is not envisaged to only run some events, nor that the course would be shortened or the racing direction changed. If adverse weather has resulted in high river levels, or a high stream, then it is highly likely that the adjacent ground will also be saturated. If this is the case then trailer & car parking provision in Hillside car park may be affected, which would also be a major consideration in whether or not the event may have to be cancelled.

7.2. Temporary Suspension

The Event Safety Adviser and the Chairman of the Race Committee, in consultation with an Environment Agency representative where appropriate, will monitor weather and water conditions during the Event and the period immediately prior to the commencement of racing. Should they find that conditions are such as to jeopardise the safe running of the Event, and in particular, the safety of participants, they will stop or suspend racing until such time as conditions are considered safe.

Should the event need to be suspended the Major Incident plans, as set out in 6.4, should be followed.

7.3. Alternative Plans

Alternative Plans or Plan B's are drawn up to cover failure of any part of the planned safety arrangements. Not every scenario can be envisaged but those that are are documented below and will be added to in future versions of the ESMP.

Partial Loss of Safety Boat Cover
If 1 of our 3 launches fails - use 2 with one positioned between Fawley and the Finish and one around Temple Island. Make all Umpires in Umpire launches aware (all carry throw lines) so the number of boats afloat is still considered adequate.
If Safety Boats / medical cover does not arrive prior to start of racing
EWSA & Chair of Race Committee to consider Suspension of Racing until suitable cover arrives

If not all communications equipment is working
Use mobiles in the short term & redeploy working radios to primary positions (Start, Finish, Safety Boats x2 - they also have mobiles), Medical Team, Race Control. Comms contractor is on emergency call out. 20 radios & spare batteries are ordered. At a minimum 6 are needed.
If Stakeboats become loose or un-useable e.g. leak
Revert to non stakeboat start in the short term, using bank aligner. Prioritise 1x ready to race
If an Umpires launch breaks down
Increase gap between races to 5 minutes, Advise race control, Consider PA announcement should situation not likely to resolve itself. Do not permit row overs. Consider umpiring 1x races from the bank (launch umpire can still start race but not follow)

8. Welfare Plan

Can be found in Appendix 7.

9. Other Information Sources

Additional documents provide support to this Event Safety Plan. Their purpose is to inform, guide or remind competitors, Umpires, Officials, various other river users and volunteers on particular aspects of the Event, and are available on the HMR website, in particular.

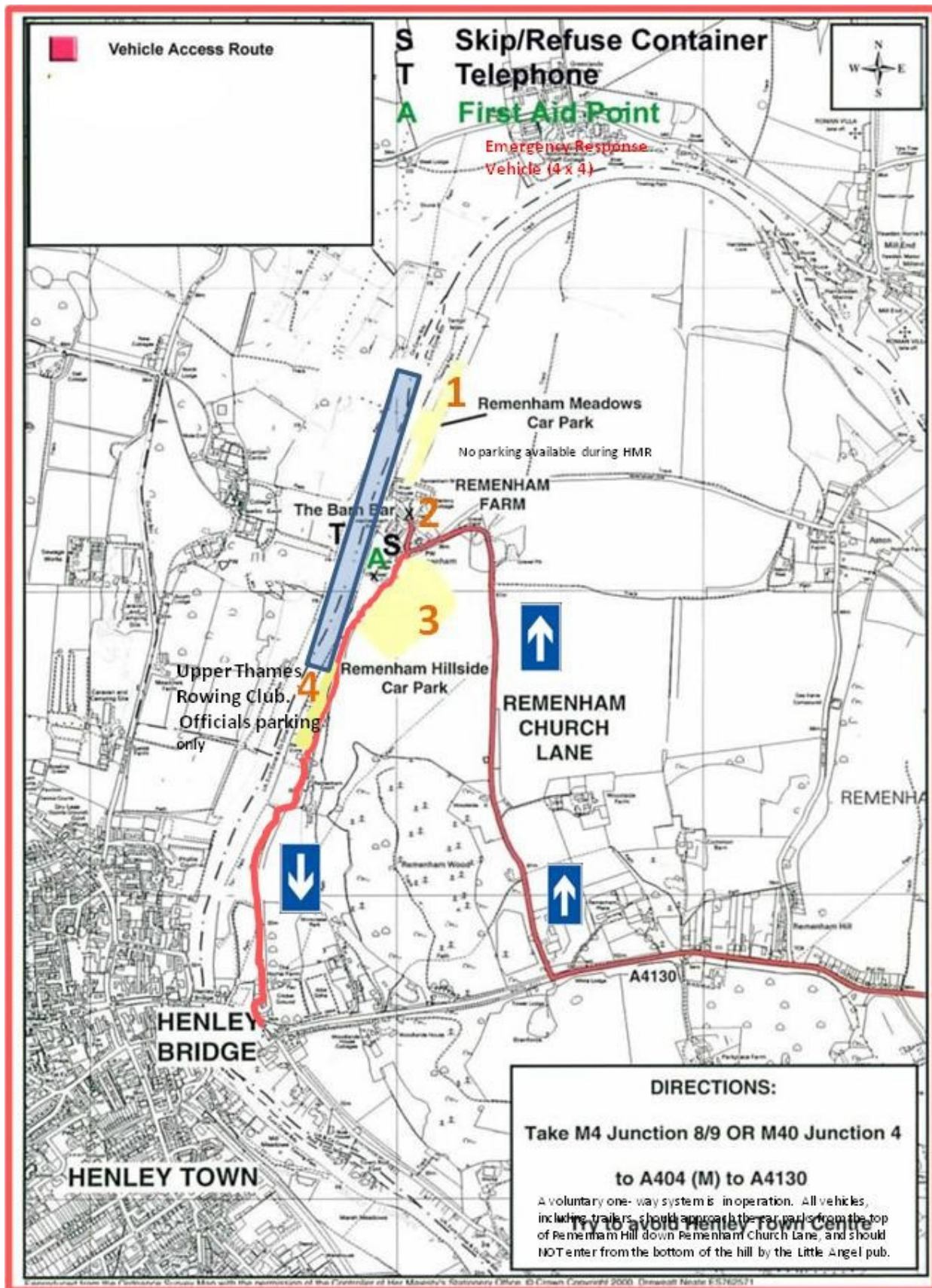
Notes to Competitors

This document provides guidance to the competitors on how to get to the Event parking arrangements, how the Regatta is run, provides essential information on the course, informs them about medical facilities and how to liaise with the Event in the case of an incident

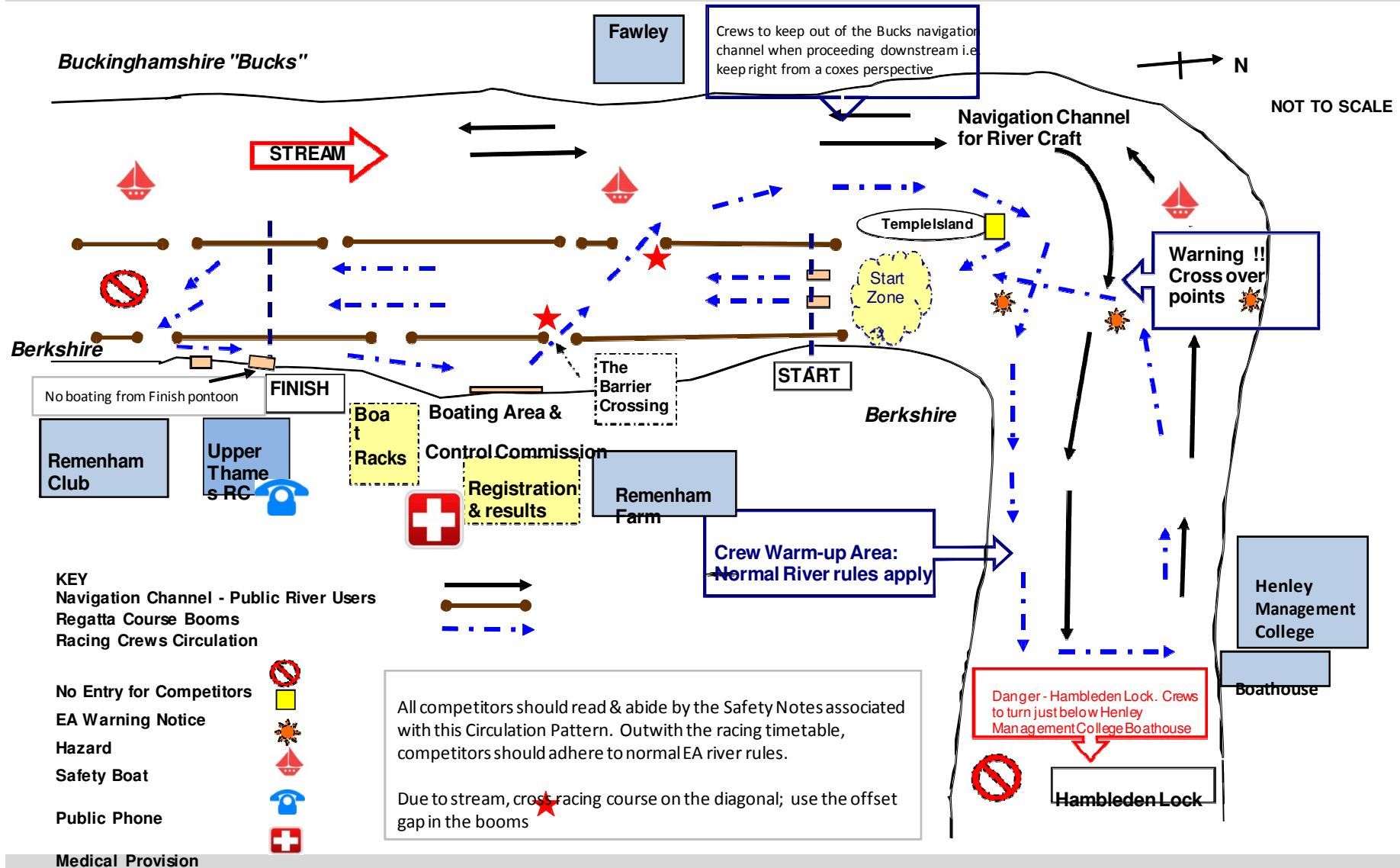
10. Other Reference Documents

- HSG195 – The Event Safety Guide
- British Rowing's Rules of Racing
- RowSafe, RowSafe +, RowSafe Further Guidance
- British Rowing Welfare Guidance – WG 3.4
- <http://www.britishrowing.org/news/2012/december/12/safety-basics-interactive-risk-assessment-module>

Appendix 1: Map of Location & Main Access Routes

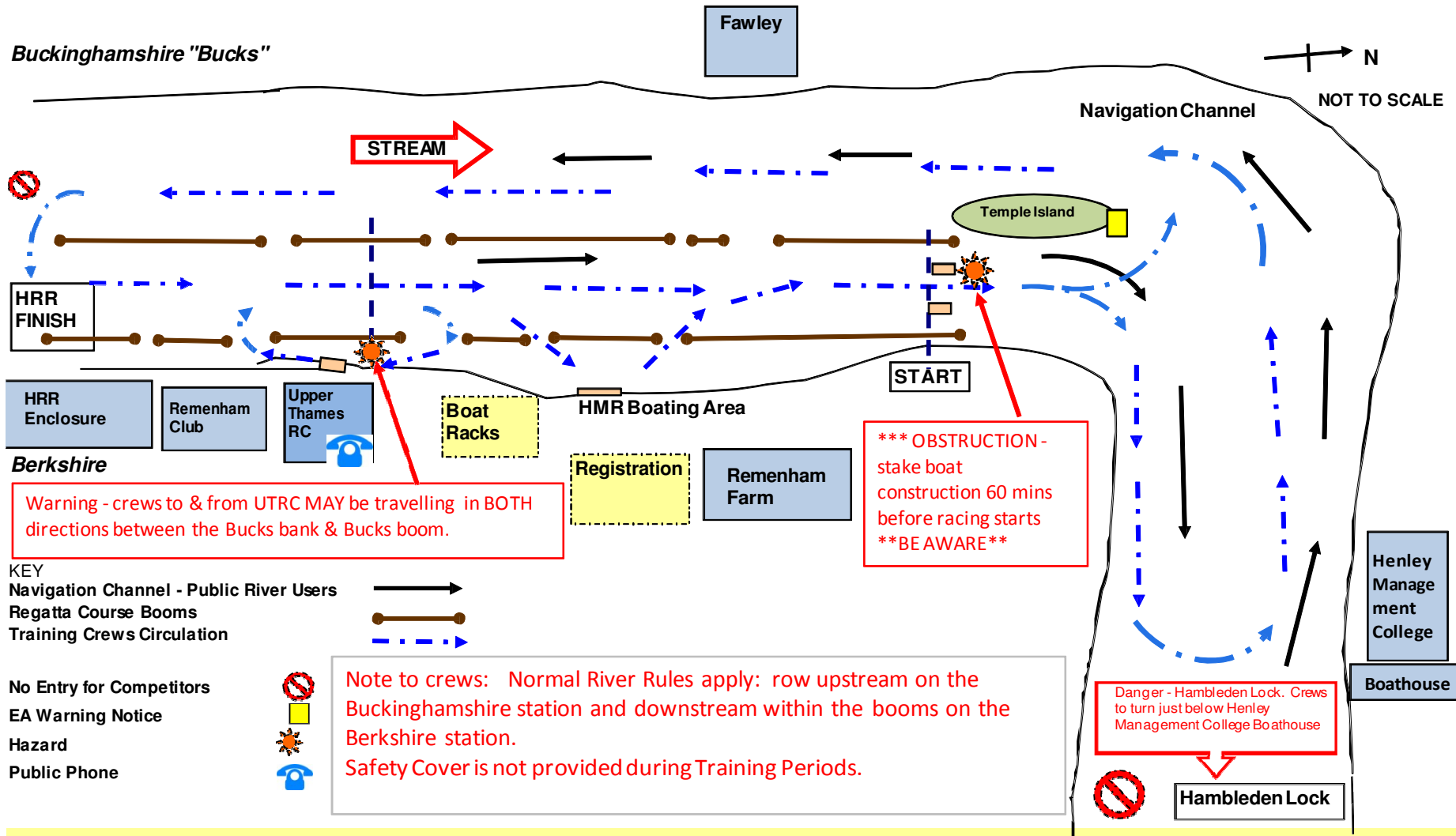


HENLEY MASTERS REGATTA RACING CIRCULATION PATTERN



HENLEY MASTERS REGATTA

*****TRAINING CIRCULATION PATTERN*****



THESE NORMAL RIVER RULES APPLY
until 30 minutes before racing commences AND THEN AFTER the last race of the day.
UNLESS RACING - ALL CREWS NEED TO BE OFF THE WATER 30 MINUTES BEFORE RACING STARTS

Appendix 3: Risk Assessment

Risks on the water

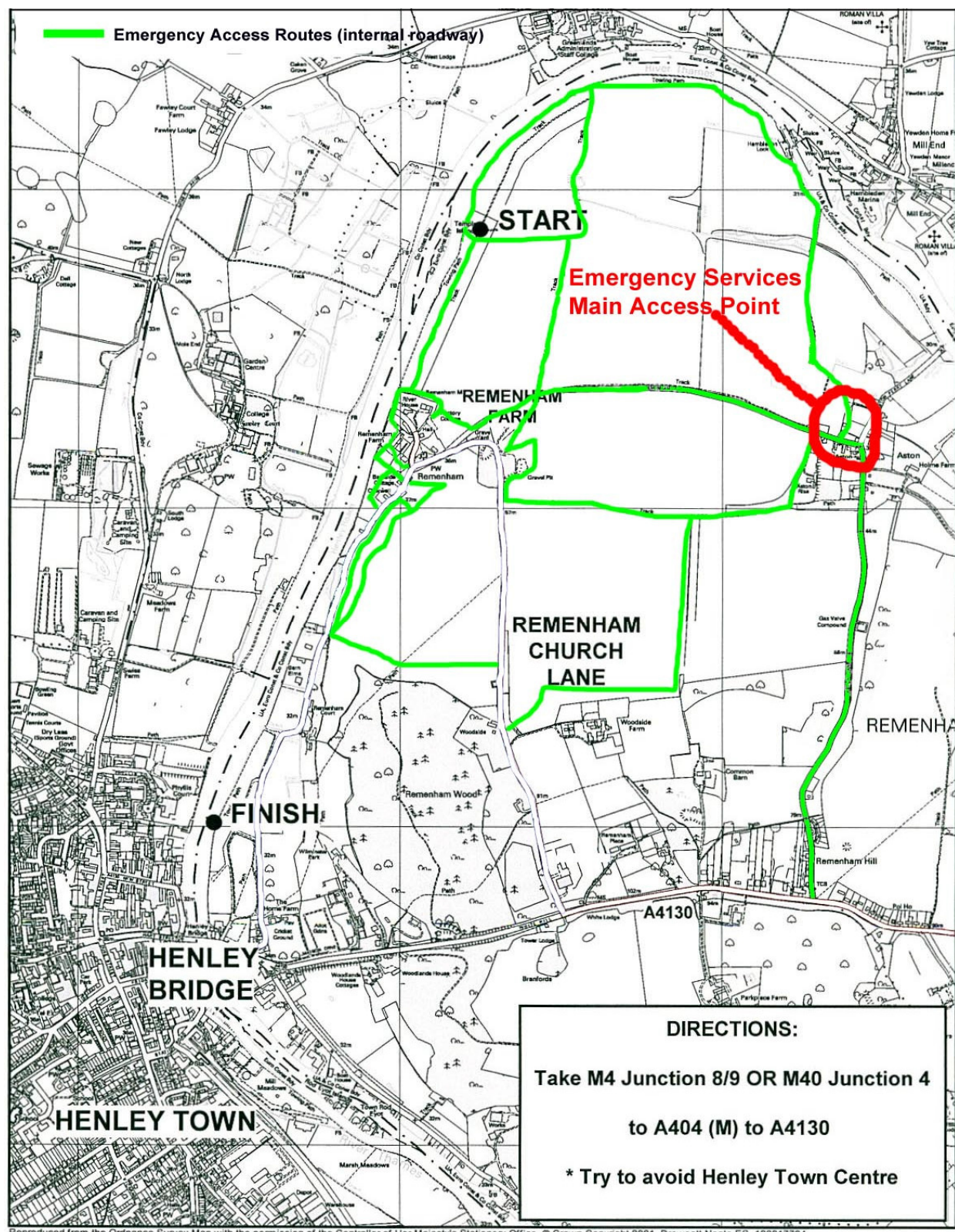
Threat	Probability	Impact (threat to personal safety)	Mitigating Issues	Action in event of emergency
Risk of collision of boats	Low	Medium	Competitors are mostly experienced. Safety Boats along Course. Monitors/marshals along course and above start with megaphones and radios. Clearly defined navigation patterns using HRR Booms.	Marshalls and Umpires summon nearest safety launches and advise Race Control. See Incident Response Plan within this Safety Plan (section 6).
Illness of Competitor such as heart attack	Low	High	Marshalls and Umpires along Course to Monitor incidences and advise safety boats/Race Control. Qualified first aiders on site & in some Safety Boats.	Incident Response Plan for Marshalls to advise Race Control and Race Control to call Emergency services.
Malfunction of Equipment	Low	Medium	Umpire/control Commission to remind crews to check equipment before going afloat.	Umpire to prevent use of boat until defect corrected.
Abuse of Junior assistants on stake boats	Low	Low	Start Control to organise periods of stake boat duties (max two hours) and ensure sufficient water and sun protection. Verbal abuse reported to Umpires / Welfare Adviser. The Welfare Adviser to monitor.	Any abuse to be relayed to Race Control, the Welfare Adviser and the EWSA for appropriate action to be taken.

Severe weather preventing racing	Low	Low	EWSA and Regatta Chairman to assess conditions before and during the Regatta	Temporary or permanent cessation of racing - see Abandonment Plan.
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Risks off the water

Threat	Probability	Impact (threat to personal safety)	Mitigating Issues	Action in event of emergency
Injury to competitors or spectators whilst in Regatta enclosure	Medium	Medium	All tent guy ropes to be clearly marked and all supply of utility services to be properly marked, protected & covered	Immediate notification to the medical provision on site and report to the EWSA.
Fire in the Upper Thames Rowing Club	Low	High	Normal fire precautions already available (alarm, extinguishers etc.)	Evacuate building. Call emergency services. General evacuation if necessary - follow Major Incident response.
Fire in a tent or marquee	Low	High	Extinguisher to be situated in marquee	Evacuate Tent/Marquee. Call emergency services. General evacuation if necessary - follow Major Incident response.
Serious public disorder/violent behaviour	Very low	Medium	None considered necessary	Call police. General evacuation if necessary - follow Major Incident response.
Terrorist Threat	Very low	High	Be vigilant None other considered necessary	Call police. General evacuation if necessary - follow Major Incident response.

Appendix 4 : Emergency Access Routes (Includes Private Roadways, farm tracks)



Appendix 5: Environment Agency Notice

see separate document

Appendix 6: Radio Protocol

A REMINDER THAT VHF RADIOS ARE NOT MOBILE TELEPHONES!

KEEP YOUR TRANSMISSIONS BRIEF AND CONCISE.

PLEASE OBSERVE STANDARD RADIO PROTOCOL.

Main Net Frequency channel 1	Supplementary Net Frequency channel 2	
START RACE CONTROL UMPIRE LAUNCHES (5X) SAFETY BOATS FINISH REGISTRATION	COMMENTARY RESULTS This channel for use by Stations wishing to hold longer conversations Such as relaying results To enable progression tables to be updated	All radios have channels 1 & 2 and you can call a station on one channel and ask them to switch to channel 2 to continue. Thus leaving channels 1 free for main activity.

CALL THE STATION WITH WHOM YOU WISH TO SPEAK BY ANNOUNCING THE NAME TWICE AND THEN ADDING YOUR OWN. (e.g. "Race Control, Race Control this is registration are you receiving. Over?")

IF THEY FAIL TO ANSWER AFTER TWO ATTEMPTS, TRY AGAIN LATER.

IF YOU NEED A RESPONSE TO YOUR TRANSMISSION SAY "OVER" AT THE END OF WHAT YOU ARE SAYING.
END YOUR CONVERSATION WITH "OUT"

REMEMBER:

- WHILE YOU ARE TRANSMITTING YOU ARE PREVENTING ANYONE ELSE USING ANY OF THE NETWORK.
- YOU MUST RELEASE THE TRANSMIT KEY BEFORE YOU CAN HEAR ANY ANSWER.
- ANY PERSON WHO COLLECTS A RADIO FOR USE DURING THE DAY, IS RESPONSIBLE FOR RADIO **AND** ANY SPARE BATTERY UNTIL THEY ARE HANDED IN AT UPPER THAMES ROWING CLUB. DO NOT LEAVE THEM ANYWHERE ELSE IN THE HOPETHAT THEY WILL BE COLLECTED!

Appendix 7: Welfare Statement and Plan

In accordance with the British Rowing Safeguarding and Protecting Children Guidance: Guidelines for Rowing Competitions (WG 3.4)

Welfare Statement

The Organising Committee of the Henley Masters Regatta believes that the welfare and wellbeing of all children and vulnerable adults is paramount. All children and vulnerable adults, 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 competition Welfare Officer will be appointed annually and will act as the point of contact for any concerns and allegations. Their contact number will be posted at the registration desk and will be available from Race Control.

The Welfare Officer for the 2014 event is JANET HOPE BROWN (07919 880293) deputised by Kirsten Wirt (07738 983508) or Jeremy Dobbin (07904 948948). Alternatively they can be contacted via any Race Official stationed around the course or boating area or via the Registration Desk.

The Safety Adviser, Neil James, is aware of the welfare plan.

Welfare Plan

1. Reporting structure

The first point of contact is the Welfare Officer. The Welfare Officer may then contact the Chairman of the Organising Committee if needed, via Race Control.

The Safety Adviser should be kept up to date with any incidents.

The overall responsibility for decisions lies with the Welfare Officer.

A matter should be reported to the police when appropriate. The Welfare Officer will be responsible for reporting any incident to the British Rowing Child Protection Officer.

2. Awareness

The Welfare Statement and Plan will be made known to all event volunteers at the pre-event briefing. A clear notice regarding contacting the Welfare Officer will be available from the Registration Desk. All personnel dealing with minors in rowing should be aware of the British Rowing policy on Safeguarding and Protecting Children (updated February 2013) – see

<http://www.britishrowing.org/publication/child-protection-policy>

All officials should be aware of dealing with minors appropriately using the Row Safe document. See leaflet <http://www.britishrowing.org/publication/row-safe-leaflet>

3. Medical provision

The Welfare Statement and Plan will be forwarded to medical staff (provided by South Regional Ambulance) This will include the contact details of the Welfare Officer. Medical provision will be located in the boating area, adjacent to the registration tent. In an emergency, Race Control/Safety Adviser/Welfare Officer may contact the emergency services using 999.

4. Appropriate level of safety & security for young people

Adults with responsibility for children or crews including vulnerable adults racing in the event are expected to ensure that boating conditions are suitable. Adults, coaches & parents are also reminded of the need for suitable clothing for the event, bearing in mind the likely weather conditions e.g. sun exposure / heat, rain or cold. Visiting crews are responsible for the welfare and

safety of their young or vulnerable adult coxes. In this situation it is the crew & coach who must make the assessment of whether their crew can safely boat and race in the conditions presented. Visiting crews need to make their own arrangements for changing facilities. There are none provided on site but they are available at UTRC. Volunteers and officials with the visiting crews and the hosting club should be vigilant for anything suspicious, for example: someone unknown to the crews hanging around or tampering with equipment.

5. Missing persons

If a person is reported missing the Welfare Office must be notified in the first instance. They can be contacted via the mobile numbers above, or on radio via any official or the Registration Desk. The Safety Adviser and Race Control should also be notified, the latter being the alternative point of contact should the Welfare office not be immediately contactable. Announcements can be made via Race Control as necessary. If the individual remains missing for more than 30 minutes the Welfare Officer should consider reporting the incident to the police.

Crews including a child or a vulnerable adult must provide a telephone number for the coach or a responsible adult who will be attending the event when they register on British Rowing's Entry System. They will be instructed to do this in the registration notes. This is for use in an emergency only, and the data will not be held after the end of the event.

6. Access to young people or their contact details

Personal details on all competitors e.g. date of birth are collected via British Rowing's Entry System during the registration process. Any hard copies of this data e.g. entry forms will be destroyed after the event. The crew contact details entered on British Rowing's Entry System will be used to contact the adult responsible for any junior involved in an incident or in case of an emergency. It is therefore incumbent upon the person entering the crew to ensure that a usable contact number is included in the entry. If necessary these details can be updated on the day by advising the Registration desk.

Any personnel having unsupervised contact with juniors in an enclosed environment, if they have not had CRB checks performed, should work in pairs.

7. Basic training

All personnel working unsupervised with children should be familiar with the British Rowing Safeguarding and Protecting Children policy and the information it contains on good practice.

8. Photography

A link to British Rowing's advice on photography (Safeguarding and Photography WG 5.1) <http://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG5.1.pdf>. All competitors in the event may be photographed by amateurs, or professionals who sell their photographs, and these photographs may be used for identification or publicity purposes. The Regatta cannot prevent this, as the banks and the area surrounding the course are open to the public.

Updated May 2014