

PENGWERN BOAT CLUB



## Shrewsbury Regatta 2019 Safety Plan

### 1. Introduction

Shrewsbury Regatta is hosted by Pengwern Boat Club, and takes place on the River Severn in Shrewsbury. The 2019 event will take place on 11th and 12th May.

Races will take place upstream over 1000m on Saturday, and 600m on Sunday for Masters, Adults and Juniors, in fine boats. The event will be conducted under BR Rules of Racing using the ranking system.

A plan of the course is shown at Appendix A.

A map of the wider area showing routes to the trailer park, car park and camping areas is shown at Appendix B, B2 and B3.

The Event Safety Adviser is supported by a team of Qualified RYA2 launch drivers and first aiders from Pengwern BC, Ironbridge BC, and Bridgnorth BC to ensure that knowledgeable and informed safety cover is in place throughout the two days of racing.

### 2. Event Organisation

Regatta Organisation Committee

Chairperson of Race Committee: Dave Joseph  
Event Safety Adviser: Sharon Whitton Clements  
Operations: Pete Nickless  
Regatta Secretary: Sarah Johnston  
Entries Secretary: Andy Witchalls  
Event Welfare Officer: Jane King

The main contact point for the Committee is Sarah Johnston ([shrewsbury.regatta@gmail.com](mailto:shrewsbury.regatta@gmail.com)). Each member of the Committee has a full list of contact details for all Committee members.

#### Race Committee

Chairperson: Dave Joseph  
Umpires: Simon Beedles, Colin Hayton

## **2.2 Communications**

### **2.2.1 Prior to the regatta**

- i) The following documents will be accessible from website and sent to participants
- How to get here – See appendix B, B2 and B3
  - Land and water circulation plan – See appendix A
  - Emergency instructions – See appendix H
  - Notes for competitors – See appendix E
  - Camping Risk assessment – See appendix D2
- Responsibility – Entries Secretary
- ii) Notifications will be sent to Shropshire Council who, in turn, will update the Safety advisory group (Fire, Police and Ambulance Services, Royal Shrewsbury Hospital A&E, and Environment Agency, including directions to access points, and copy of this Safety Plan). Also to the regional rowing safety advisor for the west midlands.  
Responsibility – Event Safety advisor
- iii) Other river users, local organisations and other stakeholders will be informed of the event, including the following:

<b>Stakeholder</b>	<b>Responsible for notification</b>
Shrewsbury Town Council	Assistant Secretary
Shropshire Council	AS
Shrewsbury School	AS
RSSBC boatman	AS
Pengrove residents	AS
Sabrina Boat	AS
Farmer	AS

- iv) Publicity for the regatta will include the above communications, multi media including local coverage.

### **2.2.2 At the start of the regatta**

- Copies of the course and circulation map, and emergency instructions will be given to all officials, and further copies will be available at Registration and Control Commission.
- The umpires will be in position and ready – See appendix A
- The evening before the regatta a Regatta Team Briefing – which includes a safety briefing – will be held: all team leaders attend. Meeting led by Regatta Secretary, detail of draw provided by Entries Secretary.

### **2.2.3 During the regatta**

- Radios are provided to head of control commission, safety adviser, all umpires, start marshals, boat pairing, water safety and first aid station. Each user is given instruction in the use of the radios, and a document with the instructions including what to say in the case of an incident – see appendix C. Fully charged spare batteries will be carried for each radio.
- All officials carry mobile phones, and Control Commission holds a full list of all the numbers.

### **2.2.4 After the regatta**

- Participants and Officials are encouraged to send any feedback or comments, on the competition safety cover, to the Club Safety Adviser at [info@pengwernbc.co.uk](mailto:info@pengwernbc.co.uk) after the event.
- A 'wash-up' meeting has been arranged to debrief after the regatta, which will review safety as well as other lessons to be learned or improvements made for future events.

## **2.3 Documentation**

### **2.3.1 Risk Assessment**

The full risk assessment is shown at Appendix D plus an additional Camping risk assessment shown at Appendix D2.

### **2.3.2 The Course and Circulation Pattern**

A map and circulation plan are shown at Appendix A.  
Instructions for crews are shown at Appendix E

### **2.3.3 Access Points**

Access for emergency services vehicles is on the Kingsland side of the Kingsland Bridge and from the Porthill side of the Porthill Road (A488).

Access for trailers is from Porthill Road, the A488. Trailers should approach from the west and turn right over the cattle grid just before the Boathouse Inn (see map at Appendix B).

Car parking is at Burr's Field. From the roundabout on Roman Road turn into Longden Road. After approximately 0.75 miles take the sharp left turn into Kingsland Road, and then right into Pengrove (see map at Appendix B2 and B3).

## **2.4 Race Umpires**

### **2.4.1 Race Umpires (RMMU)**

Race Umpires (RMMU) will be located all the way down the course to provide visual surveillance for safety and racing infringements. Each RMMU will have specific responsibilities, but the overriding rule is safety and fairness. All instructions given by these people must be acted upon; otherwise, the offending crew may be penalised.

A list of RMMU positions with a brief outline of their responsibilities is shown at Appendix F.

### **2.4.2 Safety boats**

There will be two safety boats on duty each day, both with a suitably qualified driver and first aid person on board. The boats will be located to ensure that areas where incidents are most likely to occur can be reached quickly and in any case in less than 3 minutes.

### 3. Accident and Emergency Procedures

#### 3.1 Land first aid cover

Cover will be provided by Salop Medical Services from the land-based First Aid station shown on the map at appendix A.

#### 3.2 Emergency Services

The Royal Shrewsbury Hospital is located less than 2 miles (5 minutes) away, and for any incident requiring more than basic First Aid an ambulance will be called to transfer the injured to A&E. Salop Medical Services, who will meet and liaise with the ambulance personnel, will call the ambulance.

#### 3.3 Emergency Equipment

- The First Aid station will be provided by Salop Medical Services
- All safety launches will conform to British Rowing RowSafe guidelines
- Umpires and marshals will have throw lines

#### 3.4 Pre Boating Safety Checks

A description of the checks that will take place is included at Appendix G

#### 3.5 Incident Reporting

Any incident or accident must be reported to the Event Safety Adviser. The Safety Adviser will submit them online to British Rowing.

Any competitor, official, coach or spectator is encouraged to log any incidents on the BR website.

#### 3.6 Emergency Response Plan

##### **3.6.1 Emergency Team**

The Emergency Team will co-ordinate the response to any emergency. The team consists of the duty Safety Adviser, Head of Control Commission, Co-ordinating Umpire and Operations.

##### **3.6.2 Emergency Instructions**

Instructions as to what to do in a fire or other emergency are displayed outside the clubhouse, inside on the main notice board and within the bar and kitchen areas. Emergency telephone numbers (see Appendix H) are displayed inside and outside the clubhouse, and outside the RSSBC boathouse.

Emergency Instructions for Crews & Officials are included in the combined instructions to crews (Appendix E).

The Event Safety Adviser will deliver a competitors/coxes safety brief, at registration, 8am Sat and Sun for anyone wishing to attend.

### 4. Measures for specific hazards

#### 4.1 Weather and river conditions

Some weather and water conditions may require the event to be changed. Any decision to alter or cancel the event will be made by a group including the Race Controller, Safety Adviser and Regatta Secretary, and any such decision will be made as early as possible and communicated in a timely fashion to all competitors and officials, and other affected parties.

Condition	Comment	Risk control measures
River level high	River levels are mainly dependent on the amount of rainfall in mid-Wales in the preceding days. River level monitored during week of regatta.	<p>Consider cancellation if level above 1.3m. Assess conditions 1 hour before start of racing for height/strength of stream. If considered unsafe</p> <ul style="list-style-type: none"> <li>• reduce length of race to 600m for some or all competitors</li> <li>• limit entries to older/more experienced crews, larger boats</li> <li>• Cancel regatta</li> </ul>
Rain	<p>RSSBC wooden pontoons can be greasy in wet weather</p> <p>Bank by landing pontoon can be slippery</p>	<ul style="list-style-type: none"> <li>• Display warning notices</li> <li>• Instructions from PA system and marshals</li> <li>• Provide non-slip material (matting, bark chips, fine gravel)</li> </ul>
Wind	Squally weather can affect river conditions upstream of Kingsland Bridge. This can increase the risk of capsize particularly for novice crews and scullers	Safety Adviser to monitor conditions and advise Race Committee if suspension of rowing required
High temperature	Crews require plenty of fluids and sun protection	<ul style="list-style-type: none"> <li>• Clothing check at inspection point</li> <li>• Notes to competitors</li> <li>• PA announcements</li> </ul>
Low temperature	Crews require sufficient clothing to keep warm before racing	
Lightning	Follow British Rowing guidelines	Boating and racing suspended. Crews leave the water. PA announcements to all participants, including spectators, to seek safe shelter (substantial buildings or enclosed vehicles) and away from metal or carbon objects (boats, blades etc) until 30 minutes after last lightning or thunder.

## **4.2 Hygiene**

Separate male and female toilets and showering facilities are provided and serviced for the regatta.

If any utilities fail (water, sewerage or electricity) Operations will contact the appropriate utility or contractor to rectify problem.

## 5. Welfare

Pengwern Boat Club takes seriously its responsibilities under the British Rowing Safeguarding & Protecting Children Policy and is committed to helping everyone in rowing accept their responsibility to safeguard Adults at Risk from harm and abuse.

The Club's Welfare Plan is regularly reviewed. A Welfare Officer is appointed to act as the point of contact for any concerns or allegations during the competition.

Volunteers should have no organised singular contact with children.

Child welfare incidents should be reported to the Welfare Officer, who will contact the representative of the relevant club and the Chair of the Organising Committee as appropriate.

A statement and contact details for the Event Welfare Officer will be displayed both inside and outside the clubhouse, and is shown at Appendix I.

A missing person should be reported to a regatta official, and then onward to the Welfare Officer, who will take action as appropriate.

## 6. Failure of safety arrangements

For key risks, consideration has been given to what would happen should the planned safety arrangements fail.

<b>Risk</b>	<b>Normal control</b>	<b>Back-up control</b>
Incidents on the water	Safety boat cover	Multiple boats available. Worst case abandon racing.
Crews and/or spectators hit by boats or blades at boating and finish areas	Boating and Landing Pontoon Marshals	Engage replacement marshal from reserve.
Emergency communications	Radio cover	Mobile phones, loud hailers
Emergency/ accident/ incident occurs	Regatta Safety Adviser acting as focal point for control in Emergency	The Safety team consists of a collaborative team between Pengwern, Ironbridge & Bridgnorth, comprising of RYA2 launch divers and 1 <sup>st</sup> aid qualified personal.

## Appendices

A	Plan of the course
B, B2, B3	Map to trailer park, Trailer park to car park, Car park and camping.
C, C2	Radio instructions, Radio crib sheet
D, D2	Risk Assessment, Camping Risk Assessment
E	Instructions to crews & emergency instructions
F	RMMU positions & responsibilities
G, G2	Pre-boating checks, Control Commission report on equipment failures
H	Emergency telephone numbers
I	Welfare Officer