

HUNTINGDON BOAT CLUB HEAD OF THE RIVER RACE

SAFETY PLAN 15/10/23

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1. Introduction

Huntingdon Boat Club Head of the River is a rowing competition run on the River Great Ouse. The event is held under British Rowing Rules of Racing.

This Safety Plan incorporates the key points of the British Rowing publication 'Row Safe and a Guide to Good Practice in Rowing', and should be read by every cox and crew member. This plan is a local extension, for the duration of the Huntingdon Head of the River, of British Rowing's Guide to Safe Practice in Rowing.

A copy of the Safety Plan is lodged with British Rowing Regional Water Safety Officer and Kanazawa First Aid who will be present during the whole event.

A risk assessment has been completed (Appendix A) covering all activities on the day including rowing and land based undertaking. Many of the points raised in this Safety Plan are to ensure that the assessed risks are mitigated to an acceptable level.

The Regatta will be organised in compliance with British Rowing and Government guidelines and competing clubs agree to abide by such guidelines, including with respect to social distancing and hygiene.

2. Event Organisation:

2.1 Event Organising Committee:

	Name	Email
Head of the River Secretary	Daniel Heathcote 07947692982	dnlheathcote@yahoo.co.uk
Club Water Safety Adviser	Paul Adair 07789728820	pauladair19@googlemail.com
Rescue launch co-ordinator / Race Control	Daniel Heathcote 07947692982	dnlheathcote@yahoo.co.uk
Event Welfare Officer	Alice Ray 07925145388	aliceb8@sky.com
Race Committee		
Chairman of Race Committee	Graham Adams 07711081286	adamsgraham@btconnect.com
Umpire	Chris Parkhouse	N/A
Head Umpire	Andrew Blit	N/A

2.2 Communication:

2.2.1 Following parties are informed of the event prior to the day:

Name	How	Who
Environment Agency	Telephone	Organising Committee
Hartford Marina	Letter / poster	Organising Committee
Purvis Marina	Letter / poster	Organising Committee
Lazy Days Marina	Letter / poster	Organising Committee

2.2.2 Communication with competitors prior to event:

All competitors will be sent instructions on the event via email and if email is not available post. If in the event of cancelation this will be done by the Organising Committee via email and telephone.

2.2.3 Communication during the event:

All marshals, event organisers, the Race Committee and Kanazawa First Aiders will communicate with each other via VHF radios plus mobile phones for backup.

Communication between marshals and competitors on the water will be done via loud haler.

2.3 Prior to the event

The event will be organised by the Organising Committee over a series of meeting, briefing and email. Companies supplying day hire boats/paddle boards in the area , as well as local marinas will be informed of the event in advance.

2.4 On the day of the event

The event will be co-ordinated by the Regatta Secretary and a member of Huntingdon Boat Club will be allocated to coordinate following areas to ensure safety procedures and preventive measures are followed and in the event of an incident or emergency the correct procedures are followed:

Race Control, Parking, Landing stage, Marshals, Landing stage

2.5 Marshals

The following Marshals and safety equipment will be present on the course:

Location	Safety equipment
Holding area for crews waiting to go to the start line	Loud haler, VHF radio, mobile
Start	Loud haler, VHF radio, mobile, Throw Line
Rescue launches (5 boats)	Loud haler, VHF radio, mobile, thermal blankets. First aid kit
Finish	Loud haler, VHF radio, mobile, Throw line
Race Control	VHF radio, mobile
Marshalls	Throw line

2.6 Parking

All parking for trailers / support cars for the event will be in the sectioned off area within the main car park next to Huntingdon Boat Club (See appendix 6.E). Parking for supporters and competitors will be within the remainder of the car park. No parking charges apply on a Sunday.

A marshal will be present to direct cars / trailers safely on their arrival.

2.7 Landing stage

Boats will enter and leave the water at the start and finish of each division via the land stage. A marshal will be present to direct boats and an umpire will check equipment throughout the day.

2.8 First Aid

First aid will be supplied by Kanazawa First Aid. They will be located in a designated first aid tent outside the boathouse.

3. Safe procedures and preventive measures

3.1 Equipment

It is the responsibility of each crew to ensure that the equipment that they are using is safe and compliant with the requirements of British Rowing's Rules of Racing and Guide to Safe Practice in Rowing.

Coxes arriving at the start without lifejackets will be disqualified. Coxes of front-loading boats should ensure that their life jackets allow for a quick escape from their boat.

All boats must have secure bow balls, heel restraints and watertight buoyancy chambers. Spot checks on equipment will take place during the day.

All competitors are to wear suitable appropriate clothing that is warm and waterproof enough to last the duration of being on the water (crews can be on the water for up to 1 ½ hours). To help identify crews it is asked that during the race clubs wear your correct club racing kit as stated in the British Rowing Almanack. Competitors are to ensure they carry enough drink and provisions with them to last the duration of being on the water.

3.2 Swimming Ability:

Every competitor is expected to be in good health and able to swim for a minimum of 100 metres in kit. Although the river is fairly narrow and access from the bank relatively good, there are areas of dangerous undercurrent.

3.3 Marshals

Rescue launches will be crewed by trained / experienced personnel and will be monitoring the course throughout the event. They will be co-ordinated by Daniel Heathcote who has RYA Powerboat level 2 and is a trained Water Rescue Instructor.

Rescue launches will have VHF radio and mobile for back up to maintain contact with other marshals, Race Control and Umpires. Radio etiquette shall be maintained at all times and only relevant event information shall be relayed by radio. Messages may also have to be relayed due to limited range down the course.

4. Accident and Emergency Procedures:

4.1 Contact details in the event of an emergency

	Contact details
First Aid cover	
Kanazawa First Aid	Located outside boat house and also can be contacted via VHF radio.
Emergency Services	
Hinchingbrooke Hospital (nearest hospital with A&E). Approximate travel time is 10 minutes	Hinchingbrooke Park, Huntingdon, Cambridgeshire, PE29 6NT Tel: 01480 416416 or 999
Huntingdon Police Station	Ferrars Rd, Huntingdon, Cambridgeshire, PE29 3DQ Tel# 01480 415541 or 999
Fire Service	999
Other key contacts	
Regatta Secretary – Dan Heathcote	Tel 07947 692982
Water Safety Officer – Paul Adair	Tel 07789 728820
Welfare Officer – Alice Ray	Tel 07925 145388
Race Control – Dan Heathcote	Tel 07947 692982
Environment Agency	Tel 0370 8506506
Huntingdon Boat Club	Tel 01480 456963

4.2 Off the water

In the event of an Emergency off the water this needs to be reported to any Marshal, Umpire or member of the Organising Committee and in the event of first aid, Kanazawa First Aiders. Race control should also be notified.

4.3 On the water

In the event of an emergency during the event be it medical / competitors in the water etc. then the following protocol will be adopted.

When an emergency arises this will initially be dealt with by a safety boat / umpire. This will be in the form of alerting Race Control that there is an emergency. Race Control will be the lead in co-ordinating the response. Radio messages are to go through Race Control who will send the required resources to the location. Race Control will also liaise with the umpires at the start and finish should the event be affected.

In the event emergency services are required then these will be called and directed to the correct RVP by Race Control on advice from the personnel on scene.

The RVP for reference are:

Houghton Mill (PE28 2AZ) – Start. [what3words sunblock.quiz.cherish]

Wyton Moorings/Daylock marina (PE28 2FN) – Approx. 500m into course. [what3words hats.sunk.spectacle]

Hartford Marina (PE28 2AA) – Half way. [what3words dairy.zaps.hedge]

Hartford Church (PE29 1XP) - 2500m into course. [what3words ambitions.poets.boats]

Huntingdon Boat Club (PE29 3RP) – Finish. [what3words salary.yappy.panic]

In the event of a possible cardiac arrest the safety launch is to take the person to Huntingdon Boat Club immediately where Kanazawa First Aiders will be on hand with an AED.

A risk assessment of the course will be conducted before the event to ensure river conditions, weather conditions and hazards on the course are within the safety parameters.

Type of incident	
Capsize	In the event of a capsize, the crew are to stay with their boat and wait for a marshal to assist in their rescue.
Collision on the course	Any damaged boat which is unable to proceed should be moved to the bank side without delay and wait for a marshal for assistance.
Extreme weather	See 4.4
River blockage / floating hazards	If the course is blocked a marshal shall advise the start and finish and hold the division until course is clear. Any significant floating debris or “hazard” seen on the water shall be reported to Race Control immediately. A Rescue Launch shall be deployed to clear the water and racing shall be suspended.
Person falls ill and unable to carry on with the event.	If any person falls ill and is unable to carry on with the course a marshal needs to be made aware and they will then contact the relevant contact (s) listed in 4.1

4.4 Weather / river conditions

The Race Committee together with the Safety Adviser, will monitor weather conditions on the days prior to and during the competition. In the event of adverse weather conditions competitors may be limited to those with more experience, events may be withdrawn or the competition may be suspended or cancelled. The Race Committee along with the organisers may halt racing if safety or fairness are compromised.

Conditions that will be taken into consideration: River current | river level | visibility | thunder and lightning | ice

Should thunder and lightning occur the British Rowing 30/30 guidance for clearing the water and seeking shelter will be applied. The Race Committee along with the organisers will monitor the forecasts and current weather conditions for thunder and lightning and either cancel the event or notify the competitors of the possibility of a thunderstorm. If thunder is heard within 30 seconds of a flash of lightning the organisers will assess the risk with a view to stopping the event. Restarting the event will be after thirty minutes from the last clap of thunder. The umpires will give clear guidance for the procedures to be adopted if a thunderstorm is on the vicinity.

5. Welfare

5.1 Welfare plan:

The organisers of Huntingdon Boat Club believe that the welfare and wellbeing of all competitors is paramount. All junior competitors have a right to safety and protection. 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.

It is expected that the welfare of junior competitors is primarily the responsibility of the competing clubs own coaches and officers, or individual parents accompanying their children.

In the event of a junior being involved in any incident, the first port of call will be to the person named on the competitors' clubs welfare form. The name of any responsible adult identified from the competitor's entry form, if this a separate individual will also be contacted. The named person will be contacted by the mobile phone number given on the entry form.

It is the responsibility of the coach or parent accompanying juniors to monitor their whereabouts. In the event of any junior crew member going missing the responsible adult must take appropriate action. In the first instance the relevant person from 4.1 needs to be contacted. The named adult, or in their absence, the contact from 4.1, is responsible for deciding whether the local police should be contacted in the case of any incident. A contact number for each club is kept with the Head Secretary, Welfare office, and Kanazawa First Aiders.

6. Appendix

6.1: Risk assessment:

HUNTINGDON BOAT CLUB HEAD OF THE RIVER RACE RISK ASSESSMENT

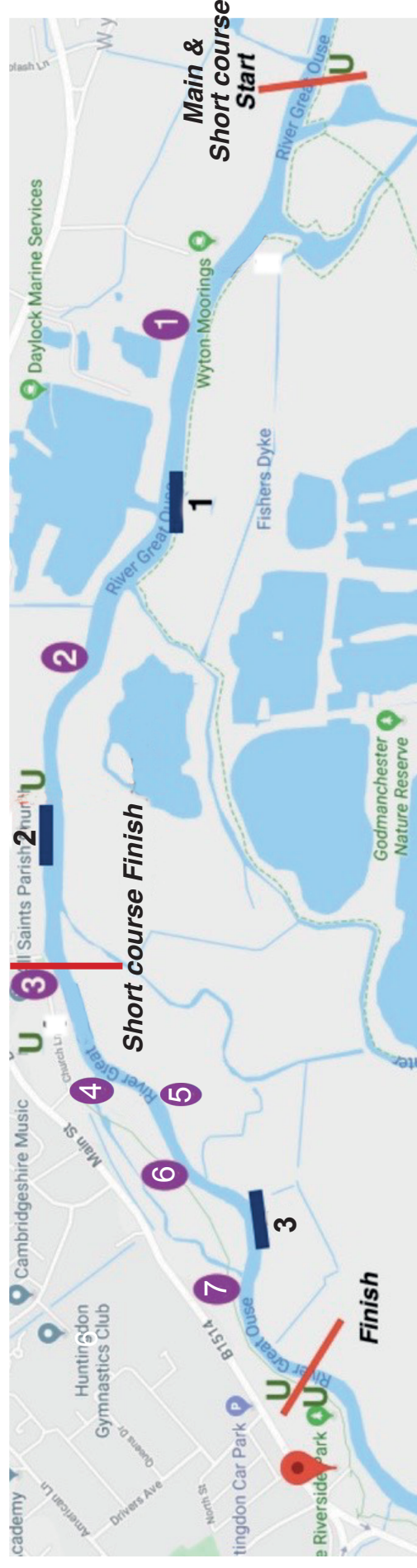
Identified Hazards	Risks Involved	Control Measures
COLLISION	Speared by sharp bows	Rubber ball on bows
		Sample check of boats launching for safe boats
		In unlikely event of swimmers in area - made aware by marshals.
		Quick response by marshals
	Drowning	Coxes wear life jackets
		Crews instructed to stay with boat
	Immersion	Thermal blankets/ showers/hot drinks available
	Miscellaneous	Coxes made aware of navigation rules
	Struck by blades	Rescue launch available
	Skeletal injuries	Kanazawa first aiders available
	Knocked unconscious	Other river users warned of event by launches
		Map of course and guidance notes issued to all clubs & course marshals
WITH CONTROL MEASURES IN PLACE COLLISION IS ASSESSED TO BE A MEDIUM TO LOW RISK		
CATCHING A CRAB	Winding	Kanazawa first aiders available
	Thrown from boat	Rescue launches
	Drowning	Cancellation of event in bad weather
	Head/facial injury	Kanazawa first aiders available
	Weather factor /river conditions enhancing risks	
WITH CONTROL MEASURES IN PLACE CATCHING CRABS IS ASSESSED AS LOW RISK		

Identified Hazards	Risks Involved	Control Measures
OVER EXERTION	Pulled muscles	Row to start allows crews to warm up
	Cramp	Kanazawa first aiders available
	Hyperventilation	Rescue launch and drivers
	Cardiac arrest	
	Blisters	
WITH CONTROL MEASURES IN PLACE OVER EXERTION IS ASSESSED AS LOW RISK		
CAPSIZE	Feet caught in boat	Sample check of heel restraints at time of launching
	Immersion	Foil blankets, showers and hot drinks available
	Hypothermia	Foil blankets, showers and hot drinks available
	Drowning	Rescue launch and drivers
	Infection	Kanazawa first aiders available
WITH CONTROL MEASURES IN PLACE CAPSIZE IS ASSESSED AS A MEDIUM TO LOW RISK		
TRANSPORT	Visiting clubs damage to boats/people	Clear directions and signage
TOWING		Area allocated with cones to allow ample manoeuvrability (in agreement with council)
		Parking stewards
WITH CONTROL MEASURES IN PLACE CATCHING TRANSPORT IS ASSESSED AS LOW RISK		

Identified Hazards	Risks Involved	Control Measures
BARBEQUE/CATERING	Burning/ scolding	Kanazawa first aiders available
		Readily available cold water supply and first aid kits
	Food poisoning	Cooking of relatively low risk foods, under direction of suitably trained individual(s)
WITH CONTROL MEASURES IN PLACE BARBECUE IS ASSESSED AS A LOW RISK		
MARQUEES	Blowing away/ resulting injury	Ensure those installing are competent and check installation.
	Guy rope/peg trip hazard	Mark with cones other means
WITH CONTROL MEASURES IN PLACE MARQUEES ARE ASSESSED TO BE A MEDIUM TO LOW RISK		
DANGERS TO THE GENERAL PUBLIC	Large trailers manoeuvring in from the main road, in to and out of the Car park	Parking stewards to monitor movement of vehicles In to and out of the car park and assist with guiding trailers
	Boats and equipment on the car park	Visiting Clubs advised the main part of the car park area is open to the public and to be vigilant, ensure boats are tied down to prevent falling. Keep everything inside the cordoned off area.
	BBQ and tea making equipment on the field	BBQ and tea making area roped off from the general public. Safety measures for BBQ already outlined above.
	Boats movement to and from the river	Landing stage steward to monitor the area and keep general public clear during boating and de boating periods
		Kanazawa First Aid on site if any need
		Signage to identify the event taking place
WITH CONTROL MEASURES IN PLACE RISKS TO THE GENERAL PUBLIC ARE ASSESSED TO BE LOW RISK		
DITCH	Accidental walking/falling into the ditch	Ditch to be roped off and all attending clubs advised that it is there
WITH CONTROL MEASURES IN PLACE RISKS THE DITCH IS ASSESSED AS A LOW RISK		



Appendix 6.2:



● Marshall points

■ Safety Boat

U Umpire

Marshals

1. Bench at Wyton Lakes
2. Regatta field
3. Church bench – Mini Head finish
4. By life buoy on field
5. On mini straight bend after church straight
6. By life buoy on field
7. By life buoy by white bridge

Safety Boats

1. Opposite Marina entrance
2. By Corrugate
3. On bend by pill box

HUNTINGDON BOAT CLUB HEAD OF THE RIVER RACE

MARSHALLING & GENERAL INSTRUCTIONS FOR COMPETING CREWS

Thank for your entry to Huntingdon head of the river race. Please read the following points. All visiting clubs must brief their crews on these points before race day.

PARKING AND TRAILERS

Parking for competitor's vehicles is available at the Pay & Display car park adjacent to the club. Please note no parking fees apply on a Sunday. Please be aware that this is a public car park and it will be in use by members of the public throughout the day. Do not block any entrances or exits as this may impede the emergency services. All trailers are to be parked on the playing field next to the boat club building. No trailers or towing vehicles are permitted to drive onto sectioned off area. All valuables and money should be securely locked away and out of sight. Huntingdon Boat club cannot be held responsible for any losses.

BOATING

Please make sure you are on the water at least 45 minutes before the division start time and are past the start line at least 15 minutes before the division starts. Allow at least 30 minutes to get from boating to the start. There will be marshals on the landing stage area and at the start to direct and help crews. You must obey any instruction given by the marshals.

START

At the start you will be marshalled into numerical order by the start marshals on the riverbank. You must obey all instructions given by the marshals. Please make sure your number is clearly visible and securely fastened at all times whilst on the water.

OVERTAKING AND STEERING

Faster crews have priority of the river over slower crews. Failure to allow faster crews to overtake could result in disqualification or a time penalty to the offending crew. The final decision is at the discretion of the race umpires. Please also be aware that where possible other river traffic will be stopped during racing, however, the river is not closed to navigation so crews must remain vigilant at all times. This is important especially in the last 2000 metres where the river becomes narrower, the bends become sharp and overtaking can become difficult. As a result we ask only experienced coxswains & steersman are used at this event.

FINISH

At the finish, crews will be marshalled to the landing stage where they will exit the river.

DE-BOATING

The landing stage area can get congested at times. There will be marshals on the landing stage to direct and help crews. You must obey the instructions given by the marshals. Crews are to form an orderly queue and wait their turn to get de-boated, by doing this you will avoid any unnecessary time wasting and get off the water faster. Any crews found to be pushing in or jumping the queue could face an official warning.

Your observation of these instructions is greatly appreciated by the organising committee.

HUNTINGDON BOAT CLUB HEAD OF THE RIVER RACE

SAFETY INSTRUCTIONS FOR COMPETING CREWS

Thank you for your entry to Huntingdon Head of the River Race. Please read the following points. All visiting clubs must brief their crews on these points before race day.

IN AN EMERGENCY

If you see an accident or capsize you must report it immediately to the nearest marshal (all marshals will be equipped with radios and water safety equipment). The safety boats and marshals will take charge of the situation. Crews can give assistance but only if it is absolutely necessary and safe to do so. Do not put yourself or crew in any unnecessary danger. You will be allowed to race again without penalty if you assist any crew in distress.

IN THE EVENT OF A CAPSIZE

During the event there will be marshals on the riverbank and on the safety boats. The bank and boat marshals will be equipped with radios and the relevant water safety equipment. In the event of a capsize generally stay with your boat until help arrives (either from the safety boats or bank marshals). The safety boats and bank marshals will be in attendance during the duration of the racing divisions.

ACCIDENT ON LAND

Kanazawa First Aiders will be on duty throughout the day to give assistance if any accidents occur. They will be situated in the boat/clubhouse area. Any accidents are to be reported to an official from Huntingdon Boat Club. The club can be contacted on (01480) 456963.

EQUIPMENT

All boats and equipment must meet the current BR safety standard as specified by British Rowing. Official BR umpires will be on duty throughout the day to check the boats and equipment. Any boats or equipment failing to meet the required standard will not be allowed to race.

COMPETITORS/VISITING CLUBS RESPONSIBILITIES

All competitors including coxswains must be able to swim a minimum of 100 metres in race kit. All coxswains are to be the correct weight for racing and wear a fully approved life jacket at all times whilst on the water. Coxswains using frontloading boats must be capable of exiting the craft safely in the event of a capsize/accident. All competitors are to wear suitable appropriate clothing that is warm and waterproof enough to last the duration of being on the water (crews can be on the water for up to 1 ½ hours). To help identify crews it is asked that during the race clubs wear your correct club racing kit as stated by British Rowing. Competitors are to ensure they carry enough drink and provisions with them to last the duration of being on the water.

Your observation of these instructions is greatly appreciated by the organising committee



Appendix 6.5

Key: car & trailer parking | boat checking



Huntingdon Boat Club
Riverside Park, Hartford Road, Huntingdon, Cambridgeshire PE29 3RP
Tel: 01480 456963

HUNTINGDON BOAT CLUB HEAD OF THE RIVER RACE

SCHEDULE & TIMINGS

GENERAL TIMINGS

- 08:00: Race control opens for registration.
- 16:00: Full results issued and presentation of prizes to winning crews.

DIVISION TIMINGS

DIVISION 1

- 08:40: Safety launches 1, 2 and 3 set off with marshals prior to crews setting off for start*.
- 08:40: Start Umpire/marshals/time keepers head to start by car.
- 08:40: Marshall point 3 head to church by car.
- 08:45: Crews begin to get boated and set off to start.
- 09:10: Safety launches 4 and 5 follow last crew boat to their positions.
- 09:40: Check course is clear of any river traffic before race starts.
- 09:45: Race starts. Safety boats to follow last crew back collecting marshals on the way *
- 10:30: Race finish (as last crew passes finish and is off the water).
- Division 1 results issued at earliest opportunity following race finish

SHORT COURSE

- 10:40: Safety boats 3 and 4 and marshal 4 move to Short course positions*
- 10:40: Short course Start Umpire/marshals/time keepers head to start by car.
- 10:40: Marshall point 3 head to church by car.
- 10:45: Crews begin to get boated and set off to start of mini head.
- 11:00: Safety launch 5 to position. Marshal 5 to position (on foot)
- 11:10: Check course is clear of any river traffic before race starts.
- 11:15: Race starts. Safety boats to follow last crew back collecting marshals on the way *
- 11:45: Race finish (as last crew passes finish and is off the water).
- Short course results issued at earliest opportunity following race finish

DIVISION 2

- 11:30: Crews begin to boat but stay between club and town bridge.
- 11:45: Start Umpire/marshals/time keepers head to start by car.
- 11:45: Marshall point 3 head to church by car.
- 11:50: Safety launches 1, 2 and 3 set off with marshals prior to crews setting off for start.*
- 11:50: Crews make their way to start after mini head has finished.
- 12:10: Safety launches, 4 and 5 follow last crew boat to their positions with marshals*
- 12:25: Check course is clear of any river traffic before race starts.
- 12:30: Race starts. Safety boats to follow last crew back collecting marshals on the way *
- 13:15: Race finish (as last crew passes finish and is off the water).
- Division 2 results issued at earliest opportunity following race finish

DIVISION 3

- 13:30: Safety launches 1, 2 and 3 set off with marshals prior to crews setting off for start.*
- 13:30: Start Umpire/marshals/time keepers head to start by car.
- 13:30: Marshall point 3 head to church by car.
- 13:40: Crews begin to get boated and set off to start.
- 14:15: Safety launches 4 and 5 follow last crew boat to their positions with marshals*.
- 14:25: Check course is clear of any river traffic before race starts.
- 14:30: Race starts Safety boats to follow last crew back collecting marshals on the way *
- 15:15: Race finish (as last crew passes finish and is off the water).
- Division 3 results issued at earliest opportunity following race finish 16:00: Prize giving

Note*

- Safety boat 2 drops off and collects Marshal point 1
- Short course starter/umpire/Timekeeper by car (Regatta field)
- Marshal 3 travels by car
- Safety boat 4 drops off and collects marshal point 4
- Marshal 5 on foot