



Safety and Emergency Plan for the Remenham Challenge

Year	Revision	Checked	Date
2010	NA	PB	23/10/09
2010	1.1	PB	30/10/09
2011	1.1	PB	12/10/10



1 Event Safety Structure

1.1 Safety Structure

Chairman of the Organising Committee	Paul Baldwin
Chairman of the Race Committee	Tony Reynolds
Chief Umpire	Tony Reynolds
Chief Marshal	Martin Levy
Event Safety Adviser	Paul Baldwin

2 Introduction

2.1 Purpose

This is the combined safety and emergency plan for the Remenham Challenge.

2.2 Reference Documents

British Rowing 'RowSafe: Guide to Good Practice in Rowing'
British Rowing Rules of Racing
PLA Code of Practice for Rowing on the Tidal Thames above Putney

2.3 Scope

This guidance applies to the Remenham Challenge in 2010.

2.4 Definitions

ESA	Event Safety Advisor
RC	Race Controller
CU	Chief Umpire
CM	Chief Marshal
PLA	Port of London Authority
BR	British Rowing

3 Events

3.1 Remenham Challenge 2011

Start Time: 12:30 on Sunday 16 January 2011

3.2 Event Location

The event is run on the tidal River Thames between Chiswick Pier and the Finish Line at London RC.

The scope of safety cover will extend from Barnes Bridge to immediately downriver of Putney Bridge.

3.3 Categories Offered

Whilst this is predominantly an event for eights (Novice, Senior and Veterans), entries from Masters 4x may be accepted if a club is unable to form a composite 8o with another club.

3.4 Pre-inspection

Approximately one hour before the start of the race the CM and ESA will travel over the course to observe river and weather conditions or unusual obstructions. In the event of serious problems, a final decision can be made on appropriate actions such as delayed start or cancellation.

The ESA will assist the RC during the event.

The CM will proceed back to the start, observing and controlling the marshalling area until returning down the course with the final crew.

3.5 Instructions

Marshals, Safety and other officials will be issued with all relevant safety documentation prior to the event. Specific safety and radio information will be issued on the day.

Competitors will receive details of the arrangements and instructions for pre race marshalling,



crossing points and procedure for navigation. Competitors will be advised that marshals' instructions must be obeyed.

NB. There will be a mandatory safety briefing for coxes and steers before the race. Race numbers will be issued at that briefing and without such a number a crew will not be permitted to boat or take part in the event.

3.6 Water Rescue Cover

During the event three rescue craft will on station patrolling areas as identified on the attached 2.2.3 plan in appendix A

Safety support will remain on station for the event, returning behind the last crew to the Putney area, standing down only when instructed by the ESA.

3.7 Extent of Cover

While the rescue crews are there predominantly to provide cover for those involved with the event, cover will extend to any persons who need assistance on water within the area covered by the event.

As part of the emergency plan a number of key locations along the course have been identified for the landing of any casualties. The Grid Reference and Post Code of each location are listed in appendix B. The RC will pass on this information during any emergency call out.

4 Radio Communication

4.1 Network

A radio network consisting of base stations and hand held units will be in operation for the duration of the event.

Race Control will be at Vesta Rowing Club.

The safety boats will have marine radios.

Should there be a radio network failure during the event, rescue personnel, marshals etc will need to use mobile phones or rely on the use of audible whistles/loud hailers as primary means to raise alarm.

5 Emergency Response

5.1 Structured Approach

The CM is in charge of the race start. During the race the CM will remain on the water.

The RCs, based at Race Control during the event, are in charge of the race.

An emergency response structure will be adopted, and use terminology familiar to the emergency services when dealing with major incidents. This will provide ready coordination and communication at the event should the need arise to declare a major incident and call in outside support.

The RC is designated Silver Controller for any incidents during the race. Responsibility for safety rests with all persons involved with the event.

5.2 Waterborne Response procedure

The first observer of any incident should raise the alarm by radio, telephone or through audible/visual means and proceed to take any immediate life-saving measures within their level of competence. NB. That individual should not put themselves at risk thus potentially compounding a problem.

It should not be assumed, however, that others are dealing with an incident just because there are a lot of people about. The site should not be overcrowded, but it should be checked that the incident is being managed. Observers with a radio should listen out and make sure that Race Control is dealing with the incident.



The first radio-equipped race official to arrive at the scene of an incident is to take initial control of the incident and act as Bronze Control until relieved. As soon as immediate life-saving measures are in hand, make sure Race Control has been notified. The initial incident report should briefly include:

- Where.
- What has happened.
- The number of casualties.
- The severity of injuries.
- Any support required.

As soon as an incident is reported, all stations on the radio network are to minimise their traffic. Absolute priority is to be given to Race Control and those responding directly to the incident.

If radio communications fail, Marshals will attract the attention of the rescue craft by whistle/loud hailer and the mobile telephone network.

6 Rescue Craft, Ambulances and Medical Advisor

6.1 Rescue craft.

Only vessels with high levels of free board and stability will be used as rescue craft.

Three rescue craft will be positioned at strategic points along the course with the sole role of providing rescue and first aid for the competitors and support personnel on the river.

They will initially position themselves in accordance with the attached plan, between 30-60 minutes before the start of the event.

The final positions will be defined on the day by the CM and ESA, depending on weather conditions.

In addition to the rescue craft there will be a number of race marshal launches which may be able to offer assistance to competitors in an emergency.

Co-ordination of the craft will be by radio with the ESA/RC and the CU. On the river the umpires can attract the attention of the rescue craft by the use of the Radios. Should there be a failure of the radio network then Marshals will revert to the use of the whistles and sounding of the klaxon and use if necessary mobile phones.

6.2 Medical Adviser.

The ESA will ensure that local hospitals and the London Ambulance Service (LAS) have been informed of the event.

7 Cancellation

7.1 Pre – event

Weather conditions will be monitored prior to the day of the event. If there are significant adverse weather conditions predicted, the organising committee will review the situation, and the possibility of cancelling the event will be decided upon. The decision will be posted on the Remenham Challenge Website (<http://remenhamclub.co.uk/remenham-challenge/>) and if sufficient time is available an Email will be issued.

7.2 Pre – Start

The CM and ESA will travel the course before the start to observe river and weather conditions. In the event of any significant problems, they will decide whether to delay the start or abandon the race



If due to significant problems the race has to be abandoned before the start, the marshals positioned at the main boating points at Putney will be contacted either by radio or mobile phones and instructed to prevent any further access to the river.

Boats already on water will be instructed to return to their boating points and will be marshalled into the most sheltered shore in order to clear the river.

7.3 During the Race

The RC will be monitoring water and weather conditions throughout the race and advise the CU of any significant deterioration on any reach of the course.

If the event has started, it will only be abandoned on instructions from the CM in consultation with the ESA/CU/RC.

The instruction will be issued over the Radio network through Race Control:
"RACE ABANDONED, RACE ABANDONED, RACE ABANDONED".

From that time strict radio silence must be maintained unless a response is requested or an immediate safety response is required.

Marshals will immediately instruct the crews in their vicinity to STOP. This will be maintained until every crew has stopped. Care must be taken that any crews coming downstream - especially if they are still racing - do not interfere with other crews still moving who may not have reacted as quickly.

ALL CREWS TO BE HELD UNTIL INSTRUCTED OTHERWISE (Unless there is an immediate safety concern in which case the Marshal in the vicinity will manage the situation, and contact the CM and seek advice and assistance).

Once the cause of abandonment has been ascertained the following evacuation process will be implemented, subject to:

- a) In the case of an obstruction, weather conditions or other difficulty putting one or more Divisions at greater risk than others, those Divisions will be dispersed first - using the same general approach as set out below if safe to do so.
- b) In the case of unforeseen circumstances which render the plan below inappropriate the CM will determine the appropriate course of events and communicate to the marshals to manage.
- c) If there is an obstruction downstream of the marshalling area, requiring a detour past it, the CM will re-locate enough marshals' and umpires' launches to direct any previously racing, or returning crews before ordering the dispersal.
- d) The CU/CM may, as an alternative, order a suspension of racing, but this should not normally last more than 10 minutes before abandonment is declared or normal marshalling/racing resumes.
- e) Given the possibility of injury and a need to land crews quickly, the areas around the Barnes and Chiswick clubs should be kept as clear as possible.

Returning Crews

Normal post-Race navigation rules and procedures will apply in the absence of instructions to the contrary. If crews coming down the course are told to stay on the Surrey bank, it must be stressed to them that any returning crews or those not involved in the event coming upriver from Putney must be allowed to pass on their starboard side. The CM will instruct as many marshals' launches as possible to take up position between the lines of crews and keep them apart. Drivers are requested to assist marshals in a lookout capacity.



Appendix A

2.2.3 Plan



Appendix B

Ambulance Access

Ordnance Survey National Grid Reference

Access Point	Key	Post Code	OS Grid Reference
Quintin Boat House	A1	W4 3UJ	TQ201765
Tideway Scullers School	A2	W4 2SH	TQ204766
Civil Service BC	A3	W4 2SH	TQ213763
Small Profit Dock	A4	SW13 9QG	TQ216768
Chiswick Pier	A5	W4 2UG	TQ215773
Auriol Kensington RC	A6	W9 9DJ	TQ229782
Embankment Putney	A7	SW15 1LB	TQ236760



Appendix C

British Rowing Audit

		Yes	No	N/A
1.0	Water Safety Adviser and Welfare Officer			
1.1	Has a person been appointed to act as Water Safety Adviser for the event as required by the ARA?	X		
1.2	Is the Water Safety Adviser a member of the Organising Committee?	X		
1.3	Is Water Safety a regular item at each meeting of the Organising Committee?	X		
1.4	Has a Welfare Officer been appointed (see SPCG 11 - Guidelines for rowing competitions - includes competition safeguarding checklist)?	X		
1.5	Is the Welfare Officer a member of the Organising Committee?	X		
1.6	Is Welfare and Safeguarding a regular item at each meeting of the Organising Committee?	X		
1.7	Is Water Safety part of the event review?	X		
1.8	Is Welfare and Safeguarding part of the event review?	X		

2.0	Risk Assessment			
2.1	Has a Risk Assessment been undertaken covering situations on both land and water including the welfare and safeguarding of juniors or vulnerable adults?	X		
	Does the Risk Assessment incorporate welfare and safeguarding issues	X		
2.2	Is the nature of the course taken into account including the start and finish area, the room for crews to overtake over the majority of the course and room to accommodate other water users or crews not racing	X		
2.3	Is the Risk Assessment reviewed after each event taking account of previous incidents, changes to the course or new hazards?	X		

3.0	Safety Plan			
3.1	Has a Safety Plan been formulated, based on your Risk Assessment?	X		
3.2	Does the Safety Plan incorporate welfare issues, or has a separate Welfare Plan been formulated (see SPCG 11 – Guidelines for rowing competitions)?	X		
3.3	Does the Safety Plan cover the decision making process for cancellation due to inclement conditions, rules applying to the event, communications, medical and first aid, the start and finish, Race Monitors/Umpires, instructions to officials and	X		



competitors, emergency vehicle access and an Accident and Emergency Action Plan?				
		Yes	No	N/A
3.4	Has the Safety Plan been shown to the police, water authority, ambulance service, life saving and first aid organisations to confirm that the event can take place under safe conditions for both competitors and the general public.	X		
3.5	Do you ensure that officials, safety boat crews, umpires, first aiders and medical officer are fully briefed about your Accident and Emergency Action Plan?	X		

4.0 First Aid				
4.1	Do you provide first aid cover?		X	
4.2	Do you appoint a Medical Adviser to ensure that all medical aspects, recovery and first aid are put in place?	X		
4.3	Do you ensure that competitors, supporters and the general public know where to obtain first aid?	X		
4.4	Do you have a medically qualified doctor on site to provide general medical support and advice?		X	
4.5	Do you have a method of communication to summon first aid to an accident?	X		

5.0 Safety boats				
5.1	Do you provide safety boats suitable for the task in sufficient numbers to provide rapid response?	X		
5.2	Are the crews of your safety boats competent in boat handling and rescue techniques (preferably trained to RYA Powerboat Level 2)?	X		
5.3	Do your safety boats carry buoyancy aids, line throwing equipment, thermal blankets, first aid equipment, bailer, knife, paddle, engine cut-out lanyard device, anchor and line and simple hand holds fixed to the side?	X		
5.4	Are the crews in radio contact with Event Control?	X		
5.5	Do you provide lifejackets/buoyancy aids for all safety boat crews on duty? THEY WILL HAVE THEIR OWN		X	

6.0 Umpires launches				
6.1	Do your Umpires' launches carry buoyancy aids, line throwing equipment, thermal blankets and first aid equipment?	X		
		Yes	No	N/A
6.2	Do you provide lifejackets/buoyancy aids for all Launch Umpires when on duty?	X		



6.3	Do you instruct your Umpires that in the event of an accident their first duty is to the safety of the competitor?	X			
6.4	Do you provide Launch Umpires with radio communication and loudhailers?	X			

7.0	Bank Umpiring:				
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7.1	Where practical do you provide your Bank Umpires with line throwing equipment?				X
7.2	Do you provide radio communication and loudhailers for Bank Umpires?				X

8.0	Race Monitors in Processional Races				
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8.1	Do you appoint sufficient Race Monitors so that between them they can observe the full course?	X			
8.2	Do you place Race Monitors in positions where there are tight bends, narrow passages that prevent overtaking, or where special care needs to be taken?	X			
8.3	Do you provide Race Monitors with radio communication and loud hailers?	X			



9.0	Instructions to Officials and Competitors				
9.1	Do you provide officials and competitors with instructions which include local racing rules, navigation rules, flow pattern and identification of local hazards together with a plan of the course illustrating these features?	X			
9.2	Do you advise competitors of the actions they should take in the event of an accident together with emergency telephone numbers and the location of the nearest telephone?	X			
9.3	Do you provide officials with specific instructions regarding their particular duty?	X			
9.4	Do you instruct course officials and safety launch crews to be in position prior to crews boating?	X			

10.0	Control Commission			
10.1	Do you have a system in place to check competitors boats comply with the 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?	X		
		Yes	No	N/A

11.0	Signposting			
11.1	Where required do you display warning notices of the event to other water users and the actions they should take?			X
11.2	Where practical do you clearly buoy the racing course and traffic lanes for other passing river users as required by the local navigation or harbour authority?			X

Further Notes

14 October 2010



Appendix D

Risk Assessment



REMENHAM CHALLENGE

RISK ASSESSMENT

ITEM	HAZARD	S	L	R	CONTROL	RRR	MONITOR
COLLISION							
A	River Traffic	3	3	9	PLA to be informed in writing. ESA to notify London VTS. Safety Instructions and diagrams to illustrate Circulation Pattern. Marshals to inform river traffic of race in progress. Marshals at either end of the course to alert river traffic they are entering a race zone Inform Tideway rowing and non-rowing clubs a few days before the event	6	Marshals, Observers
B	Between boats	3	2	6	Safety Instructions and diagrams to illustrate Circulation Pattern. Mandatory safety briefing for all coxes and steers of crews. Observers and Marshals to ensure that it is followed.	4	Marshals, Observers
C	Collisions with stationary objects / obstructions	3	2	6	Safety Instructions and diagrams to illustrate hazards. Marshals and Observers positioned to manage these (see F to O below)	4	Marshals, Observers
D	Collision with other craft during marshalling	2	3	6	Marshalling instructions included with Safety Instructions. Marshals in the marshalling area to ensure that they are followed.	4	Marshals
E	Collision with debris	3	1	3	Chief Marshal to check course prior to start. All Safety Launch Crews, Marshals, Observers to inform Race Control of hazard.	3	Race Control, Safety Launch Crews, Marshals, Observers, ESA.
F	Other traffic coming downriver through Barnes Bridge	3	2	6	Starter: Ensure that they know their duties and positions	3	Marshals, Observers
G	The Chiswick Steps crossing and lane separation.	3	2	6	Marshal: Ensure that they know their duties and positions	3	Marshals, Observers
H	Chiswick Pier and moorings	3	2	6	Marshal: Ensure that they know their duties and positions	3	Marshals, Observers
I	Crossing to & from	3	2	6	Marshal: Ensure that they know their duties and positions	3	Marshals, Observers



	Sons & Latymer; lane separation						
J	Hammersmith Pier and moorings	3	2	6	Marshal: Ensure that they know their duties and positions	3	Marshals, Observers
K	St Paul's ramp; lane separation; crossing to & from AK and Furnivall	3	2	6	Marshal: Ensure that they know their duties and positions	3	Marshals, Observers
L	Hammersmith Bridge piers; bridge transit; lane separation.	3	2	6	Marshal: Ensure that they know their duties and positions	3	Marshals, Observers
M	Black Buoy/Moored boats at Putney	3	2	6	Marshal: Ensure that they know their duties and positions	3	Marshals, Observers
N	Finish zone; lane separation.	3	2	6	Marshal: Ensure that they know their duties and positions	3	Marshals, Observers
CAPSIZE / SINKING							
A	From wake of other craft	3	1	3	All Safety Launch Crews, Marshals, Observers to inform non-participating craft of event and inform Race Control of hazard. Safety Launch Crews, Marshals, Observers to move at high speed only in emergency situations.	2	Race Control, Safety Launch Crews, Marshals, Observers, ESA.
B	From Collision with other river users	3	2	6	As above. Ensure powered vessels turn off engines if person in water near propellers	4	Race Control, Safety Launch Crews, Marshals, Observers, ESA.
C	During retrieval of persons from water	3	2	6	Marshals and Observers to direct trained Safety Launch Crews to incidents where possible. Rescue craft to have enough freeboard/buoyancy and capacity to prevent swamping/overturning during rescue. Prescribed rescue/retrieval techniques. Minimum 2 rescue personnel per craft.	4	Race Control, Safety Launch Crews, Marshals, Observers, ESA.
DROWNING							
A	Unintended immersion in river	3	3	9	Personnel involved with water elements of event must be able to swim, and wear a buoyancy aid (excluding competitors, but not coxes) 3 rescue craft to provide cover in event of water borne incident. Rescue craft to hold a least 5 casualties.	6	All personnel



HYPOTHERMIA							
A	Immersion	3	3	9	Safety launch personnel trained to understand and identify hypothermia. Safety launches to carry thermal/foil blankets. All wet participants to be taken inside as soon as possible.	6	Safety Launch Crews, Marshals, Observers, ESA.
B	Cold weather	2	3	6	All personnel to wear/carry adequate layered clothing	4	All personnel
INJURIES/MEDICAL EMERGENCIES							
A	Accidents resulting in injuries to Competitors, Support personnel and Spectators	3	2	6	First aid in 3 safety launches. Radio net encompassing safety launches, observers, marshals, Race Control and ESA.	4	Safety Launch Crews, Marshals, Observers, ESA.
B	Medical emergencies while afloat	3	2	6	As above	4	As above
BLOCKED ACCESS ROUTES							
A	Delay for emergency service/first aid reaching casualty	3	1	3	Entry restricted to 60 to minimise congestion around host clubs and at start, finish, etc.	3	ESA
ADVERSE WEATHER							
A	Wind against tide. High winds, Poor visibility	3	3	9	ESA to delay start, shorten course, exclude some classes of entrant, cancel event as appropriate.	6	Race Control, Chief Marshall, Chief Umpire, ESA
B	Lightening	3	1	3	In the event of lightening, Race Control will monitor the gap between visible lightening strike and the sound of thunder from the strike and advise the Chief Umpire, Chief Marshal and ESA accordingly so that any suspension of racing can be determined.	3	Race Control, ESA
ENVIROMENTAL CONCERNS							
A	Pollution Spill in River	1	1	1	ESA to cancel event if dangerous for competitors/ officials to be immersed in river water	6	ESA
LAND BASED RISKS							
A	Person/vehicle collision	3	1	3	Cannot mitigate. Event miniscule compared to normal London traffic and dispersed with most competitors not travelling by road.	3	
B	Spectators falling in river	3	1	3	Cannot mitigate. Spectators outnumbered many times over by Sunday promenaders.	3	



FAILURE OF COMMUNICATIONS							
A	Inability to communicate readily to summon assistance	2	2	4	All radios to be tested the day before use and on the day prior to the start of racing. Spare batteries to be checked for output and available for all radios. Base station to be at Race Control. Race Control has radio channel priority at all times. Safety Plan includes procedure to be adopted if there is a communication failure.	4	Race Control, Marshals, Observers and Safety Launch Crews
SAFE GUARDING AND PROTECTING CHILDREN							
A	Juniors exposed to situations which may put at risk their welfare	3	1	3	Race Committee to implement a 'Safeguarding and Protecting Children Policy' ("the Policy") and appoint a Welfare Officer to implement and enforce it (the Policy to be prominently displayed at the event). None of the officials or volunteers working at the Regatta will be juniors and so the only juniors present as part of the event will be competitors; they will all be under the supervision of their rowing masters or coaches and will at no time be under the personal supervision of any Regatta official.	3	Vigilance of all event officials and presence of the Welfare Officer to be a point of contact for any juniors who may feel at risk

This risk assessment forms part of the safety documentation. It is a planning tool which helps to identify Hazards (potential for harm) and Risk (likelihood of occurrence).

A simple 3x3 matrix has been used. S = Severity (max score 3). F (L) = Frequency of occurrence (3=Frequent). R = Risk Rating = SxL. Levels > 6 are unacceptable and must have some controls placed on them, resulting in a (subjectively assessed) RRR = Resultant Risk Rating.

An RRR of 6 will need strict compliance and monitoring of the safety plan by those identified.
An RRR of 4 or less will be seen as adequately controlled if the safety plan is complied with.