

University Novice Race Day hosted by Liverpool University Boat Club Sunday 8th December 2024

EVENT SAFETY PLAN

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1. Introduction

This Race Safety Plan identifies the risks involved in the University Novice Race Day and outlines the procedures to be adopted by the organisers and competitors to limit such risks.

University Novice Race Day is hosted by Liverpool University Boat Club at Runcorn Rowing Club on the Sutton Weaver Navigation.

The event is a Head Race (or time trial) for racing boats with sliding seats over two divisions. The course is 1,000 metres. The start line can be noted as the jetty downriver of the Sutton Weaver Swing Bridge. Boats will start at short intervals approximately 10-15 seconds apart. The finish line is approximately 30 metres from the Runcorn Rowing Club boat shed. The boat with the fastest time in each class will be deemed the winner.

Although other river traffic is likely to be very limited during the day, please note that the Sutton Weaver Navigation is an open waterway, with other users also having right of passage where direction of travel is not compelled. At this time of the year, there should be limited other river craft. Other regular users of the river will be notified that this event is taking place.

This event will be run according to the British Rowing Row Safe guidance. All competitors must make themselves aware of, and abide by, the British Rowing Rules and the Local Rules issued by Runcorn Rowing Club.

The Canal and River Trust are the navigation authority for the Sutton Weaver Navigation Canal.

2. Event Organisation

This event is organised by Liverpool University Boat Club, with grateful support from Runcorn Rowing Club. For all communications, please email livunibc@gmail.com. For all urgent enquiries, please phone Robert Harris 07393 293556, or Ellie Hammond 07494 797693.

The Race Committee:

Role	Name
Chair of Organising Committee	Robert Harris
Event Secretary	Lauren Ferrie
Event Treasurer	Jack McLaughlin
Volunteer Coordinator / Site Manager	Ellie Hammond
Medical Officer	Robert Harris / Roger Franks
Event Safety Advisor	Ryan Joseph
Publicity Officer	Nancy Ryan
Landing Stage Marshall	Katie Bellhouse and Hector Glover
Chairman of Race Officials	Roger Franks
Crew Entries / Reception	Phebe Middleton and Harvey Alcock

3. Club and Competitor Responsibilities

- a. **Equipment.** All clubs must ensure that the equipment used to race is safe and satisfies British Rowing 'Row Safe' guidance and the Rules of Racing. The Race Committee reserves the right to refuse the use of unsafe equipment.
- b. **Adaptive Rowing.** The event is open to adaptive rowers, and it is the responsibility of the entrant or a representative to inform the Chair of the Organising Committee two weeks prior to the race of anything that may affect safeguarding and the entrant's ability to compete safely. At the time of writing, there are no adaptive rowers due to take part.
- c. **Course Plan.** All competitors must familiarise themselves with the course plan included with the 'Information for Competitors' document. The local hazards and river rules must be always observed. A full plan of the river is on display in the boathouse.
- d. **Lifejackets.** All coxswains must wear a lifejacket or buoyancy aid when on the water. Auto-inflating life jackets or buoyancy aids must not be worn in bow-loaded boats.
- e. **Clothing.** This is a short-distance rowing event held in late-Autumn and crews must be appropriately well-dressed during the event, particularly during marshalling periods. Crews not deemed suitably well-dressed by the Race Committee will not be allowed to race. Please spend a moment to read the following British Rowing Guidance "Not Getting Cold at Heads": [Safety Alert – Not Getting Cold at Heads | British Rowing](#)
- f. **Ability to swim.** Clubs must ensure that its rowing competitors are able to swim at least 50 metres clothed.
- g. **Capsize.** Clubs should ensure that their members are trained in capsize drill. Crews should know that they must climb onto their boat (to get out of the water as much as possible) in the event of a capsize while waiting for assistance from safety launches. Only if competitors are able to do so and where the riverbanks are not steep, crew members should attempt to reach the riverbank using the hull of the boat for buoyancy.
- h. **Fitness for competition.** It is the responsibility of the Captain, Coach or person making the entries to ensure that competitors are competent to complete the course without putting themselves at risk. The Race Committee reserves the right to refuse to allow any competitor to race if they feel that a competitor is not competent.
- i. **Communication.** A representative of racing crews must make the officials aware of any communication problems that may occur during the event. This might be the fact that English is a second language, or it may take the form of a physical / mental disability (see Adaptive Rowing.)
- j. **Access.** Ensure that all roadways and access routes to the RRC boathouse are always kept clear. Wet surfaces can be slippery. Please take due care. Competitors, coaches, and spectators are specifically reminded that persons using the river or tow path do so at their own risk and are solely responsible for their own safety.
- k. **Report all accidents and 'near misses'** to the Water Safety Office at Race Control who will report all incidents to British Rowing at [British Rowing Incident Reporting](#). If there are any doubts as to reporting, you are encouraged to log a report via the link above.

4. Rules applying to the Event

- a. The event is a head race run under British Rowing Rules of Racing and the associated British Rowing 'Rowsafe' code, timed over 1,000 metres between Sutton Bridge and the Finish Line approximately 30m upstream of Runcorn Rowing Club boat house.

- b. Entries are restricted to racing Eights, coxed quads and coxed fours. (See Event poster)
- c. Quads must be coxed. All boats must have backstays in (at least) the bow seat. This is a requirement for safety reasons.
- d. There will be two divisions, one starting at 11am (Morning Division), and the second division at 2pm (Afternoon Division).
- e. All crews must carry their allocated number plainly visible on the back of the bowperson and the back of the coxswain (if the boat is not bow-loaded).
- f. Crews should boat in good time, to be ready at the start for their race.
- g. Crews must obey the directions of the start marshals and umpires. Crews not obeying rules as laid down by the race committee, the umpires or marshals may be given a time penalty or disqualified.
- h. Muster locations at the start will be clearly briefed at the coxes briefing.
- i. Competitors must be UK residents who are resident in this country for more than six months in a year. This is a condition of British Rowing Insurance.

5. Rules of Navigation

Crews shall proceed to the start on the starboard side of the river (the cox's right, or scullers left), and race downstream on the starboard side (the cox's right, or scullers left) except when overtaking a slower crew. NORMAL COLLISION AVOIDANCE REGULATIONS WILL APPLY.

- a. At the Finish, crews must proceed past the finish line under guidance from the Race Marshalls, and continue to proceed downstream past Runcorn Rowing Club to the wooden landing stages.
- b. Returning at the landing stage, crews must disembark and remove their equipment expediently to allow a safe area for following crews.

6. Weather Conditions

- a. The course in some locations is subject to the effects of wind. Conditions on the day will be assessed by the Race Committee, in consultation with the Safety Adviser who will determine appropriate action:
 - i. To run the event in full.
 - ii. To cancel the whole event.
 - iii. To tolerate additional warm clothing in preference to normal club race attire.
- b. Should any cancellations be made, competitors will be notified as soon as practicable. Race numbers of crews affected will not be issued and Stage Marshals will prevent embarkation.

7. Communications

- a. **Mobile Radios.** Radio communication will be between Race Control, Race Umpires, Starter, Start Marshals, Stage Marshals, and the Finish Marshal who will be assigned a specific call sign. Where necessary, radios may be supplemented using mobile phones. In the event of an emergency the nearest official will call 'Pan, Pan' and all other stations will observe radio silence.
- b. **Megaphones.** These will be in use by race officials and safety launches as required.
- c. **Telephones.** Race Control will summon Emergency Services if required.
- d. **Emergency Telephone Numbers.** A list is included in this document. A copy is also held at Race Control.

8. Medical and First Aid

- a. The **Safety Adviser** for the event is Ryan Joseph.
- b. Any **Safety Incident** occurring during the competition must be reported immediately to the Safety Advisor. Full details of the incident will be recorded and reviewed by the organising committee following the event and reported to British Rowing at [British Rowing Incident Reporting](#).
- c. **First Aid** cover will be provided by First-Aiders who will be situated at the start, at the finish and at the club house.
- d. **Accidents and Emergencies** will be taken to Warrington General Hospital, Lovely Lane, Warrington, WA5 1QG. (see Emergency Numbers)

9. Emergency Action Plans

- a. **Accidents on the water.** In the event of a competitor being injured, capsizing, or becoming ill whilst rowing, the quickest means of rescue and access to the emergency services will be achieved by safety launch. There will be three launches positioned along the course. The access points to the river are at the landing stage, which will be cleared by the Landing Stage Marshal, and at the finish line by Sutton Bridge.
- b. **Emergencies.** In an emergency, the safety launches will have priority over all other traffic.
- c. **Evacuation Procedure.** In the event of the boathouse area being evacuated due to fire or other major incident, all competitors, spectators, and members will make way to the Assembly Point under the direction of the Chair of the Organising Committee. The Safety Advisor or Senior Committee Member will give clearance once it is safe to do so. Liverpool University Boat Club committee members will ensure the access road is clear for emergency vehicles and guide them to the site. Crews on the water will proceed downstream to the clubhouse to disembark at the landing stage unless instructed to do otherwise.
- d. **Accidents on land.** This area will be monitored by the Stage Marshals. Any further help can be summoned via Race Control.
- e. **Accidents in the Start Marshalling Area.** In the event of an incident all recovery is to be made using the safety launches.

10. Safety Launches

- a. All safety launch crew members and passengers will wear Lifejackets or Buoyancy Aids.
- b. The launch drivers will hold a minimum of RYA Level II Certificate and a complete rescue kit, in accordance with British Rowing 'Row Safe' guidance.
- c. There will be three launches. All launches will be in contact with each other, the Umpires and Race Control.
- d. Launch drivers shall ensure that competitors are not put at risk by their actions. In the event of an emergency on the river, launches have right of way over all other traffic, including the race in progress. If a race is in progress the competitors shall be warned using an audible sound, to give them a chance to provide clear passage to the safety launch.
- e. Launches should be prepared and alert with engines running during the competition. This is to facilitate a timely rescue in the event of capsize.
- f. The launches will carry out the following duties:
 - i. Patrol river prior to racing to clear debris and look out for unforeseen hazards.

ii. Warn officials and crews of any dangers that arise before or during the race.

iii. Carry out rescue in the case of competitors getting into difficulty.

11. Marshals

- a. Stage Marshals will be on duty to control the embarkation and landing of competitors' boats. They will also carry out a safety inspection of the equipment of embarking crews, looking at:
 - heel restraints,
 - bow balls,
 - buoyancy compartments,
 - canvasses,
 - rudder lines,
 - general fixings and
 - adequacy of warm clothing
- b. Boats that are unsafe or improperly equipped will not be allowed to race. Stage marshals will also ensure that all coxes are wearing lifejackets or buoyancy aids.
- c. Race Marshals (3 – minimum with radios) will be positioned to provide line-of-sight coverage along the course (see plan). Prior to racing the race marshals will assess the condition of the course and advise race control of any unsuitable racing conditions. Any deterioration in the weather or stream conditions during the race will also be reported.

12. Emergency Telephone Numbers

Chair of Race Committee	Robert Harris 07393 293556
Event Safety Officer	Ryan Joseph 07985 673200
Chairman of Race Officials	Roger Franks 07802 394619
Site Manager	Ellie Hammond 07494 797693

● Emergency Services

Police, Fire or Ambulance	999
Police Non-Emergency	101
Warrington General Hospital	01925 635911
United Utilities (water supply)	0845 746 2200
Scottish Power (electricity)	0845 272 2424
Environmental Agency (river pollution)	0800 807060

Canal and River Trust - Floodline

<https://canalrivertrust.org.uk/enjoy-the-waterways/boating/go-boating/planning-your-boat-trip/water-level-and-strong-stream-warnings>

Appendix 1 - Welfare Plan.

This 'Welfare Plan' is related to the risks, to the type of event (i.e., a 2-division Head Race in early autumn), to the size of the event, and to the age profile of the competitors (solely university students in their novice year of rowing). Therefore, upon entry to LUBC Novice Eights Head, all participants will be over the age of eighteen. If this is not the case, please email the Chair of the Organising Committee to discuss the situation.

1. Welfare Reporting Structure

- The first point of contact for any concerns or allegations should be Liverpool University Boat Club's President who will be the Chair of the Organising Committee for this event. He will be on site all day. He can be contacted via any official, via Race Control or via the Event Registration Desk in the clubhouse.
- Notices on how to contact the Chair of the Organising Committee will be displayed in the boating area all day.
- The Chair of the Organising Committee can be contacted as shown above, or via Race Control in person, or by radio, regarding a welfare issue.
- A matter may be reported to police as recommended in BR Safeguarding policy.

2. Code of Conduct

- All participants and coaches abide by the Rules of the competition and by good sportsmanship, as required in the British Rowing Rules of Racing. There are penalties for such matters as foul language and conduct that is unfair to other competitors.
- All competitors, coaches and supporters are required to bear in mind that this is an amateur event with no significant prizes, and that participants must show respect for others in the Event, whether competitors, officials, or spectators.

3. Medical cover

- Medical cover is provided for the whole of the event between 08.00 and 18.00 by the First Aid team, not just when races are taking place. All competitors and officials will have departed by 18.00.
- The First Aid team (and Race Control) will have contact numbers for the local hospital (as shown above in the Event Safety Plan) or doctors' clinic. In an emergency, participants can always contact **999**. This information will be made available on the same poster as the Club Welfare Officer details.

4. Procedure for Missing Participants

- Any missing participants should be reported to Race Control, the Chair of the Organising Committee or the Club Welfare Officer. If urgent, contact any official, such as Crew Call or Control Commission.
- The Chair of the Organising Committee will be kept informed through Race Control.
- Race Control, who hold emergency mobile numbers for the person responsible for each crew, will use that mobile phone number (ex-BROE) (or if not responding, send a marshal to the club's trailer or crew bus) to contact team manager/crew coach, if an athlete has had an accident.
- Further action on missing persons will be considered jointly between Race Control, the person's team manager/crew coach (and the CWO if appropriate) on a case-by-case basis. If necessary, missing persons will be reported to the police.
- This Welfare Plan recognises that with a short head race-style event where no crew will travel beyond two kilometres from Runcorn Rowing Club, there aren't any facilities within the distance of the course that might attract a participant away from their fellow crew members, the river and Runcorn RC.

5. DBS (Disclosure and Barring Services) Checks.

- As stated in part one, there will be no competitors under the age of eighteen racing during the entire course of the day. DBS checks are therefore not necessary.

6. Photography

It is not possible to ban photography at the event.

- This event takes place along approximately two kilometres of publicly accessible river, and both Runcorn RC and all the car / trailer parking areas are accessible to the public.
- However, the car and trailer parking areas are in a predominantly industrial area separated from most local housing by expressways, motorways and rivers, and 2 miles from the nearest town.
- The course for the Head races is through isolated countryside, with very limited access (predominantly footpaths across farmland, with no roads close to the river). The only exceptions are:
 - i. the busy A56 main road crossing near the Finish, and
 - ii. 100 metres of the busy and narrow A557 at its junction with the A56 at Sutton Bridge.
- The Organising Committee will consider the advice given in BR Welfare Guidance document WG 5.1 and will brief volunteers on how to respond to any 'inappropriate photography' they may witness.

Appendix 2 - Emergency Response Plan / Incident Response Plan

- The key to a successful response to an incident or an emergency is to have effective communication.
- All race officials and land-based team leaders who need to respond to incidents or emergencies have 2-way radios on the same safety channel (Channel 1) as Race Control and the safety boats. Land based team leaders may need to switch from (land admin.) Channel 2 to (safety) Channel 1.
- Officials should be **clear** and **concise** in radio messages. Full details can be recorded, then passed on later for Incident Report logging. The essentials of radio communication are shown on the 'Aide Memoire' (aka Reminder Tag) available to all radio users when a radio is issued:

BASIC 2-WAY RADIO PROTOCOL

1. **LISTEN** – Make sure no-one else is transmitting before you press your 'transmit' button.
2. Try not to use people's names on the radio, e.g., ask for 'Starter' rather than Fred Bloggs, start with: -
 "(their position) (their position) this is (your position)" (e.g.: "Finish, Finish, this is Start;"")
3. Then carry on with your message, as briefly as possible, and at the end of your message use:
 OVER - for I require a reply/response
 OUT - for I don't require a reply/response
4. If someone calls you without a message, then respond with:
 "(their position) this is (your position); receiving, over." (e.g., "Start this is Pomona, receiving, over")
5. If there is an emergency, e.g., a crew in the water, then announce **"PAN, PAN; Safety boat wanted at (location)"**
 and then everyone else (except a safety boat confirming they are on the way) should keep silent till the originator of the 'PAN, PAN' emergency message declares the emergency is finished.

- In the event of an accident, the first duty is to the safety of the competitor, or anyone in difficulty.
- If Race Monitors can do so, they should help at an incident directly (e., using megaphone and throwlines), abandoning the supervision of racing.
- Race Monitors or Umpires should warn passing crews of any new hazards or problems further along the course, using their loudhailers.
- If a race is being started and an incident is declared further down the course, then Start team should hold any further crews back, in the start marshalling area, till the course is clear.
- People who have been rescued should be taken by safety launch to the First Aid team at Runcorn RC.
- If they need attention quickly, safety launches have First Aid kits, or the First Aider at the Start or Finish may be able to help. If an ambulance is required, Race Control can phone for one to meet the safety launch at Sutton Bridge.
- **Land-based Incidents** should be controlled initially by those finding the incident, until the Safety Adviser and/or the First Aid team take over responsibility. Team leaders on land can:
 - use 2-way radios (Channel 1), or
 - use mobile phone to Race Control on 07393 293556 or 07802 394619, or

- send a runner to Race Control.
- The public address system and land-based marshals will be used to assist in controlling competitors in the event of any land-based emergency.
- Note the procedure for a **gas escape from Inovyn**, in the appendices below. We have not had such an emergency in the last 20 years, but if there is, then the site falls under Inovyn & Cheshire Police control, and people should stay under cover till given the **All Clear**.
- There are further details for various emergencies during the different phases of the event, and considerations of the risks and appropriate response, in the **Event Risk Assessment**.
- Full details of the incident or emergency should be recorded and input to British Rowing's online incident system, or communicated to the Race Committee (umpires), so they can log the incident.

Appendix 3 - Abandonment Plan for the Event

- The Event plans to provide a safe environment, in accordance with British Rowing's "Row Safe" code and the Rules of Racing.
- Competitors, coaches, and clubs are specifically reminded that every person attending the event, including those competing, officiating, or spectating is personally responsible for:
 - their own safety.
 - the strict observance of any circulation pattern and British Rowing's 'Row Safe'
 - deciding, together with their coaches, whether they are competent to compete in the weather, stream, or surface conditions as they find them on the day; and reviewing if their clothing will be suitable for the conditions.
- The measures taken to abandon the event will differ, depending on the stage the event has reached at the time an abandonment is being considered.
 - If **several days before** the event, emails, phone calls to club contacts, tweets, text messages and notices on the <https://www.livunibc.com/> website will be used to cancel the event.
 - If **hours before** the event, the same methods will be used, but the emphasis will be on phone calls.
 - If **before the boats are on the water** (e.g., following the Event Water Safety Advisor's course inspection) then the abandonment will be notified either at the coxes & steerer's safety meeting, or by Public Address announcement and land marshals' loudhailers. Note that 'Plan B' may be implemented as an alternative, following consultation by the Race Committee with club coaches, or a reduction in scope of the event (excluding smaller boats, smaller or younger people, less experienced people, or shortening the course) may still be an option, as outlined in the Risk Assessment.
 - If **after the boats are put on the water**, Race Control will contact race officials' radios to abandon the event, and Race Monitors' loudhailers to communicate the decision to the crews. If the cause of abandonment is rough water or windy conditions on certain parts of the course, race monitors will hold crews back in sheltered parts of the course (e.g., near the waterfall at Catton Hall) and safety boats will escort crews in small batches, through the bad water, back to the landing stages.
- The event may also be abandoned **after Division 1 has raced, but before Division 2** has taken place (or been completed). The second division has been cancelled twice in 10 years, due to a change in the weather. All competitors were supervised back to the Clubhouse.
- The Safety Advisor and the Race Committee will make their assessment, with Race Control and the Chair of the Organising Committee (as appropriate). The assessment will be based on fixed and variable aspects of the event, such as Age, Experience / Category, coxed or coxless, Front-Loader or rear-coxed, wind strength, direction, and consistency (steady or gusts? increasing or reducing?), short term local weather forecasts, temperature, precipitation (hail? lightning?), shelter on the course, water conditions and flow, and other external factors.
- Some of the factors leading to abandonment are considered in more detail in the **Risk Assessment**.

Appendix 4 - 'Plan B' (i.e., an Alternative Plan to run the Event).

1. Cancellation.

If there is a failure in any part of the planned safety arrangements, then the event may be abandoned, postponed to a later date, or altered, depending on what aspect has failed.

- In the event of the **large-scale** loss of
 - safety boat cover,
 - RMMU support (such as insufficient umpires, or marshals / monitors),
 - medical cover, or
 - communications breakdown (radios),then racing will be cancelled or shortened to reduce risks unless alternative cover can be arranged at short notice.
- See Appendix 3, Abandonment Plan, above.

Appendix 5 - Prevention of Road, & Road-v-Boat Traffic Accidents

1. Introduction

The Novice Eights Head Race will occupy:

- the lower half of Cholmondeley Road, west of the junction with Cow Hey and Clifton Lanes.
- The Inovyn Contractors' (or overspill or Lagoon) car park at the junction of these roads.

The road between the M56 Jct12 / A557 Clifton Roundabout, and the gate to Inovyn works is called Cow Hey Lane. This must be kept clear, as it is used 24 hours a day, 7 days a week, by frequent chemical tanker lorries.

Traffic Marshals will control the parking and traffic movements around the Regatta site. Traffic Marshals will wear YELLOW high visibility jackets.

Boat movements between trailers, boat assembly areas and landing stages will be controlled by Crew Call Team.

2. Procedures

2.1 'No Parking' cones/notices/traffic-marshals will be used to prevent car etc. parking on

- Cow Hey Lane,
- Clifton Lane
- Cholmondeley Road north of the junction.

2.2 Parking for

- large coaches (more than 20 seats) in the lay-by on Cow Hey Lane
- boat trailers and First Aid team only will be permitted on the verges of Cholmondeley Road within the Regatta site.
- 4x4s & trailer towing vehicles will use the Inovyn 'lagoon' (contractors) car park.
- Cars and other vehicles will use the main Inovyn car park **and the Ashville Industrial Estate.**
- Traffic Marshals with 2-way radios will control this parking.

2.3 If the car parking areas become full,

- Traffic Marshals will direct vehicle drivers to the turning circle at the North end of Cholmondeley Road and ask them to leave the site and find alternative parking.

Appendix 6 - Information for Head Race Competitors.

This detail can be found in a separate document, entitled 'Information for Competitors'. Further information regarding the responsibilities of racing crews can be seen below.

COMPETITORS RESPONSIBILITIES

EQUIPMENT. All Clubs must ensure the equipment used by their members is safe.

The following checks must be made, as shown in Rules of Racing 2.3.8. and RowSafe:

- **Bow Ball:** The bows of racing boats shall be properly protected. A solid ball, of not less than 4cm diameter, made of rubber or material of similar resilience, must be firmly attached to the bows and the fixing must not itself present a hazard. It is recommended that the bow ball be white.
- **Coxswains:** ability to escape from front-coxed boats. Such coxswains must **NOT** use automatically inflating lifejackets. Gas-inflated lifejackets must have a gas canister, and the activating toggle must be clearly visible. To be effective, lifejackets must be worn, fitted properly and in good working order. First adjust the chest strap so that you can just get your fist between the strap and your chest. Then fasten and adjust the crotch straps. Your fitted lifejacket should feel "comfortably tight". Tuck the ends of the straps in to prevent them getting snagged up on the boat; this is particularly important for coxes. Always wear your lifejacket over the top of all other clothing. See - [Safety Alert– Lifejackets | British Rowing](#)
- **Boat - General:** Condition and standard of maintenance of the boat. check that the boat is suitable for the situation in which it is to be used, for example maximum crew weight
- **Buoyancy compartments,** seals, hatch covers, boat hull and ventilation bungs are secure and watertight. If a compartment has a method of closing it, then the fitment must be in place and intact.
- **Additional Buoyancy:** All fours, quads and eights which do not have sealed compartments under the seats, must have additional buoyancy added. Control Commission will not allow such boats to compete if they do not. Boats with damaged canvasses will also be prevented from competing. This is a requirement of the RowSafe Code.
- **Riggers etc.** check that outriggers, swivels, gates, seats, and stretchers are secure and operating freely.
- **Backstays** must be fitted to the bow seat of all crew boats, unless the boat is fitted with rear mounted riggers.
- **Splash boards:** In difficult water conditions are 'splash boards' available and fitted?
- **Heel restraints:** must be secure, check restraints are adequate and effective. Each heel should be positively restrained not to rise higher than the **lowest fixed point of the shoe** The foot release from any other type of fitment must be self-acting and not require the intervention of the athlete or a rescuer.
- **Steering:** check that rudder lines, steering mechanisms, rudder, and fin, are secure and in good working order
- **Oars:** check oars and sculls for damage; and ensure that 'buttons' are secure and properly set
- **Boat ID:** All boats shall comply with Rules of British Rowing Section R and show an ID, e.g., 'ABC123'.
- **Ability to swim.** Clubs must ensure that its rowing members can swim at least 50 metres clothed, as required by British Rowing's RowSafe Code.
- **Bad weather / adequate clothing.** Clubs must ensure that their competing members are adequately clothed for the weather conditions, especially in the colder months of the year. Most crews will have to wait for a short while in their start marshalling positions. Even in 'normal' spring or autumn weather, if the weather is showery or wet and crews do not have rain-resistant tops, then crews can become very cold.
- **Fitness for Competition.** It is the responsibility of the Captain or person making the entry for the event to ensure that the competitors are competent to paddle to the start and then compete over the course without putting themselves at risk.

- **The Race Committee may refuse to allow any competitor to race if they are late to the start.**
- **The Race Committee may also refuse to allow any competitor to race, if they feel that competitor is not competent to navigate the course safely.**
- **Capsize drill.** Clubs should ensure that their members are trained in capsize drill and that, in the event of a capsize, they should hold onto their boat and wait for assistance. If safe to do so, crews should attempt to reach the bank **with their boat.**
- **British Rowing Rules of Racing and local rules.** All competitors must make themselves aware of British Rowing's Rules of Racing and the local rules issued to all Clubs in this document.
- **Coxes and steerers are reminded that rowing is a non-contact sport.** Under Rule 2.5.6 - a **foul** is any collision or contact between boats, oars, sculls, or persons in the same race” and under Rule 2.5.7 - **a foul may result in disqualification** of the offending crew.
- **Bad Language and threatening or abusive behaviour.** Under Rules of Racing 2.7.4. 'Unsportsmanlike Behaviour' competitors, crews, coaches, groups of club members or supporters of a club found to be using foul and abusive language will be penalised, and crews will be disqualified.

Appendix 7 – Weil’s Disease (LEPTOSPIROSIS)

Unlike tap water, the water in canals, rivers and reservoirs is contaminated, and micro-organisms are present naturally.

Although the risk of contracting illness (including the much publicised, but rare Weil's Disease) is extremely small, sensible precautions should be taken as follows:

- Avoid full immersion in the water
- Cover all cuts and abrasions with waterproof dressings before contact with water
- Wash all exposed skin after contact with water, and before eating
- Do not put wet ropes, fishing lines or other wet objects in your mouth.

Should any illness occur within two weeks of contact, **seek medical advice**, and **inform your doctor that you have been in contact with untreated water**

Appendix 8 – Lightning

Lightning strikes the ground in Britain about 300,000 times a year. For the climber, fisher, walker, golfer, and other exposed persons, this is a risk that must be considered. Although there is no absolute protection from lightning, measures can be taken to reduce the risk of getting struck and the injury severity. This fact sheet provides information about lightning, statistics, and precautions, both for the individual, and advice for strategies that can be taken by leisure operators and event organisers.

1. The Risk

30-60 people are struck by lightning each year in Britain, and on average, 3 (5-10%) of these strikes are fatal. UK mortality statistics show that in 2005 there were two fatalities caused by lightning strikes. Those most at risk are those who are outdoors often, exposed in vulnerable, unsheltered locations, for example:

- Golfers.
- Hill walkers.
- Swimmers.
- Construction workers.
- Rock climbers.
- Fishers.
- **ROWERS.**
- Campers.
- Outdoors DIY.
- Agricultural workers.

Research has also shown that proximity to water increases the risk of being struck by lightning. The time that is most dangerous is when there is underestimation of the likelihood of being hit, for example before the storm or when you think it is over.

There are three different ways of being struck by lightning:

1. Direct strike: the lightning hits you and goes to earth through you.
2. Side Flash: the lightning hits another object and jumps sideways to hit you.
3. Ground strike: the lightning strikes the ground then travels through it hitting you on the way.

2. Flash to bang

To check if a storm is coming or going from where you are – apply the flash to bang principle, counting as soon as the lightning flash is seen until the thunder is heard. 'Flash to bang' is based on the following facts:

- Sound travels at 330 meters per second or at 1 km in 3 seconds (approximately 1 mile every 5 seconds).
- Light travels at 300,000 km per second.
- Lightning will always be seen before thunder.

To calculate the distance between yourself and the storm divide the number of seconds by 3 to find the distance in kilometres.

If the distance between the thunder and lightning increases over a couple of strikes, the storm is moving away from you. If it decreases, it is coming towards you.

3. 30/30 rule

Research shows that people struck by lightning are predominantly hit before and after the peak of the storm. This means that you should be thinking about the proximity of the lightning, not the occurrence of rain. The 30/30 rule provides a good way of ensuring one is sheltering during the riskiest parts of the storm. It proposes that if the flash to bang is 30 seconds in length or less you

should seek shelter. Staying inside this shelter is advised until 30 minutes past the last clap of thunder. This ensures that any distant strikes at the beginning of the storm (lightning can travel up to 10 miles), or trailing storm clouds at the back of the storm do not take anyone by surprise.

4. Seeking shelter

- Ideally, seek shelter inside a large building or a motor vehicle keeping away from, and getting out of wide, open spaces and exposed hilltops.
- If you are exposed to the elements with nowhere to shelter, make yourself as small a target as possible by crouching down with your feet together, hands on knees and your head tucked in. This technique keeps as much of you off the ground as possible.
- The inside of a car is a safe place to be in a storm, lightning will spread over the metal of the vehicle before earthing to the ground through the tyres.
- If you are golfing and the clubhouse is too far away, your best protection is to leave your clubs and crouch down in a bunker.
- Do not shelter beneath tall or isolated trees, it has been estimated that one in four people struck by lightning are sheltering under trees.
- If you are on water, get to the shore and off wide, open beaches as quickly as possible as water will transmit strikes from further away. Studies have shown that proximity to water is a common factor in lightning strikes.

5. Individual safety

- Before you set off for your day, check the weather forecast. If there are storms predicted think about doing something less exposed or being somewhere that provides appropriate shelter nearby.
- When choosing a campsite try to choose a site where tents are not the highest points. In a storm, if you remain in your tent, try not to get too close to poles or other metal objects.
- Be aware of objects that can conduct or attract lightning, for example, golf clubs, umbrellas, motorbikes, bicycles, wire fencing and rails. If you have a metal object that is not necessary for your safety (i.e. climbing gear that is in use) put it aside.
- Seek shelter quickly if your hair begins to stand on end and nearby appliances begin buzzing - it may mean lightning is about to strike.
- Inside a house lightning can be conducted through television aerials, piping or other wires. Except in cases of emergency, don't use your telephone (land-line or mobile) until the storm is over.

6. Employers/event organisers

Events must be thoroughly risk assessed, and if there is a risk of being struck by lightning this must be looked at and control measures put in place with a lightning safety plan.

- In case of an event, monitor the local weather from the day before activity to the end of play and the dispersal of crowds.
- Have an efficient method of warning people at risk, and evacuation if necessary.
- Define and list safe structures and locations. Safe structures can include a large/substantial building with plumbing and wiring that will conduct lightning to the ground such as a clubhouse, or fully enclosed metal vehicles including buses.
- Determine criteria for suspension and resumption of activity – for example, use the 30/30 rule.
- Ensure the dissemination of information – participants, officials, spectators, and staff must be aware of potential dangers and how to minimise the risk of injury.

7. In case of emergency

If someone is hit by lightning, call emergency services – they will need help as soon as possible. If you know first aid, apply it – you will not receive an electric shock. A lightning strike is not usually instantly fatal, victims' hearts and/or breathing may stop however, so quick application of CPR will likely save their life.

Appendix 9 - Other River Users and Large Vessels

Please be aware that other river users not connected with the race may be on the water and may not know the rules. Liverpool University Boat Club will make every effort to notify Head Race Competitors of other river users such as commercial or leisure craft.

While boating ensure you maintain a **good lookout** for other river users to ensure that you stay safe. Also be very aware of and as far as possible, stay clear of the turbulence and churn in the water caused by large vessels.

Make intentions clear (make decisive change in direction early and indicate that you have seen them and are taking action).

- If you see you are on a possible collision course, the best action is to manoeuvre early in a clear and decisive manner regardless of who in theory is responsible. A rowing boat is just about the most vulnerable craft so act accordingly.
- The generally accepted course to steer should keep you to the Coxes right hand side of the river and generally you should pass an oncoming vessel port side to port side.
- Keep a sharp lookout and overtake with care. Always look behind you before manoeuvring. Ask your crew, particularly the stroke, to keep a look out behind if the river is busy.
- If another craft is manoeuvring toward you without paying attention it is quite acceptable to shout a warning such as "AHEAD" as well as taking avoiding action.

Appendix 10 – Guidance for Launches and Launch Drivers.

Please refer to RowSafe – Sections section 4.7 and 7.4.1.

Event Organising Committee & Club Officers will:

- a) Ensure that any launch, including its motor, used by the club is maintained in good working order and safe condition.
- b) Ensure that the maximum load is known and adhered to.
- c) Define procedures for recovering rowers.
- d) Provide information on the safe use of the launch.
- e) Ensure that the risks associated with using a launch are included in the club's Risk Assessment and that appropriate action is taken to reduce risk to an acceptable level.
- f) Provide a kill cord and safety kit for use in the launch. This includes.
 - A First Aid kit in a waterproof bag.
 - A throw line or equivalent grab line.
 - Sufficient lifejackets for the maximum number of passengers and crew.
 - A spare length of rope.
 - A bailer.
 - A paddle.
 - A gaff.
- g) Ensure that there is adequate fuel for the event.
- h) Ensure that Safety Launch Drivers:
 - Hold at least a RYA Level 2 Powerboat Certificate (with Coastal Endorsement if appropriate) or equivalent.
 - Are at least 18 years old unless accompanied by a responsible adult.
 - Understand how to provide assistance to rowing Launches, provide additional briefings if necessary.
 - Understand the load capacity of the Launch.
 - Keep wash to a minimum, except in an emergency.
 - Provide drivers with the Event Risk Assessment, Safety Plan.
- i) Define and communicate to all participants and personnel what is required of Safety Launch Drivers:
 - Areas to be patrolled.
 - How to summon assistance, including medical attention.
 - Where to take casualties.
- j) Ensure that safety launches carry an effective means of communication and that someone in the safety launch knows how to use it and what channels to use.
- k) Launch Drivers will:
 - Wear a correctly fitted lifejacket whenever afloat and ensure that all their crew do so.
- l) Before each use, check that.
 - The launch, including the motor is in good condition before starting to use it.
 - There is adequate fuel for the outing.
 - The engine is secure and properly mounted.
 - The kill cord mechanism is working correctly.
 - The safety kit is on board.
 - If necessary, the lights are working.

- If a radio is carried, it is charged and tuned to the correct channel.
- m) If a radio is carried, ensure that someone in the launch is competent to use it and knows which channels to use.
- n) Report any defects or problems.
- o) Everyone is expected to:
- Follow the club's guidance on using a launch.
 - Take care when using a launch.

Appendix 11 Signs of Hypothermia

(These may not all be present at any stage)

Pre-hypothermic

1. Cold, stiff hands/feet.
2. Muscles tense, shivering starts.
3. Onset of weakness/tiredness.

Mild hypothermia (action required)

1. Vigorous shivering.
2. Numbness, loss of dexterity; grip weakens (harder to hold onto the boat).
3. Co-ordination may deteriorate; speech may slur.
4. Onset of confusion, memory lapses.

Hypothermia (life-threatening)

1. Shivering reduces, then stops.
2. Muscles increasingly rigid; speech slurred, stumbling gait
3. Heart rate slow/erratic; breathing slow; cough reflex impaired.
4. Apathy; possible bizarre, dissociated behaviour.

Appendix 12 Emergency Procedure – Gas Escape (at Inovyn).

PLEASE READ AND TAKE NOTE

- There is a remote possibility that gas may escape from our neighbouring chemical works.
- A gas escape will be signalled by 3 short blasts from a siren and repeated periodically (approximately every 15 minutes).
- When the siren sounds, take cover in the rowing club or boathouses. Do as instructed by the marshals.
- Close all doors, windows and vents.
- Remain under cover until the emergency is over, or until instructed otherwise.
- Do not leave the Regatta site.
- The end of the emergency will be indicated by a single long blast from the siren.

EMERGENCY PROCEDURE - GAS ESCAPE - DETAIL

1. Introduction

There is a small risk of gas escaping from the Inovyn site, the factory next to the Regatta site. In the event of a gas escape, all people on the site must have easy access to an enclosed space such as a building or a vehicle. Bearing in mind the number of clubs attending the Regatta, there could be 650 people on the Regatta site at any one time.

The amount of indoor space available in the event of an emergency is adequate. The rowing club Clubhouse can accommodate 100 people and the 3 boathouses can also accommodate 225, 75 and 100 people, with space for another 100 in smaller buildings. With between 3 and 5 car parking areas in use, it is anticipated that up to 50 spectators, drivers, car park marshals etc. would be able to shelter in vehicles (which normally include mini-buses and coaches).

2. Warning Notices

Notices giving the procedure to be followed in the event of an emergency will be displayed in Cholmondeley Road and at the edge of the river. The notice is in Appendix 7 (immediately above).

3. Action in the Event of an Emergency

On hearing the alarm given by Inovyn, the Club Safety Advisor will instruct everyone on site, via the public address system, to take cover in the rowing club or boathouses. The marshals will ensure that the instructions from the Club Safety Advisor are complied with, while taking cover themselves. Rowing umpires attending the event will also act as marshals during an emergency. They will be in contact with the Club Safety Advisor by NWRC radios, which they always carry.

The Club Safety Advisor will follow the advice given by Inovyn Site Emergency Services department.

4. The All Clear.

When it is safe, Cheshire Police at Joint Silver Tactical Command will announce the 'All Clear' to Inovyn, Inovyn will tell the Club Safety Advisor, and the Club Safety Advisor will announce the 'All Clear' to people at the rowing event.