

Hexham Regatta Safety Plan

1.0 Introduction

1.1 Scope

This document describes the safety arrangements for Hexham Regatta held on the River Tyne at Hexham and organised by Hexham Rowing Club. The regatta is run in accordance with the British Rowing RowSafe and the British Rowing Rules of Racing.

Hexham Regatta takes place in the full knowledge of the British Rowing, Tyne Green Water Sports Association, Northumberland County Council, Northumbria Police and any other organisations deemed appropriate as notified by the Hexham Regatta Committee.

1.2 Content

This document identifies the risks apparent during the event through a hazard and risk assessment. In Section 3 it then expands on the identified control measures to explain how these are to be achieved in practice. This document then incorporates, in Section 4, the briefing notes that implement the control measures. Therefore, this document contains the following:

Section 2 – Safety Plan

- Hazards and Risk Assessment

Section 3 – Control Arrangements

- Responsibilities
- Emergency Procedures

Section 4 – Issued to competitors

- Instructions for Competitors
- Instructions for Officials
- Course Map

2.0 Hazards and Risk Assessment

On Water Hazards – Risk Assessment

Hazard	Initial Risk	Consequence	Prevention	Control Measure	Final Risk
Bad conditions (wind and water) or their deterioration	Medium	Possible boat capsize or sinking Hypothermia	Some or all races may be suspended or cancelled by the Race Committee Individual competitors at liberty to withdraw Crews and coxswains must wear appropriate clothing	Race control monitor weather and water conditions Competing club requirement	Low
Bad conditions (lightning)	Low	Possible injury Hypothermia	Some or all races may be suspended or cancelled. Any crew on the water will be called back to the finish and asked to come off the water. Individual competitor at liberty to withdraw	Race Committee	Low
Weir at finish	Medium	Injury to person and damage to boats	All crews must read safety note and be aware of hazard	Competing crews requirement Race Control will notify crews over public address if they feel a crew is too near to the weir	Low
Equipment failure	Medium	Possible injury Boat Capsize, sinking or unrowable	All boats to comply with BR Row Safe. Boats may be inspected before launching. Marshals and Umpires can prevent unsafe boats being launched	Competing club requirement Pontoon Marshal / Control Commission	Low

<p>Collision with other rowing boats</p>	<p>Medium</p>	<p>Possible injury</p> <p>Boat capsize, sinking or unrowable</p>	<p>Landing Stage Marshals supervising launching</p> <p>Leave from upper stage, land at lower stage</p> <p>Warming up or practicing is forbidden</p> <p>Crews must launch with their opposition</p> <p>Crews instructed to keep race and finish area clear</p> <p>Race Umpires must keep racing crews apart</p> <p>Race Umpires must warn of hazards</p> <p>Basic competence of coxswain and steersmen</p> <p>Pairs of competing crews will row up to the start in the bankside lane, keeping close to the bank on their right hand side</p>	<p>Landing Marshals</p> <p>Club Officials deployed along the course</p> <p>Via Safety Instructions.</p>	<p>Low</p>
<p>Collision with bank, buoys, fixed obstructions or floating debris</p>	<p>Medium</p>	<p>Possible injury</p> <p>Boat capsize, sinking or unrowable</p>	<p>Course Map shows known obstructions</p> <p>Safety Launch will clear debris if hazardous</p> <p>Race Umpires must warn of hazards</p>	<p>Map available and on display</p> <p>Course inspected the previous day</p> <p>Club Officials deployed along the course.</p>	<p>Low</p>

			Basic competence of coxswains and steersmen		
Congestion in the start area	Medium	Possible injury Boat capsize, sinking or unrowable	Limit number of boats in the start area Boats in start area supervised and monitored	Start area supervised by Start Marshall Launching controlled by Start Marshall	Low
Congestion in landing area	Medium	Possible injury, collision, boat capsize, boat damage	Landing pattern in local rules and circulated to competitors Landing Marshall present	Landing Marshall to enforce safe and timely landing	Low
Boat capsize, sinking or unrowable	High	Crew unable to return to landing Competitors in the water	Shoe types allow quick escape from boat Scullers should have been instructed on Capsize Drill by their club Safety Launch will attend incidents to pull people out of the water Racing will be stopped if necessary	Competing club requirement Launch will have two crew Radio communication	Low
Sudden illness to a competitor	Medium	Possible capsize (especially in single scull). Boat unable to proceed	Clubs request all competitor to check they have no medical condition prior to taking up rowing. Safety Launch will attend incidents to pull people out of the water	Competing club requirement. Landing Marshall can prevent underdressed or ill-looking competitors from boating. Safety Launch will have two crew	Low

			Racing will be stopped if necessary	Radio communication	
Competitor in the water	High	Shock Hypothermia Drowning	Coxswain required to wear life jackets All competitors required to be able to swim Boats will normally remain buoyant Rapid Safety Launch response, Launch will carry throw line Thermal blankets available in launch and at Race Control	Competing club requirement Race Officials - employed along the course Launches deployed Equipment in Launches Equipment in boathouse First aid on site	Low
Competitor injury or illness	Medium	Treatment required. Possible emergency	First aid provider on site First aid kit available in Safety Launch and at Regatta Control Procedure for calling Emergency Services in Place and notify Ambulance Service	Race Officials deployed along the course Police/Ambulance Control notified First aid on site	Low
Medical Emergency	Medium	Urgent and/or major treatment required	First Aid on site provided by a professional organisation Procedure for calling Emergency Services in place and notified Ambulance Service Race arrangements approved by medical officer	Police / Ambulance Control notified of event	Low

Hazards on the Land – Risk Assessment

Hazard	Initial Risk	Consequence	Prevention	Control Measure	Final Risk
Injury in the trailer park area	Medium	Injury Damage to boats	Cars and trailers parked according to published trailer plan	First Aid cover present at event	Low
Injury to spectators / members of the public along the public footpath, in front of the boathouse / clubhouse at Tyne Green.	Medium	E.g. Struck by boat during carrying E.g Trip hazard when equipment left unattended	Notice to be placed either end of public footpath warning footpath users of the event Site layout plan to be prepared before event as guide to competitors and race officials Competition instructions to keep clear access to pathway along river	First Aid cover present. Instructions to competing crews Race Marshals to monitor area during event	Low
Slips from path, steps or pontoon	Low	Injury Spectator in the water	Marshall at landing stage to ensure safety of crews and others.	First aid cover present	Low
Anti-social behaviour (members of the public) e.g. stone throwing, jumping in water etc	Low	Boat capsize Injury to crew	Race Marshals instruction to report all incidents to race Control and Safety Advisor	Call police	Low

3.0 Control Arrangements

This section includes the responsibilities for both officials and competitors and the detail of the emergency procedures.

3.1 Responsibilities

3.1.1 Organising Club's Responsibilities

- a. It may be necessary to make decisions about the safe running of the regatta. This is the duty of the Race Committee. This will include decisions about the prevailing and anticipated weather conditions, the river flow and lightening.
- b. There will need to be a co-ordination point for all emergencies. This will be Regatta Control.
- c. During the race, the river needs to be clear of all other river traffic. This is achieved by requesting Hexham Canoe Club to refrain from activities on the day of the Regatta.
- d. The race course has to be under observation over its full length with sufficient launches to affect a prompt rescue. It is judged that two launches are sufficient, each one covering approximately 400m. Launches should have a crew of two so that individuals can be pulled from the water. They should also have rudimentary first aid provisions and safety blankets. The launches are in contact with Race Control via radio.
- e. The organisers will instruct Red Seal Rescue to provide and man the launches.
- f. Adequate car and trailer parking space must be provided and organised such that vehicles and pedestrians are separated as much as possible and that there is access for the emergency services.
- g. A First Aid post must be established and the Clubhouse is used for this purpose.
- h. In anticipation of the potential for requiring the emergency services, the Police are given prior knowledge of the event.
- i. To ensure, as far as possible, that the river is free from floating and partially submerged debris, the full length of the course is checked on the day prior to the race.
- j. The unique features of the course and the associated hazards must be communicated to the competitors. This is achieved via the Safety Instructions for All Competitors and the Hexham Regatta Map.
- k. To ensure safe boating from the upper landing and landing from the lower stage, marshals are provided to assist competitors and to ensure it is safe to leave the steps with regard to any race that may be in progress. Crews are instructed that they must boat with their opposition.
- l. The Regatta Safety Adviser must complete a BR Safety Audit Sheet for the regatta.
- m. Make this Safety Plan available to competing clubs (via website).

3.1.2 Competing Clubs' Responsibilities

- a. The BR RowSafe and the BR Rules of Racing establish effective arrangements for safe racing. Through the Safety Instructions for All Competitors competing clubs are reminded of their obligation to meet the requirements of the RowSafe and the Rules of Racing.

In particular, competing clubs are expected to ensure:

- b. All boats provided to competitors are safe for use, have a bow ball, adequate heel restraints and functional buoyancy (when fitted).
- c. That coxes are provided with life jackets or buoyancy aids.
- d. That crews and coxes are wearing suitable clothing for the prevailing and anticipated conditions.
- e. That inexperienced crews have experienced coxes and that inexperienced coxes are only used with experienced crews.
- f. All competing clubs should provide Race Control with a contact number for use during the event in case of an incident involving their club.

3.1.3 Competitor's Responsibilities

In addition to the specific requirements in section 3.1.2, individual competitors are required to have knowledge of the following:

- a. The course has a number of features that could present a hazard to competitors. Crews must therefore make themselves familiar with the content of: HR Local Safety Rules, HR Safety Note and HR Regatta Map.

In particular with regard to boating,

- b. Crews must depart from the upper landing with their opposition. Pairs of competing crews will row up to the start in the bankside lane, keeping close to their right-hand bank (coxes left-hand), being especially mindful of races (especially involving coxless boats & scullers) coming down the course. The bankside lane will be clearly buoyed all the way to the start. Crews crossing this line on their way to the start risk a warning or disqualification, at the umpires' discretion.
- c. At the finish of the race, indicated by a blast on an air horn, crews should paddle clear of the finish line and, mindful of the weir under the bridge, spin their boats parallel to the bridge and land on the lower (boathouse) landing stage.
- d. If a competitor sees an incident, they should inform a launch or a race official. If necessary, they should stop and provide assistance. These actions may accelerate the provision of assistance to a crew in difficulty.
- e. Crews are not permitted to warm up or practice at any time on the river.

Competitors are notified of their instructions concerning safety and the rules of the race via the following documents:

- Hexham Regatta Safety Note
- Hexham Regatta Local Rules
- Hexham Regatta Map

These documents are posted on the Hexham RC website one week before the regatta.

Copies are also displayed at Regatta Control and are made available for competitors at registration, should they require them.

3.1.4 Officials' Responsibilities

- a. Officials to be familiar with this Safety Plan and associated instructions and map.

- b. Launches and Race Officials are to be in place before crews start boating.
- c. Launches and Race Officials are responsible for ensuring that crews travelling upstream to the start do so in a safe and orderly fashion.
- d. Launch crews are responsible for being in position and in contact during racing, attending incidents as observed by them or directed by other officials during the race, and rescuing capsized/ injured competitors to the first aid post at Main Marquee or another designated meeting point.
- e. Launches and Race Officials are responsible for ensuring that competitors have safe passage during the race, warning competitors acting in an unsafe or dangerous manner and those not complying with the rules and co-ordinating the launches and first aid treatment at incidents.

3.2 Emergency Action Plan

3.2.1 Contact Procedures

- a. In the event of an incident occurring it is likely that it will be observed by a launch, race official or a competitor.
- b. Communication between Regatta Control and all officials is by radio.
- c. Hexham Regatta address is: Tyne Green, Hexham, NE46 3HF

3.2.2 Emergency procedure

- a. On witnessing an incident, officials have been instructed to call for assistance, clearly stating their location.
- b. If there is a danger to crews in need of assistance from those racing, then the nearest race official or launch will warn approaching crews.

3.2.3 Incidents on the Water

- a. In general, all incidents on the water will be dealt with by the attendance of a launch and the launch driver will be deemed “in charge” of the incident.
- b. If the competitor(s) is/are capable of continuing to race, they may be allowed to continue at the discretion of the launch driver.
- c. If it is necessary, competitors will be taken by launch to Main Marquee or another designated meeting point.
- d. The safety boats are for people recovery and NOT for recovery of equipment. Once all competitors are deemed safe, the launch may return for equipment recovery.
- e. Regatta Control may call the Emergency Services to the incident.
- f. In all cases, the launch in attendance shall inform Regatta Control of the outcome. Regatta Control will announce the re-commencement of racing.

3.2.4 Incidents on the Bank

- a. The nearest race official or launch will call for assistance where necessary and remains “in charge” of the incident.
- b. If an incident occurs out of sight of an official, contact with the nearest official should be made.
- c. Race Control may call the Emergency Services to the incident. Alternatively the individual(s) may be brought back to Main Marquee.

3.2.5 Pre-race Provisions

The Hexham Regatta Organising Committee will carry out an assessment of the conditions in the days preceding the regatta and on the day of the regatta to ensure that the regatta is safe to be run.

The Organising Committee including the safety adviser will review all relevant information and forecasts, including the current state of the stream and the water level and the Local Weather Centre forecast for the time of the regatta.

The Organising Committee will determine any variations to the regatta, such as cancellation of the regatta or limiting the regatta by experience of competitor or boat size. In the event of cancellation or serious curtailment of the entry, the Hexham Regatta Secretary will communicate this information to competing clubs as soon as practicable.

At first light on the morning of the regatta, the Organising Committee will confirm that forecasts are accurate. In the event that they are not, the Hexham Regatta Committee will determine if any restrictions are required and inform competitors of these.

3.2.6 On-going Assessment

The conditions will be continually assessed by the Race Committee throughout the regatta. It may be necessary to impose restrictions as detailed in section 3.2.6 above if conditions deteriorate throughout the regatta.

4.0 Instructions provided to Officials and Competitors

The following briefing notes are included in this document:

- HR Local Safety Plan
- HR Local Rules
- Hexham Regatta Map

HEXHAM REGATTA

ORGANISING CLUB'S RESPONSIBILITIES - CHECKSHEET

	Activity	Completed
1.	Establish a Race Committee.	
2.	Monitor the prevailing and anticipated weather conditions, river flow and lightning. Decide on whether it is safe to hold the Regatta.	
3.	Instruct Red Seal to provide and crew two launches. Check that the boats have first aid kits and blankets.	
4.	Ensure there are sufficient volunteers. Allocate them to roles.	
5.	Ensure car parking arrangements are established, communicated and supervised. Ensure there is access for the emergency services.	
6.	A First Aid post is to be established in the Clubhouse which will be signposted for competitors and members of the public.	
7.	Notify Police.	
8.	Notify Northumberland County Council.	
9.	Check river for debris on the day before and day of the Regatta.	
10.	Ensure Safety Instructions are posted on the website, posted at Race Control and available for individual competitors.	
11.	Provide marshals to assist on both landing stages.	
12.	The Regatta Safety Adviser is to complete a BR Safety Audit Sheet for the Regatta.	
13.	Ensure all officials are briefed in the requirement of their role.	
14.	Ensure medical cover is provided and first responders are in attendance.	

LIST OF CONTACTS

Regatta Control	TBC	Via Regatta Control
Safety Advisor	Andrew Bainbridge	Via Regatta Control
Co-ordination Umpire	David Robinson	Via Regatta Control
Police		999 or 03456 043 043
Northumberland County Council		0845 600 6400

SAFETY INSTRUCTIONS FOR ALL COMPETITORS

HEXHAM REGATTA SAFETY NOTES

1. This Regatta adheres to the B.R. RowSafe guidelines and has taken all possible steps to comply with the code. However, individuals and Clubs also have a responsibility to abide by these guidelines – the Regatta cannot be held responsible for individual or collective action which results from ignoring or breaching the guidelines.

2. The Race Committee and Safety Advisor will monitor the weather and water conditions throughout the Regatta and may suspend, delay or cancel individual races, boat classes or the whole Regatta, if they decide that the conditions are unsuitable for safe and fair racing. These decisions are without appeal.

3. The Control Commission on the landing may check bow balls, heel restraints, security of hatches and buoyancy compartments, coxes weight certificates/deadweight and lifejackets/buoyancy aids.

Coxes **MUST** wear their lifejackets correctly fastened as their outermost garment & those in front-loader boats **MUST NOT** wear automatic inflation lifejackets. **Clubs** are responsible for ensuring that their boats are safe to be put on the water. Any equipment deemed to be unsafe will **NOT** be permitted to go on the water.

4. If you capsize, the best strategy is to stay with your boat until help arrives – **do not** attempt to swim to the bank (unless you capsize on or very close to the bank).

5. Two Red Seal safety launches will be sited on the course at all times. They may be summoned to an accident through any umpire or Race Control. The safety launches are in radio contact with the umpires & Race Control. The passage of the safety launches takes priority over a race in progress.

The umpires may stop a race and/or suspend racing to allow the safety launches to reach an accident.

6. For any other emergencies, not on the water, contact the nearest umpire or Race Control. The umpires are all in radio contact with Race Control. The Secretary or Safety Advisor will contact the emergency services if required. A mobile phone will be held by the Regatta Secretary for emergency use – the number is **07747 333739**.

The other nearest emergency telephone is the public call box on Tyne Green Road, in front of the former Tyne Green Café, now the Tyne Green Watersports Association Clubhouse.

If summoning the emergency services, the location is: Tyne Green Watersports Association Boathouse, Tyne Green, Hexham, next to the County Bridge.

7. First Aid medical cover will be provided by commercial first responders who will be in attendance at the Regatta all day. They will be located in the Clubhouse, the former Tyne Green Café, near the landing stages.

HEXHAM REGATTA LOCAL RULES

The Hexham Regatta course has three lanes, two downstream racing lanes, NORTH (far side) & SOUTH (Tyne Green/boathouse side) & a third upstream lane, BANKSIDE, which allows competing crews to row to the start – this lane will be buoyed all the way up to the start.

There are two landing stages. The upper landing (concrete steps next to the finish tent) is for boating and the lower landing (boathouse/ramp) is for landing.

8. Lower numbered crew takes NORTH station.

Higher numbered crew takes SOUTH station (boathouse side).

9. Boat from the upper landing **WITH YOUR OPPOSITION** not more than 20 minutes and not less than 15 minutes before your race – **THIS RULE WILL BE STRICTLY ENFORCED.** It is each crew's responsibility to be at the start on time. As we no longer permit competitor doubling up (including coxes) or boat or blades-sharing within a division, except in exceptional circumstances, this will not be accepted as a reason to delay boating. The landing marshals will **TURN AWAY** lone crews who attempt to boat without their opposition. Lone crews arriving at the start have violated this rule and therefore risk disqualification at the discretion of the umpire.

SO, FIND OUT WHO YOUR OPPONENTS ARE & BOAT WITH THEM

10. Pairs of competing crews will row up to the start in the bankside lane, keeping close to their right-hand bank (coxes left-hand), being especially mindful of races (especially involving coxless boats & scullers) coming down the course – the bankside lane will be clearly buoyed all the way to the start – crews crossing this line on their way to the start risk a warning or disqualification, at the umpires discretion, if they impede or otherwise obstruct any racing crew.

11. Crews will marshal in the bankside lane below the start in their opposing pairs, keeping clear of the buoyed areas (very shallow with underwater obstructions).

12. Warming up or practising on the course is **STRICTLY FORBIDDEN** Crews which attempt this risk disqualification at the discretion of the umpires.

13. Pairs of crews will move up above the start on instruction from the start marshal. **BE CAREFUL WHEN ROWING IN THIS AREA – IT IS VERY SHALLOW TO THE SIDES AND ABOVE THE ISLAND, WITH SOME UNDERWATER OBSTRUCTIONS.**

14. Opposing crews will move to the relevant start positions on the instructions of the start umpire.

15. At the finish of the race, indicated by a blast on an air horn, crews should paddle clear of the finish line and, being mindful of the weir under the bridge, spin their boats parallel to the bridge and land on the lower (boathouse) landing stage.

16. Please disembark as quickly as possible and **DO NOT** leave boats on the landing. Don't forget to return and remove your blades from the landing area as soon as possible as it can rapidly become cluttered.

17. Boat trailers and competitors' cars should be parked on Tyne Green (entrance along Tyne Green Road, past the former Café building – follow the signs). Please park all trailers at the

front of the Green (riverside) parallel to each other & park all cars/towing vehicles parallel to each other along the back of the Green (road side). Please keep the centre of the Green clear for boat and vehicle movements all day. Please note that if you park on Tyne Green Road (the access road running behind Tyne Green) that this is public parking. Please be mindful of others and do not obstruct public footpaths.

DO NOT ATTEMPT TO PARK BY THE BOATHOUSE – this is reserved for emergency vehicle access and **MUST** be kept clear **AT ALL TIMES.**

