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# ***HEAD OF THE DON***

***3<sup>RD</sup> NOVEMBER 2024***

# ***SAFETY PLAN***

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<b>Acknowledgements:</b>	<i>Chris Pollock and Phil Allam</i>

## DOCUMENT CONTROL

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## **1. OVERVIEW**

### **1.1. Scope**

These instructions apply to all Competiton officials, competitors, volunteers and third parties involved in the Head of the Don, both on land and on water.

These instructions should be read in conjunction with the following documents:

- British Rowing 'Row Safe' Guide to Safe Practice in Rowing, which gives broad advice and guidelines to those involved in the sport of rowing both in and out of competition.
- The Head of the Don Competitor Safety Instructions, which are posted on the Competiton web site at: <https://www.doncasterrowingclub.com/>

### **1.2. Location**

The Head of the Don covers 4,000 metres and takes place on the River Don between the lock at Doncaster Prison and Sprotbrough lock. Competiton HQ and off-water activities are based at the Doncaster Rowing Club boathouse (Grid reference SE558019, OS Grid 455800X, 402000Y).

### **1.3. Rules Applying to the Competition**

The Competiton is run in accordance with the British Rowing Rules of Racing and the "Row Safe" Guide.

All crews must be apprised of the local rules as defined by the Organising Committee. These rules have been designed as addenda to the above in order to facilitate the smooth running of the Competiton and to ensure the safety of competitors, spectators and the general public. Further details are on the Competiton web site.

There are 2 Divisions as follows:

- Division 1: 10:30 am - All classes of boat specified in the poster.
- Division 2: 14:00 pm - All classes of boat specified in the poster.

### **1.4. Vehicle and Trailer Access**

Access to boathouse for emergency services vehicles to be maintained at all times

The arrangements for parking are as follows:

- Trailers and their towing vehicles will park on the tarmac side of the roads in Hexthorpe Park. Several areas will be used, and drivers will be instructed not to block any roads. All vehicles travelling in the Park must observe the speed limit of 5 mph and switch on both headlights and hazard warning lights. All boat trailers should be parked as directed by the marshals.
- Trailers will be directed by the marshals' to be sufficiently spaced in order to complete safe rigging of the boats and be kept away from pedestrians, paths, bikes etc.
- Other vehicles can park in the designated areas in Hexthorpe Park as directed by marshals. The entrances will be clearly marked. It is recommended that all vehicles reverse park, so that they can exit more easily.
- When the parking places within the Park are filled, there will be overflow parking in the local streets around the Park. Appropriate directions will be given in the Competitor Instructions sent to all participating clubs and will also be posted on the Doncaster Rowing Club website. These instructions will include the routes to the landing stages for boating
- The onsite bbq will be sited away from other vehicles and trailers that are rigging boats, and away from the route to and from the boating area.

It is recommended that all vehicles approach the Competiton site from the A630 via Greenfield Lane.

Because of the tight turns, trailers will need to go around the block in Hexthorpe (left on Old Hexthorpe Road, first right on Shady Side, first right on Scarll Road and right onto Urban Road). At the first entrance to the Park, they will either be directed into the Park by an official or told to head back south along Greenfield Lane, bearing right into the main trailer parking area. Adequate signage will be put in place on Competiton Day and marshals (wearing high-visibility jackets) will be on hand to direct traffic.

Further details are in the Competiton Map in Appendix 1.

## **1.5. Decision-Making Process**

The River Don is occasionally susceptible to high water and fast streams, so the possibility of dangerous conditions cannot be dismissed. In addition, extremely cold weather can result in snow and ice creating dangerous conditions both on land and in the water. Whilst the Competition Committee understands that cancellation can lead to a great deal of disappointment, the Competition will not be run if it is believed that conditions present any degree of preventable risk to any participants.

The Organising Committee will maintain an ongoing watch on the river and surrounding area over the week leading up to the Competition and review weather forecasts. If the Committee feels that it is unsafe to stage the Competition (either in total or by event), taking all relevant factors into account, including the advice from the Competition Rowing Safety Advisor, they will either reduce the extent of racing or issue a cancellation notice. Reducing the extent of racing may include eliminating a division, changing Competition times, shortening the course or restricting entries to more able and experienced competitors.

A decision will be taken at 09:00 on the day prior to the Competition and, subject to any significant changes in circumstances, again at 7:00am the following morning. If competitors have any concerns regarding possible cancellation, they can address them to the Competition Secretary at any time.

Competing clubs will be contacted by telephone or SMS and/or e-mail as soon as a decision to cancel has been made. Clubs should ensure that the Entries Secretary is advised of a contact mobile phone number and email address.

A notice will also be posted to the Competition web site as soon as a decision to cancel has been made.

### **1.5.1. Agreement to Commence Racing**

Before racing starts the Competition Committee with the advice of the Competition Rowing Safety Advisor will assess the conditions of the course and confirm that it is safe for the Competition to go ahead.

The Organising Committee and Competition Rowing Safety Advisor will ensure that all items in the Competition Safety Checklist (see Appendix 3 - Competition Safety Checklist) are satisfied prior to the commencement of racing and monitor these items over the course of the day to ensure continued safety.

### **1.5.2. Temporary / Permanent Suspension of Racing**

In accordance with the British Rowing Rules of Racing, the Competition Committee with the advice of the Competition Rowing Safety Advisor shall monitor water conditions throughout the Competition. If at any time either finds that conditions jeopardise the requirements of safety or fair racing, they shall stop or suspend racing, in total or by class of event, until such time as safe and fair conditions are restored.

In accordance with the British Rowing Rules of Racing, racing shall be postponed or abandoned if the Competition Committee on the advice of the Competition Rowing Safety Advisor decides that conditions are unsafe.

### **1.5.3. Resumption of Racing**

Racing may resume when the Competition Committee and the Competition Rowing Safety Advisor agree that conditions are safe. This may include changing the length of the course or removing lower status crews from the Competition.

## **1.6. Weather Conditions**

The Organising Committee shall monitor weather conditions throughout the Competition. Racing shall be suspended when conditions are deemed unsafe as per Paragraph 1.5.2 - Temporary / Permanent Suspension of Racing.

### **▪ Wind**

In the event that wind conditions [Gale force] affect the safety of crews, the Organising Committee may suspend or cancel racing.

### **1.6.1. Poor Visibility / Low Light**

In the event of poor visibility (less than 500m) or low light, the Organising Committee may suspend or cancel racing.

### **1.6.2. Lightning**

See Appendix 6 - Lightning Procedure.

### **1.6.3. Rising River Level**

On occasions, the water level on the River Don can rise quickly. If this occurs during racing and the water level rises to cover all three landing stages by more than 100mm, the Organising Committee may suspend or cancel racing.

### **1.6.4. Snow and Ice**

In the event that there is an unexpected snowstorm and conditions become icy, either on the river, around the Competiton site or on local roads, the Competiton Committee may suspend or cancel racing.

## **1.7. Communications**

### **1.7.1. Mobile Radios**

Communication between Competiton Control, the Competition Secretary, rescue launches, Entries Secretary, marshals, start and finish is by specifically tuned radios. Their positions are as shown on the Competiton Map in Appendix 1. Further details are in Appendix 7 communication plan. The overriding purpose of these radios is safety. In the event of an incident, priority must be given to safety communication.

### **1.7.2. Telephones**

The nearest public telephone is located on Urban Road, approximately 50 metres outside the Park gates. Competiton Control will be based on the first floor of the boathouse and will also have access to mobile telephones for use in emergencies.

### **1.7.3. Other Telephone Numbers**

Emergency Services .....	999 or 112
Doncaster Fire Rescue Headquarters .....	01302 344 468
South Yorkshire Police .....	01142 202 020
Doncaster Royal Infirmary .....	01302 366 666

*The above services have been informed of the Competition and have been appraised of the nearest points of access in order to assist in the reduction of response time.*

Competiton Committee Chairman, William McIlroy.....	07836 327251
Competition Rowing Safety Advisor, Andrew Knight.....	07784 678727
Competition Secretary, Sue Fisher.....	07900 454152
Entries Secretary, Helen Pogmore.....	07828 596028
Chairman of the Organising Committee., Phil Allam.....	07771 623363
Regional Safety Advisor, Chris Polack.....	07851 019274

## **1.8. Rescue Launches and First Aid**

### **1.8.1. Rescue Launches**

There will be five rescue launches for the purposes of safety on the course. All fuel tanks will be topped up and will last throughout the Competition. In the event of technical problems with the launches, the Competiton Control or Competition Rowing Safety Advisor can direct a suspension of racing or limit racing.

The standard mooring points for these boats can be found in Appendix 2, Rescue and Medical Points.

In the event of an incident or other event reducing the number of available rescue launches but not requiring the suspension of racing, the remaining rescue launches shall be redeployed to provide maximum effectiveness.

### **1.8.2. Ingress and Egress Points**

In the event that a competitor must be evacuated by ambulance, they should be taken to the nearest egress point. These are identified by grid reference in Appendix 2, Rescue and Medical Points..

### **1.8.3. First Aid**

First aid cover will be provided by 2 qualified First Aid personnel who will be based in the Doncaster Rowing Club boathouse. This is highlighted in Appendix 2, Rescue and Medical Points.

The nearest A&E department is at Doncaster Royal Infirmary, Armthorpe Road, Doncaster DN2 5LT.

**There is a defibrillator in the kitchen, upstairs at the boathouse**

## **1.9. Safety Reporting**

The Competition supports a continuous improvement programme for safety. In order to facilitate this, all incidents, near-misses and issues must be reported and acted upon.

### **1.9.1. Incident Reporting**

All incidents shall be reported via a Competition Official to the Competition Rowing Safety Advisor. These incidents shall be reported through the British Rowing online reporting mechanism.

### **1.9.2. Control Commission Reporting**

The Organising Committee shall appoint a Control Commission consisting of one or more suitably experienced persons, the senior member of which (the Head of Control Commission) on duty at any time shall be an umpire.

The Control Commission shall supervise the crew boating areas to check that all relevant rules pertaining to crew composition and equipment are being observed.

It is the responsibility of competitors to ensure that their boats are safe and are prepared in accordance with the guidance in Row Safe and are suitable for the crew and conditions in which they are to be used.

Control Commission may undertake spot check inspections of the boats prepared by the competitors and shall exclude any boat that fails to meet the standards.

The Control Commission will retain a list of crews presenting inadequate equipment. The Competition Rowing Safety Advisor will report reported as incidents in the BR Online Incident Reporting System.

## **1.10. Emergency Action Plan**

See Appendix 9 - Emergency Action Plan.

## **1.11. Water-Borne and Infectious Diseases**

### **1.11.1. General Advice**

Competitors should take the follow action in order to reduce the risks of infection from water-borne disease:

- Do not drink water from the river.
- Only drink from your own water bottle or water from taps in the Boathouse.
- Wash hands thoroughly and shower if necessary before eating or drinking.
- Avoid immersion in the river water.
- Cover cuts and abrasions (including blisters) with waterproof dressings.
- Do not splash water from the river onto your face or body in order to cool down.
- Shower after contact with the water.
- Wear footwear to avoid cuts and protect feet when walking on the landing stages.

### **1.11.2. Leptospirosis (Weil's Disease)**

The risk of contracting Leptospirosis from recreational water is small. However, the serious nature of the disease is such that we must be aware of the dangers and should take the simple precautions outlined in section 1.11.1 above to reduce the risk of infection.

If flu-like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.



## **2. INFORMATION FOR COMPETITORS AND SPECTATORS**

### **2.1. Responsibilities**

The Competiton implements the recommendations of the British Rowing Row Safe Guide, and competitors are reminded of their obligations under Row Safe.

Coxswains must provide and wear a suitable buoyancy aid or lifejacket when afloat.

Each participating club will be given a copy of the Competiton Safety Plan and Competitor Safety Instructions and it is the responsibility of the clubs to ensure that their members are made aware of their contents.

Spectators must follow the safety instructions posted on the Competiton notice boards.

Competitors are specifically reminded that all persons using the river do so at their own risk and are solely responsible for the following:

- Their own safety and their ability to meet the minimum standards required by Row Safe, i.e., competence in the water and awareness of capsizing procedures.
- Ensuring that their boats are safe and are prepared to the standards required by the British Rowing Row Safe Guide and the British Rowing Rules of Racing. Any boat that fails to meet the standard shall be excluded. See British Rowing Rules of Racing for details.
- The strict observance of the Competiton pattern (see Competiton Map [Appendix 1]), the Competitor Safety Instructions and the minimum standards set by Row Safe. These instructions will be issued to crews in Competitors Instructions.
- Deciding, together with their coaches, whether or not they are competent to use the river in the prevailing weather conditions.

If a competitor falls out of a boat for any reason, the crew must stop and render assistance. Attention is drawn to the British Rowing Rules of Racing; a crew will not be placed without its full complement.

### **2.2. Equipment**

It is the responsibility of the competitors to ensure that their boats are safe and are prepared to the standards required by the British Rowing Guide to Safe Practice in Rowing. The Control Commission may undertake spot check inspections of the boats prepared by the competitors and shall exclude any boat that fails to meet the standards.

No visible signs of damage to the hull, for example scrapes or cracks.

Buoyancy compartments, seals, hatch covers, boat hull and ventilation bungs are secure and watertight. Buoyancy Bags are fully inflated and installed if no under-seat buoyancy compartments are fitted.

Bow ball is in good condition and securely fixed (where the construction of the boat, or its composition, is such that the bow is properly protected or its shape does not present a hazard in the event of a collision, then this requirement need not apply).

Fixing screws or bolts do not represent a hazard in the event of an accident. Any sharp protrusions should be covered or removed.

In all boats the foot stretchers, shoes or other devices holding the feet of the rowers shall be a type which allows the rowers to get clear of the boat with no delay in an emergency.

Foot Release. In all boats, the foot stretchers, shoes or other devices holding the feet of the rowers shall be a type which allows the rowers to get clear of the boat with no delay in an emergency.

Where shoes or other devices holding the feet will remain in the boat, each shoe or device shall be independently restrained such that when the heel reaches the horizontal position the foot will be released from the shoe.

Where shoes or other devices holding the feet will not remain in the boat, each shoe or device must be able to be released by the rower without using their hands or with a single quick hand action of pulling on one easily accessible strap or release device.

In addition, where laces, Velcro or similar materials must be opened before the rower can remove their feet from the shoes or other device, all such materials must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap.

Heel restraints are strong, secure and durable and the correct length (laces and cable ties are not appropriate). Shoes shall be in good condition so that they do not break or become partially detached from the boat in the event of a rower trying to remove their feet during a capsized.

Where shoes or other devices holding the feet will remain in the boat, each shoe or device shall be independently restrained such that when the heel reaches the horizontal position the foot will be released from the shoe.

Shoe fastenings such as laces or Velcro or similar materials should not be too tight and must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap.

Where shoes or other devices holding the feet will not remain in the boat, each shoe or device must be able to be released by the rower without using their hands or with a single quick hand action of pulling on one easily accessible strap or release device

No part of the rigger, or any other structure, restricts the ability of rowers to remove their feet from the shoes in an emergency.

Rudder lines, steering mechanisms and rudder (where fitted) and fin, are secure and in good working order.

Outriggers, swivels, gates, seats, runners and stretchers are secure and operating correctly and show no signs of cracking or fatigue.

The forward port and starboard rigger on all boats, other than single sculls, should be protected by a backstay.

Blades are undamaged and buttons are secure and properly set.

All boats must be Registered (Licenced) with British Rowing and have the correct identification numbers clearly visible eg DON101

In addition, clubs must ensure that all boats entered in the Competition have sufficient buoyancy to ensure all crew members are adequately protected in the event of either a swamping or capsized of the boat. Boats may be checked by the Control Commission to ensure that all original watertight compartments appear to be sound.

### **2.3. Protection against Weather Conditions**

As the Competition is held in November, it is likely to be cold and competitors should ensure that they bring kit and clothing appropriate for the worst expected conditions:

- Bring adequate warm clothing, gloves and hats.
- Wear multiple layers of clothing, especially if it is cold.
- Bring Wellington boots in case the river water level is above the landing stages.
- Ensure that they have appropriate kit with them in the boat. They should not compromise their own well-being for the sake of carrying a few extra ounces of weight.

**Competitors whom the marshals deem to be inadequately dressed will not be allowed to boat.**

### **2.4. Cold Water Immersion**

All competitors should be aware of the actions to take in the event of immersion in cold water:

- Stay with the boat and use it to keep you afloat.
- Get on top of the boat and attract attention immediately.
- If you have to stay in the water, retain warmth by keeping arms and knees tucked into the body.
- Stay calm and breathe deeply.
- Do not waste energy by trying to right the boat.
- Do not swim away from the boat because your swimming ability in cold conditions is dramatically reduced.
- Keeping warm and dry in the boathouse between Competitors.
- All launches carry space blankets and upon rescue should use them while transporting the person to the Boathouse, where there are first-aiders who can decide on the best course of treatment. This is normally to put the person into a hot shower with a first-aider on hand in the shower room.

### **2.5. Incident Reporting**

All safety incidents must be reported to a Competition Official and the appropriate incident report forms completed.

## 2.6. Instructions for Boating

The intention is to get boats onto the water in a quick, safe and efficient manner, so that the Competitor's can start on time.

All crews must be ready to proceed to the landing stages at least 2 minutes before the boating time stated on the Start Order Schedule. Crews will be called to the landings by marshalls in reverse start order.

Crews will not be allowed to warm up upstream but ergos are available in the clubhouse if they wish to use them prior to boating.

It is the responsibility of each member of the crew to ensure that their equipment is in a safe condition.

All competitors must ensure that they have and are wearing adequate, warm clothing and should take these with them in the boat for the waits at the start and finish. Competitors whom the marshalls deem to be inadequately dressed will not be allowed to boat.

To facilitate rapid boating, crews will be instructed to move all blades, kit, etc., close to the landing stage before carrying their boats to the landing.

All boats must be launched facing downstream (to the right) and proceed immediately in that direction. As soon as a boat is afloat, crew members must get in and push off. Any adjustments to the boat must be made before leaving the rigging area or after leaving the landing stages.

When proceeding to the start, crews must keep to the right of centre of the river. All overtaking crews must do so on the left and then pull back to the right.

It is the responsibility of the crew which is overtaking to avoid a collision. They should not assume that other crews have seen them. A crew member should always shout if they are unsure of their position or if there is any danger of a collision.

Clubs should ensure that their rowing members are trained in capsizing drill. If a competitor falls out of the boat they should remain with it, as it will provide buoyancy. When safe to do so, they should swim to the nearest bank whilst holding on to the boat and await a safety launch.

## 2.7. Starting Instructions

Crews will be given a start map prior to boating and will be marshalled in ascending number order.

Crews should marshal facing towards the start in the direction of racing. They should take care when turning, being considerate of other crews.

Crews must take careful notice of instructions issued by launch and bank marshalls. The only time they may ignore these is if it would be **unsafe** to carry out the instruction they have received.

Competitors should not remove any warm clothing until they are warned that the Competitor is about to start. Crews will be given approximately 2 minutes' warning by 3 short blasts on a Siren before they are due to start moving up to the start.

As crews paddle past the rowing start the starter will shout 'GO!' Timing commences approximately 50 metres further along the course.

### ○ **During the Competitor**

The course is 4,000m long and takes place on the River Don between the lock at Doncaster Prison and Sprotbrough lock. The course has three major bends; a sharp right-hand bend just after the start, a left-hand bend starting at around 1,300m and a gradual right-hand bend starting from the boathouse and lasting until the railway bridge.

Faster crews have right of way, so crews which are being overtaken must allow the overtaking crew to use the inside of any bend. This means on the first bend (just after the start) crews being overtaken should move to Port, then on the second major bend move to Starboard and on the finishing bend move to the Port.

Where possible, other river traffic will be stopped during the Competitors. However, crews must remain vigilant at all times during the Competitor and follow the navigation rules shown on the map that will be provided at registration.

In the event of equipment failure crews should move to the side of the river and await for assistance.

## **2.8. After the Finish**

The course finish is approximately 500m before Sprotbrough lock. Crews must continue paddling upstream until instructed to pull into either bank by a marshal. They should not turn until instructed to do so by a launch marshal or bank marshal.

No crews will be allowed back towards the landing stages until all crews have finished racing. As soon as crews have stopped rowing, competitors should put on warm clothing while they wait. When instructed by a marshal, crews should turn and proceed back downstream in single file and not overtake. As soon as a landing stage becomes available, boats will be directed by the marshals where to go.

## **2.9. Insurance**

Please note that insurance through British Rowing membership requires that a member is resident in this country for more than 6 months a year. Competitors aged 75 and over are not covered for personal accident through their British Rowing membership. Overseas crews should ensure that they have sufficient third party insurance cover.

## **2.10. Child Welfare**

The Organising Committee believe that the welfare and well-being of all children is paramount. All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

Clubs with junior members are expected to adhere to their own Child Protection Procedures in line with British Rowing guidance.

The Competiton has appointed a Competition Welfare Officer whose duties include understanding and implementing, where appropriate, the British Rowing's Safeguarding and Protecting Children Policy. Their contact number will be posted at Competiton Control throughout the duration of the Competition.

All Competiton officials and volunteers are apprised of their responsibilities under the Competiton's Child Welfare Policy. Please refer to the Child Welfare Statement in Appendix 4.

## **2.11. Security**

Competitors and Spectators should be aware that Hexthorpe Park is a public area open to all members of the public. Consequently, everyone should ensure that their personal possessions are kept secure and the contents of their vehicles or trailers do not draw unnecessary attention from thieves.

Security incidents should be reported to Competiton Control. If any incident requires a rapid response, priority should be given to contacting the emergency services.

## **2.12. Boat Racking and Storage**

It is the responsibility of competitors to ensure that their boats are secured correctly when stored on permanent or temporary racks or trestles or their trailers. This is particularly important in windy conditions.

## **2.13. Spectators**

Spectators should be aware that there is limited viewing space in the boating area and must ensure that they remain aware of boats being transported in this area.

### **3. INFORMATION FOR VOLUNTEERS AND OFFICIALS**

#### **3.1. Responsibilities**

##### **3.1.1. Duty of Care**

Everyone involved in the Competition has a duty of care to ensure that their actions both on and off the water are conducted in a manner which does not compromise the safety of others.

It is the primary duty of every Competition Official to care for the safety of competitors, officials, other water users and the public at large.

##### **3.1.2. Safety Awareness**

All Volunteers and Officials must make themselves aware of the Competition Safety Plan, the information relevant to their role and the safe use of their safety equipment.

##### **3.1.3. Personal Safety**

All Volunteers and Officials must recognise the responsibility they hold for their own safety and must not place others in danger by taking risks. Any rescue attempt must not generate unnecessary personal risk. Those directing traffic should wear high-visibility jackets.

##### **3.1.4. Incident Reporting**

All volunteers and officials have a duty to report all safety incidents, including 'near misses', to the Competition Rowing Safety Advisor who shall complete the relevant incident reports.

If any aspect of the Competition gives a volunteer or official cause for concern with regard to safety, this should be reported through normal communication channels or directly to the Safety Advisor.

##### **3.1.5. Violation of Safety Rules**

Any crew that violates the declared circulation pattern (in the Competitors Instructions), or which is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Guide to Safe Practice in Rowing may be awarded an 'Official Warning' by an Umpire.

##### **3.1.6. Child Welfare**

All issues relating to child welfare should be brought to the attention of the Competition Child Welfare Officer.

#### **3.2. Communications**

Volunteers and officials in key positions will be equipped with VHF radios to enable rapid communication. The Competition operates a strict radio protocol detailed in Appendix 7 - Communications Protocol.

#### **3.3. Protection against Weather Conditions**

As the Competition is held in November it is likely to be cold and Volunteers and Competition Officials should ensure that they bring kit and clothing appropriate for the worst expected conditions:

- Bring adequate warm clothing, gloves and hats.
- Wear multiple layers of clothing, especially if it is cold.
- Bring Wellington boots in case the river water level is above the landing stages.
- Bring spare clothing.
- Bring a waterproof jacket in case of rain.

#### **3.4. Life Jackets / Buoyancy Aids on Water**

Without exception, all Volunteers and Officials shall wear a lifejacket / buoyancy aid / PFD when travelling in a launch.

## **4. INFORMATION FOR THIRD PARTY ORGANISATIONS**

### **4.1. Overview**

The Head of the Don is a one-day rowing Competition on the River Don at Hexthorpe, Doncaster. Competitions are run in 2 divisions over a distance of 4,000m. Attendance is anticipated to be over 400 people.

The Competition is sanctioned by the British Rowing, the national governing body for rowing.

All relevant emergency services are contacted prior to the Competition.

The Competition is organised by a qualified and experienced committee.

### **4.2. Insurance Details**

Insurance for the Competition is organised through British Rowing and, through this policy, holds public liability insurance of £10 million.

### **4.3. Communication with External Organisations**

The Organising Committee liaise with the following organisations prior to the Competition:

- Canal & River Trust
- South Yorkshire Police
- South Yorkshire Fire and Rescue Service
- South Yorkshire Ambulance Service
- City of Doncaster Council
- Balby & Hexthorpe residents (via their Facebook page)
- Strawberry Island
- Ernest V Waddington Ltd
- John H Whitaker Tankers Ltd
- Doncaster & District Angling Association.

### **4.4. Central Point of Contact**

Competition Committee Chairman, William McIlroy .....	07836 327251
Chairman of the Organising Committee, Phil Allam.....	07771 623363

# HEAD OF THE DON - SAFETY PLAN

Rescue and Medical Points

## Appendix 1. COMPETITION MAP

☆ Egress Points



# HEAD OF THE DON - SAFETY PLAN

## Rescue and Medical Points

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### Appendix 2. RESCUE AND MEDICAL POINTS

- The First Aid point (staffed by First Aid Box Driffield) is located on the first floor of the Doncaster Rowing Club boathouse.
- Five rescue launches will be available and carry basic First Aid equipment. By default, they will moor or patrol the following areas:
  - Start zone.
  - First mid-course.
  - Second mid-course.
  - Third mid-course (at boathouse).
  - Finish zone.
- Throw bags will be held in each safety launch and at the boathouse.
- In the event that someone requires medical evacuation they should be moved by the quickest possible means (likely to be by rescue launch) to one of the following egress points, preferably the boathouse, so that they can be taken by ambulance to the nearest hospital:

GR – refers to

**Grid Reference What3Words** for easy reference

- |   |           |                           |
|---|-----------|---------------------------|
| ▪ Start zone lock                             | GR 569036 | “landed.pine.heats”       |
| ▪ Boathouse                                   | GR 558019 | “music.hiding.lions”      |
| ▪ Railway bridge north bank                   | GR 552015 | “cave.helpless.dragonfly” |
| ▪ Sprotbrough lock landing stage north bank   | GR 540017 | “asked.itself.headers”    |
| ▪ Football Pitch for Air ambulance evacuation |           | “means.either.free”       |

- Mobile radio communications are held at each Competiton Marshall position, in rescue launches, at the First Aid point and in Competiton Control.
- Fire extinguishers are located in the Doncaster Rowing Club boathouse.
- Competiton Control has access to mobile telephones for contacting the emergency services.



**Appendix 3. COMPETITON SAFETY CHECKLIST**

<b>Area</b>	<b>Item</b>	<b>Comments</b>
<b>Land</b>	Are Emergency vehicle access routes left clear?	
	Is Control Commission in place before crews embark?	
	Are landing stages safe and clear of debris?	
	Are all signs in place and visible?	
<b>Rescue / Medical Services &amp; Equipment</b>	Are First Aid services in position and available?	
	Are all appropriate personnel equipped with a functioning radio and mobile phone, including First Aid Team and rescue launches?	
	Rescue launches on the course before crews embark.	
	Are all rescue launches manned by qualified personnel?	
	Are launch drivers using kill-cords?	
	Do all points have the appropriate safety equipment?	
	Are rescue launches being used for the purpose for which they are intended and are they fully manned at all times?	
<b>Course</b>	Are all crews following the circulation pattern?	
	Is the course safely navigable?	
	Is the course clear of debris, including misaligned buoys?	
	Are all signs in place and visible?	
	Marshalls are sited in the correct positions/known trouble spots to minimise risk?	
<b>Competiton Officials and Reporting</b>	Are all personnel 'on the water' wearing buoyancy aids?	
	Have all officials been given full details of the Safety Plan and any relevant information at least three days before the Competition?	
	Is there a formal 'Accident Log' being maintained, together with blank 'Incident Forms' and guidelines for filling them in for use by all Officials?	
	Are officials reporting all accidents, incidents and 'near-misses'?	
<b>Weather</b>	Are water and weather conditions safe and being checked regularly?	

## Appendix 4. CHILD WELFARE STATEMENT

The Organising Committee of the Competition believe that the welfare and wellbeing of all children is paramount and will endeavour to implement the relevant guidance of the British Rowing Safeguarding and Protecting Children Policy and advice outlined by the NSPCC Child Protection in Sport Unit. For clarity, a child is defined as a person under the age of 18 by The Children Act of 1989.

All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

A welfare officer for the Competition will be appointed annually and will act as the point of contact for any concerns or allegations. Their contact number will be posted in the boating area throughout the duration of the Competition.

Doncaster Rowing Club offers a limited number of events for junior competitors but the Organising Committee is aware of its responsibilities to the children attending the event whether as competitors, spectators or volunteers.

- All child welfare concerns should be reported to the Club Child Welfare Officer. If these concerns represent an immediate danger to safety, Competition Control and/or the police should be contacted.
- Concerns relating to a specific club shall be discussed with that club's Child Protection Officer and relayed to the British Rowing CPO. Any action, including where appropriate a report to the police, shall result from these discussions.
- Where concerns relate to actions relating to actions within the structure of the Competition, the Club Child Welfare Officer shall raise these with the Chairman of the Organising Committee. Any action, including where appropriate a report to the police, shall result from these discussions.

- All participants and coaches abide by the Rules of the Competition and by good sportsmanship. All clubs entering junior competitors are expected to follow British Rowing good practice for child welfare when travelling to Competitions.
- Medical support is provided at the Competition during the hours of racing. Anyone at the venue outside of racing hours requiring medical treatment is advised to visit the A&E Department at Doncaster Royal Infirmary or, in an emergency, dial 999.
- Volunteers should be vigilant and report anything suspicious, such as someone taking photos in the changing area, someone unknown to crews hanging around or tampering with equipment to the Club Child Welfare Officer.
- Lost children should be reported to Competition Control. This shall be relayed to the commentary team for public notification. Anyone finding a missing child should report this to a Competition Official who shall notify Competition Control.
- All volunteers and officials having unsupervised contact with children will be familiar with British Rowing's Safeguarding and Protecting Children Policy and the information it contains on good practice.
- Given the nature of the Competition and the sport in general, photography is not deemed to be a significant risk in the welfare of children. Indeed, the Organising Committee do not wish to harm the enjoyment of competitors by restricting outdoor photography; however, photography is not permitted in the changing rooms.

## **Appendix 5. PROTOCOL FOR THE SUSPENSION AND RESUMPTION OF RACING**

### **5.1 SUSPENSION OF RACING**

In accordance with British Rowing Rules of Racing, the Competition Rowing Safety Advisor and the Competition Secretary shall monitor water conditions throughout the Competiton. If at any time either finds that conditions jeopardise the requirements of safety or fair racing, they shall stop or suspend racing, in total or by class of event, until such time as safe and fair conditions are restored.

In accordance with British Rowing Rules of Racing, racing shall be postponed or abandoned if the Competition Rowing Safety Advisor and/or Competition Secretary decide that conditions are unsafe.

Please note that any decision to suspend or resume racing will be based upon the minimum standard of watermanship expected from crews undertaking a competitive rowing event. Crews and coaches should make their own decisions on whether they are capable of competing safely in the prevailing conditions.

#### **Temporary Suspension**

Any Official may suspend racing if their ongoing monitoring of the course and conditions reveals any issue which may give rise to a safety issue.

#### **Environmental Conditions**

Officials will monitor the conditions over the course of the Competiton and, where necessary, may decide to suspend racing, in part by event, or in total.

#### **Other Factors**

Racing may be suspended in the event of an accident or if appropriate levels of safety cover cannot be guaranteed.

#### **Permanent Cessation of Racing**

Any suspension of racing will be followed by a continual monitoring of the situation by the Competiton Committee. If it is anticipated that conditions will no longer allow a safe programme of racing within the hours of daylight, racing will be cancelled.

### **5.2 RESUMPTION OF RACING**

Racing may resume when the Competition Secretary and Competition Rowing Safety Advisor agree that conditions are safe. This may include changing the course or removing lower status or small boat events from the Competiton.

Following a suspension in racing, the 'all clear' to resume racing will be given by Competiton Control following consultation between the Competition Rowing Safety Advisor and the Competition Secretary.

## **Appendix 6. LIGHTNING PROCEDURE**

A lightning storm is a possibility, although deaths and injuries from lightning strikes are rare. There is an increased risk in a boat, especially if standing up.

Racing shall be suspended if thunder is heard within 30 seconds of a flash of electrical discharge indicating that lightning is within 9km. Racing may commence thirty minutes after the last clap of thunder.

The aim will be to evacuate the river safely and efficiently. This will be coordinated by Competition Control. Evacuation should follow the process documented in Appendix 8 - Emergency Evacuation with the following addition steps:

- The commentator using the main PA system will warn those competitors and spectators on land of the specific danger of lightning.
- Crews will be told to carry their blades horizontally, not vertically, in order to reduce the risk of them attracting a lightning strike.
- A launch will follow the last crew to ensure all crews are accounted for before making their way back, ensuring that crews are following instructions. Everyone travelling in rescue launches should be seated, as this slightly reduces the risk of being struck.
- The safest place is likely to be indoors, as long as individuals are not too close to metal objects such as the structure, plumbing or wiring.
- Once the evacuation is under way and all parties have their instructions, Competition Control should ensure that they and everyone else in the boathouse keeps away from electrical apparatus. Computers should ideally be unplugged to minimise the risk of damage.
- If for any reason Competition Control is disabled, the Competition Secretary will assume co-ordination of these duties from wherever they are located. Should the radio network be rendered inoperative following a lightning strike, the above instructions should be issued by Competition officials using loudhailers.
- The 'all clear' will be given by Competition Control following consultation between the Competition Rowing Safety Advisor and the Competition Secretary. This consultation will be based on there being no flash/bang occurring within 30 minutes of each other for at least 30 minutes.

## Appendix 7. COMMUNICATIONS PROTOCOL

### 7.1 SUMMARY

The Competition utilises VHF radio equipment supplied by the Yorkshire Regional Rowing Council. All radio batteries must be fully charged before the Competition.

A copy of this Appendix 8 will be given to all radio users. Please refer to the RowSafe instructions on communications (Section 2.3) for more information.

### 7.2 STANDARD OPERATING PROCEDURES

- Radio operators should know their own call sign and those of others on the network (see 8.6 below).
- Ensure the radio is switched on and that the correct channel is selected. Test the radio when you are issued with it.
- When using the radio, hold it so that the aerial is vertical.
- Listen for other traffic using the frequency and wait until there is a break in a conversation stream before transmitting. Do not interrupt a conversation, except in an emergency.
- Think about what you will say before transmitting and keep the conversation short.
- Hold the transmit button down for two seconds before starting to talk.
- Say the call sign of the station you are calling BEFORE you identify yourself, e.g., *"Hello Control, this is Start, over."*
- Speak clearly, with pauses between phrases. Release the send button when you have finished transmitting.
- During the remainder of the conversation, users should omit the "Hello" and start with their call sign, e.g., *"Start, send, over."*
- End the conversation by saying *"Out"*. The phrase *"over and out"* is meaningless and must **NOT** be used.

### 7.3 PRO-WORDS:

Below are some common Pro-words that can be used on the radio:

Hello	Used to gain attention of another call sign at the beginning of a conversation (e.g., "Hello Control this is Start; over").
Over	The invitation to the other station to reply to your transmission.
Out	The end of a conversation with another station. The phrase <i>"over and out"</i> is meaningless and must <b>NOT</b> be used.
Received	Information received.
Roger	Information received.
I say again ...	Information to be repeated for clarity.
Say again all after / before	Asking someone to repeat part of the previous transmission, e.g., "Say again all after Competition 17; over."
I repeat ...	Information being stressed.
All stations	A call to all stations, e.g., "Hello all stations, this is Control; over."
Radio check	Used to check reception; typical replies: "OK; loud and clear; unworkable". Always do this when you first receive your radio.
Mayday	This is a distress call. It is only to be used when there is grave and imminent danger of loss of life or a vessel and immediate assistance is required. "Mayday" calls take precedence over all other transmissions. Repeat 3 times: "Mayday-Mayday-Mayday".
Pan-Pan	This is an urgency call. Urgent help is needed but there is no imminent danger of loss of life or a vessel. Repeat 3 times.

If you are not sure whether the call was to your station, do nothing and wait for the other station to call you again.

If necessary for clarity, spell words using the phonetic alphabet.

#### **7.4 EMERGENCY OPERATING PROCEDURES**

- Any Official who sees or finds an accident should radio Competition Control immediately.
- For anything other than a trivial incident, the Competition Secretary will announce that there is an emergency, that they assume control of the incident and instruct all stations to minimise further radio traffic. They will then ask for details: location, type of incident, number of people involved, severity and whether additional resources are required.
- Thereafter, all transmissions should be sent to the Competition Secretary who will then re-broadcast to the appropriate rescue/paramedic unit. Competition Control will record the incident.
- For a major incident, any Official or other person should telephone the emergency services using 999.
- The Competition Rowing Safety Advisor or his deputy will attend the scene.
- Once the incident has been dealt with, the Competition Secretary will announce this fact to all stations and allow normal radio traffic to resume.

#### **7.5 SAFE USE OF RADIOS**

- It is possible that a close lightning strike could render radio equipment inoperative. This would have an impact on the safe and efficient running of the Competition. All Competition officials should therefore carry a mobile phone and will be issued with the mobile phone numbers of the other officials, so that they have alternative means of communications in the event that the radio system becomes inoperable.

**7.6 RADIO CALL SIGNS**

<b>Call Sign</b>	<b>User</b>
Control	Competiton Control, Competition Secretary, Entries Secretary, Registration
Control Commission	Control Commission
Parking	Vehicle Parking Coordinator
Boat Marshal	Boat Marshalling on land
Starter	Starter
Start	Start Marshal
Finish	Finish Judge
Start Launch	Rescue Launch 1
Launch 2	Rescue Launch 2
Launch 3	Rescue Launch 3
Launch 4	Rescue Launch 4 (Boathouse Landing Stages)
Launch 5	Rescue Launch 5 (Finish)
Landing Stages	Landing stage Marshal
Safety	Competiton Safety Adviser
Bank Marshal 1,2,3 etc.,	Bank Marshals
Commentary	Commentator
First Aid	First Aid Box Driffield

## **Appendix 8. EMERGENCY EVACUATION**

- In the event of a major incident or change in conditions (e.g. lightning) requiring evacuation of the river, the following procedures should be followed.
- Competition Control to advise all stations to listen to instructions and to try to minimise any other radio traffic. The commentator using the main PA system will warn those competitors and spectators on land of the danger.
- All boating to cease immediately. Crews told to clear the landing stages immediately.
- All Competition Officials to be directed to return to the Doncaster Rowing Club boathouse. Rescue launches to assist in the evacuation.
- Competition Officials to be asked to go to landing stages to assist getting crews off the water as quickly as possible.
- Start Marshals to ensure that all crews downstream of the start are accounted for. Rescue launches to sweep the area upstream of the start and downstream of the finish.
- Returning crews are to be told to use both landing stages for disembarking and to clear the landing stages with all possible haste.
- Once rescue launches have ensured that they have instructed all crews to return to the landing stages, they also should make their way back, while checking that crews are following instructions.
- In the event of an evacuation of the boathouse then all competitors, volunteers, spectators and officials will be directed to the evacuation point opposite the boathouse at the main gates



## Appendix 9. EMERGENCY ACTION PLAN

In the event of an emergency Competition Control will make the decision as to the level of emergency response required, i.e., the need for emergency services. See Appendix 8 Communications Protocol for correct radio protocol in the event of an emergency.

**It is important to note that, in any situation where it is believed that the attention of the emergency services may be required, the emergency services should be called without delay.**

### 9.1 ACCIDENTS ON THE WATER

#### Priority 1 – Full River Evacuation

- In the event of a major incident or a change in environmental conditions requiring the evacuation of the river, the actions documented in Appendix 8 - Emergency Evacuation must be followed.
- Where there is a risk of serious or life-threatening injury to an individual or group, refer also to the actions for a priority two accident on the water.

#### Priority 2 – Serious or Life-Threatening Injury

- Call for rescue launch(es) by radio via Competition Control. Remaining rescue launches to redeploy to provide optimal cover.
- Evacuate the injured individual(s) to the nearest appropriate land point; this is likely to be the landing stages, as this will provide controllable access for the First Aid team and emergency services.
- Call for the First Aid team to attend, giving the location.
- Call 999 when appropriate.
- Suspend racing following Appendix 5 - Protocol for the Suspension and Resumption of Racing.
- Competition Control to alert the car park team regarding the imminent arrival of emergency services, provide a point of contact at the main entrance and provide them with clear directions to the incident.

#### Priority 3 – Actual or Suspected Minor Injury or Precautionary Measure

- Each Competition Secretary, start marshal, starter and finish judge will be issued with a 20-metre throw bag.
- Call for Rescue Launch(es) by radio. Remaining rescue launches to redeploy to provide optimal cover.
- Where appropriate, alert the First Aid team to rendezvous at the boating area.
- Individual evacuation to the boating area.
- Alert start to temporarily hold racing where appropriate.

### 9.2 ACCIDENTS ON LAND

While the highest concentration of spectators & competitors on land is in the boating area, it is recognised that a land-based emergency can happen anywhere in the grounds of the park or boathouse.

#### Priority 1 – Large Scale Evacuation

- Evacuation from boathouse or enclosure area. Announcement to be made by public address and/or Competition Official at the scene.
- Competition Control to contact emergency services where appropriate.
- Any potential action to deal with the incident prior to the arrival of the emergency services must not introduce further risk of injury.
- Where there is a risk of serious or life-threatening injury to an individual or group, refer also to the actions for a priority two accident on land.

#### Priority 2 – Serious or Life-Threatening Injury

- Call for First Aid attendance by radio.
- Competition Control to contact emergency services where appropriate.

#### Priority 3 – Actual or Suspected Minor Injury or Precautionary Measure

- Where appropriate, alert the First Aid team to imminent arrival of injured person(s) at the medical point.
- Evacuate individual(s) to medical point in the Doncaster Rowing Club boathouse or on the ground floor of the boathouse as appropriate.