

## SRC Annual Regatta – 3rd August 2024 – Safety Plan

### INTRODUCTION

This is the 142<sup>nd</sup> Sudbury Annual Regatta, which we aim to make as competitive, enjoyable and safe as all our previous events. This Safety Plan describes the arrangements and controls in place to ensure that the day is successful and passes, as far as possible, without incident. The Plan also details arrangements in place should an incident occur.

The **Safety Plan** comprises the following:

- Regatta Officials, Responsibilities and General Arrangements – this document
- Risk Assessment: Water Safety – document No. 6
- Risk Assessment: Land Safety – document No. 7
- Emergency Action Plan – document No. 9
- Competitors Safety Plan – document No. 10
- Welfare Statement – document No.11

### REGATTA OFFICIALS

Regatta Secretary:	Tim Hysom
Safety Adviser:	Dominique Young
Boat Marshaling Co-ordinator:	
Race Controller:	
Registration Co-ordinator:	
Safety Boat Co-ordinator:	
Stake Boat Co-ordinator:	
Start Marshal:	
Chair of the Race Committee:	Andrew Blit
Welfare Officer:	Jess Brown
Refreshment Co-ordinator:	

### RESPONSIBILITIES

The following responsibilities have been allocated to individual Regatta Officials

Title	Responsibilities
<b>Regatta Secretary</b>	<ul style="list-style-type: none"> <li>- Regatta planning and co-ordination.</li> <li>- Allocation of responsibilities detailed in this Safety Plan.</li> <li>- Arrange first aid cover</li> <li>- Notify interested parties and secure necessary permits and licences.</li> <li>- Arrange for gazebos for Regatta officials and umpires.</li> <li>- Ensure that there are sufficient stakes and tape, and the appropriate signs to mark out Friars Meadow in accordance with the Land Safety Risk Assessment and site plan for the Friars Meadow.</li> <li>- Ensure the marquee and tents are set up correctly.</li> <li>- Manage the set up of the Regatta Field on the Friday before the regatta.</li> <li>- On Regatta Day, check that Friars Meadow is ready and prepared for the event.</li> <li>- Liaise with the Club Water Safety Adviser and Race Controller in the event of an Emergency</li> </ul>

<p><b>Club Safety Adviser:</b></p>	<ul style="list-style-type: none"> <li>- Ensure the event follows up to date advice from BR. To ensure safety paperwork and advice includes any new guidance on Covid-19 restrictions.</li> <li>- Prepare the Regatta Safety Plan.</li> <li>- Oversee the safety management of the racing and related activities during the regatta.</li> <li>- Advise the Race Controller on safety issues that affect the conduct of racing, in particular, the need to suspend racing.</li> <li>- Process BR Safety Incident forms arising out of events during the Regatta.</li> <li>- Support Race Control in the event of an Emergency Incident.</li> <li>- Oversee first aid provision.</li> </ul>
<p><b>Boat Marshal</b></p>	<ul style="list-style-type: none"> <li>- Ensure that prior to the regatta, boat marshal assistants are briefed on their responsibilities, manual handling and the use of radios.</li> <li>- Provide assistance to crew boating and landing, particularly small boats.</li> <li>- Encourage crews to promptly depart from the landing stage and to make adjustments on the water.</li> <li>- Direct crews waiting for their Wave/Division and instruct them when to proceed to the start.</li> <li>- Encourage crews that have competed to promptly remove their boats from the boat marshalling area.</li> </ul>
<p><b>Race Controller</b></p>	<ul style="list-style-type: none"> <li>- Monitor radio traffic.</li> <li>- Regulate the flow of crews to the start line, taking advice from the Start Marshall and the Boat Marshalling area, and allowing for a one-way system of boating and deboarding.</li> <li>- Observe movements of any other river users and control race boat movements or suspend racing as appropriate.</li> <li>- Monitor weather conditions (particularly for thunderstorms and high winds) and river flow state. Liaise with Club Water Safety Adviser as necessary.</li> <li>- Implement the Emergency Evacuation Plan (with Chair of the Race Committee).</li> </ul>
<p><b>Refreshment &amp; Bar Co-ordinator</b></p>	<ul style="list-style-type: none"> <li>- Ensure that the food hygiene measures – as identified in the Land Safety Risk Assessment – in the tea tent, bar tent and barbeque areas are adhered to and brief staff accordingly.</li> <li>- Monitor cleansing and sanitising of surfaces in food serving areas as per RA.</li> <li>- Brief staff on manual handling and changing beer casks.</li> <li>- Co-ordinate food and drink to Umpire positions, if needed.</li> <li>- If necessary, initiate initial actions of Emergency Evacuation Plan for the refreshment tents and brief staff of actions needed.</li> </ul>
<p><b>Registration Co-ordinator</b></p>	<ul style="list-style-type: none"> <li>- Provide safety advice to attending clubs and post same to the SRC website.</li> <li>- Co-ordinate lost children and lost property.</li> </ul>
<p><b>Safety Boat Co-ordinator</b></p>	<ul style="list-style-type: none"> <li>- Ensure that prior to the Regatta the safety boat crews are trained / briefed on the use of safety boats, safety measures in place and the use of radios.</li> <li>- Ensure that safety boats are appropriately equipped.</li> <li>- Ensure that safety boat cover is in place 30 minutes prior to the start of racing until 10 minutes after the completion of the final race.</li> <li>- Brief Race Control of any problems on the river.</li> </ul>
<p><b>Stake Boat Co-ordinator</b></p>	<ul style="list-style-type: none"> <li>- Ensure buoyancy aids, waterproofs, sun cream and other protection are provided and used as required.</li> <li>- Ensure that prior to the Regatta stake boat crews are trained and briefed.</li> <li>- Ensure that the stake boat roster is notified to juniors and their parents, and that its implementation is monitored during the regatta.</li> </ul>

<p><b>Start Marshal</b></p>	<ul style="list-style-type: none"> <li>- Ensure that prior to the Regatta, start-marshalling assistants are briefed on their responsibilities and the use of radios.</li> <li>- Ensure that Race Control / Boat Marshalling are aware of any issues that prevent instructing the next Division to proceed to the Start.</li> <li>- Ensure that competitors warm up and practice downstream of the Start marshalling area only.</li> <li>- Ensure that competitors are paired and are ready to approach the Start in good time.</li> <li>- Support any capsizes in the Start area</li> </ul>
<p><b>Umpire Co-ordinator</b></p> <p><b>NOTE:</b> Safety responsibilities of umpires for the conduct of individual races are not detailed in this plan as they do not differ from standard British Rowing requirements for which umpires are trained.</p>	<ul style="list-style-type: none"> <li>- Take decisions, with advice as appropriate from Club and Regatta officials and the umpires, on safety issues that affect the conduct of racing, in particular the need to suspend racing.</li> <li>- Control the disposition and use of safety boats.</li> <li>- Ensure that prior to the Regatta, race control assistants are briefed on their responsibilities and the use of radios.</li> <li>- Confirm the serviceability of Regatta control equipment (loud hailers, finish horn).</li> <li>- Control the issue, and return of, radios and loud hailers to Regatta officials and umpires.</li> <li>- Co-ordinate the staffing of umpires and the provision of any safety equipment.</li> <li>- Monitor weather conditions (particularly for thunderstorms and high winds) and the condition of the river flow and liaise with the Club Water Safety Adviser as necessary.</li> <li>- Implement the Emergency Evacuation Plan (with Race Controller).</li> <li>- Co-ordinate return of British Rowing Control Commission Report on Equipment Failures as required.</li> </ul>

### GENERAL ARRANGEMENTS

The following General Arrangements have been put in place, in line with Water Safety and Land Safety Risk Assessments

<p><b>Vehicle and Trailer Access and Parking</b></p>	<p>The location address is Friars Meadow, Edgworth Road, Sudbury Suffolk, CO10 2GT. What 3 Words precise location: <b><u>Craziest.flask.falls</u></b></p> <p>To access the meadow, vehicles should turn left off Edgworth Road along a track and over a disused railway line. At this point Marshals will direct cars and trailers to the car parking and trailer parking areas. Both areas are signed and indicated by tape barriers. Trailers are requested to park sensibly allowing room to unload and for access by others</p>
<p><b>Boat Launching</b></p>	<p>Crews are informed which Wave and Division should be preparing to launch. Once in the launch area they are under the control of the Boat Marshal who will direct which landing stage to use, arrange for boat safety checks by an Umpire and instruct on launch order. Assistant Boat marshals will help with launching.</p> <p>The Chair of the Race Committee, under guidance from the Boat Marshal and Race Controller, reserves the right to disqualify any crew for late attendance or any boat that does not meet safety criteria.</p> <p>Crews may warm up upstream of the Finish from 'The Cut' to the disused railway bridge but must obey the circulation pattern.</p>
<p><b>Division Assembly Racing and Landing</b></p>	<p>Due to the river width each division has to assemble upstream of the Regatta Finish until the last race of the previous Division has finished. Race Control via the Boat Marshal will instruct each Division when it is safe to proceed to the Start area.</p> <p>Once at the Start area the Start Marshal will instruct each crew to pair with their opposing crew and assemble in start order. As each crew comes forward to the Start,</p>

	<p>they are under control of the Start Umpire and subsequently each Course Umpire as the race proceeds. Crews MUST comply with any instruction by an Umpire.</p> <p>Once finished, crews must keep clear of subsequent races and follow instructions given by any Regatta Official. A circulation pattern will be provided to all competing clubs and all marshals and Umpires. All crews must obey this.</p> <p>Once instructed to land, crews must clear the boating area as quickly as possible.</p>
<b>Capsize</b>	In the event of capsize, crews should proceed to the Suffolk bank (north / bow side when rowing upstream). A safety boat is situated at the bottom of the meadow with visibility of the whole course and in radio contact with Start / Finish and Course Umpires
<b>First Aid</b>	Qualified First Aid support is located between the Race Control Tent and VIP Tent
<b>Safety Equipment</b>	<p>The following safety equipment is provided:</p> <ul style="list-style-type: none"> <li>• Safety Boat located at the bottom of Friars Meadow</li> <li>• Throw lines and life rings for Umpires, Start Marshal and Finish Marshal</li> <li>• Radio Comms for Race Control, Marshals, Umpires, Regatta Secretary, Safety Adviser</li> <li>• Mobile phone at Race Control, Regatta Secretary, Safety Adviser</li> <li>• First aid equipment provided by personnel of the First Aid tent</li> <li>• First Aid kit at Start</li> </ul>
<b>Cancelling or Suspension of the Event</b>	<p>If an incident occurs or adverse weather such as thunderstorm, high winds or heavy rain make the event unsafe, the Chair of the Race Committee, in consultation with the Regatta Secretary and Safety Adviser, will at his discretion suspend or cancel the race. This will be announced on the public address system and by radio communication. Updates will be given as appropriate.</p> <p>In the event of an incident, an Emergency Action Plan will be put into effect.</p>
<b>Marquee and Tents</b>	<p>Tents shall be erected and dismantled by competent persons and checked prior to the event and during the course of the day by the Regatta Secretary. Frequency of checking will depend on weather conditions and will increase in high winds and heavy rain.</p> <p>Marquee refreshments tent will have a fire extinguisher and water buckets for use in the event of a fire.</p> <p>Propane cylinders and beer casks must be connected and disconnected by competent persons.</p>
<b>Food Hygiene</b>	<p>Food will be kept chilled and separately wrapped and uncooked food meats will be kept sealed or separate from other prepared foods. Sample temperature checks will be made of hot food.</p> <p>Food handlers will practise safe hygiene at all times.</p>
<b>Electrical</b>	The electrical supply shall be connected and checked for earth by a competent person. Any electrical faults will only be dealt with by a competent person.
<b>Welfare</b>	Participating clubs are responsible for the welfare of their young members whilst participating in the Regatta. The SRC Welfare Officer will be on site, to provide support and advice if required.