



LIVERPOOL VICTORIA ROWING CLUB - EVENT WATER SAFETY PLAN

Head of the Float at West Float, Wallasey/Birkenhead

Saturday 1st December 2018 (under British Rowing Rules of Racing and RowSafe)

Contents

1. Introduction
 - 1A. Document Control
 - 1B. Defining the Event
 - 1C. Scoping the Contests
2. Event Organisation
 - 2.1. Event Organising Committee
 - 2.2. Communication – Prior to the event
 - 2.3. Communication – At the start of the event
 - 2.4. Communication – During the event
 - 2.5. Communication – Post event

- 2.6. Documentation
- 2.7. Safety Monitors

3. Accident and Emergency Procedures

- 3.1. First Aid Cover
- 3.2. Emergency Services
- 3.3. Emergency Equipment
- 3.4. Pre-boating safety checks

4. Welfare Plan

5. Appendices

- 5.1. Event Risk Assessment – see separate document
- 5.2. Emergency Response Plan/Incident Response Plan
- 5.3. Abandonment Plan for the Event
- 5.4. Plan 'B' (ie an alternative plan to run the event)
- 5.5. Course map (or 'circulation pattern') – see separate document
- 5.6 Access points for emergency services – see 3.2.5 above
- 5.7 Emergency procedure – chemical incident at Lewis's Quay
- 5.8 Prevention of Road and Road-versus-Boat trailer traffic accidents
- 5.9 Site/Car Parks Map – see separate document
- 5.10 Trailer parking location diagram – see separate document
- 5.11 Information for Regatta competitors – see separate document
- 5.12 Weills disease (Leptospirosis) warning page
- 5.13 Officials duty schedule – see separate document

1. Introduction**1.A. Document Control**

Event Water Safety Plan for	Head of the Float 2018			
Date	Saturday 1st December 2018			
Author	Richard Lewis, Chairman Liverpool Victoria Rowing Club Email: poppyrichardlewis@gmail.com tel: 0151 609 0717 mob: 0772 519 0121			
Safety Plan Version	20/09/18 ⁸ v1			

1.B. Defining the Event

Event Organiser:	Liverpool Victoria Rowing Club
Contact:	Richard Lewis, Chairman Liverpool Victoria Rowing Club, Chair of Organising Committee Email: poppyrichardlewis@gmail.com tel: 0151 609 0717 mob: 0772 519 0121
Event Venue	Liverpool Victoria Rowing Club, Wirral Rowing Centre, Wallasey Bridge Road, Birkenhead CH41 1EB
Event Location and Course	West Float, Birkenhead, between Duke Street Bridge and Penny Bridge. Course is two legs of 1200m between boathouse and Duke Street Bridge, one slight bend, no bridges or other hazards (J14 crews race only one leg of 1200m)
Regulator/Owner of the Course	Peel Ports, Maritime Centre, Port of Liverpool, Liverpool L21 1LA Tel: 0151 949 6000 Contact: Neil Sumner

1.C. Scoping the Contests

This section aims to explain what is going to happen, for the benefit of non-rowing people who need to read this Event Safety Plan.

Expected or required competitors and participants	<ul style="list-style-type: none"> • Juniors from J14 (from approximately 14 to 18 years old) • Seniors • Masters, depending on entries (27 years old and above) <p>Estimated number of entries 100 crews, covering Open, Women and Mixed categories, including sculling and (J16 and older) sweep-oared</p>
Expected or required competitor experience level	<ul style="list-style-type: none"> • Juniors are expected to be competent to race and have received some coaching • Seniors with British Rowing 'Novice' status should be competent and have received some coaching • Other Seniors and Masters competitors are expected to be competent and have had prior racing experience
Expected racing craft	Fine boats only, quadruple sculls (coxed and coxless) and eights
Competition format	Timed 'head' race with each crew rowing two legs of the course, once in each direction, starting and finishing at the boathouse, thus minimising waiting time on the water. Crews are organised in divisions and can row at other events (eg coxless quad and eight in non-adjacent divisions). J14 crews (coxed quad sculls) can only race one leg time only). Results overall winner in shortest time and by banding
Competition rules	British Rowing Rules of Racing and RowSafe.

2. Event Organisation**2.1. Event Organising Committee****Regatta**

Organised by	Liverpool Victoria Rowing Club, Control Centre in the Committee Room, Wirral Rowing Centre, Wallasey Bridge Road, Wallasey CH41 1EB		
Organising Committee			
	Name	Contact No.	Email
Chairman (OC Chair) (overall control of event logistics)	Richard Lewis	0772 519 0121	poppyrichardlewis@gmail.com
Chairman of Race Committee (RC Chair)	Richard Lewis	0772 519 0121	poppyrichardlewis@gmail.com
Event Rowing Safety Adviser	Heather Parry	0776 658 0780	hparry2000@yahoo.co.uk
Event Welfare Officer	Paul Fegan	0151 639 0354 (club)	welfare@lvrc.co.uk
Race Committee			
Chairman of Race Committee (RC Chair)	Richard Lewis	0772 519 0121	poppyrichardlewis@gmail.com
Co-ordinating Umpire	Heidi Hackett	01244 317993	all@familyhackett.co.uk
Umpire	Anthony Taylor	0797 334 4538	Antz1953@hotmail.com

2.2. Communication - Prior to the event

2.2.A Navigation Authority/Proprietor	
Authorisation from the relevant navigation authority giving permission to use the water	Authorisation received from Peel Ports xx/xx/18 covering access to water, trailer parking at Lewis's Quay and overspill car parking at former Bidston Dock. Two weeks and twenty four hours prior to the event date email contact will be made with Neill Sumner and telephone contact to Alfred Dockmaster. Additional telephone contact to the Dock Police.
2.2.B Emergency Services	
Where required, notification sent to Police, Fire, Ambulance, RNLI and local hospital A&E	Not required
2.2C Highways/Local Authority/Community	
Where required, notification sent and if appropriate approval in writing received	Not required, as no local residential community. Close liaison maintained with Jenkins Shipping, proprietor of adjoining warehouse, whose yard is used for event car parking.
2.2D Other water users	
<ul style="list-style-type: none"> Record any general notices of the event informing other users Form and content of specific notices sent to non-participating rowing clubs using the water Form and content of specific notices sent to non-participating canoe, sailing or other clubs using the water 	<ul style="list-style-type: none"> Facebook, LVRC website, Wirral News No other rowing clubs Sea Cadets and Sea Scouts assist with Safety Boat provision
2.2E Third Party Services eg Safety Boats, First Aid	
Brief and acceptance	Safety boat provision by Sea Cadets and Sea Scouts – accepted xx/xx/18 and xx/xx/18 First Aid cover by LVRC members
2.2F Host Clubs	
Where appropriate	Not applicable, no other clubs on this water

2.2G For participants	
<ul style="list-style-type: none"> • How to get to the event • Rule 2-2-3 map and circulation pattern • Competitors Safety Instructions • Notification of planned safety briefings, when and who is required to attend 	<p>Rule 2-2-3 map, circulation pattern on and off water, hazards to safe marshalling, racing and recovery/return, competitor’s safety instructions, notice of safety briefings to be sent with draw and available on LVRC website</p>
2.2H Cancellation or curtailment of the event	
<p>Event Rowing Safety Adviser to monitor weather forecasts and advise Race Committee on whether to run all or only parts of the event.</p> <ul style="list-style-type: none"> • Prepare ways and means for communicating decisions to participants and interested bodies (see section 2.2.E) • Consider abandoning the day before the event if possible • Changing the course • Make assessment based on fixed and variable aspects of event ie Age, Experience/Category, Coxless, Front Loader, No under seat buoyancy, Weather, the course, Water Conditions, Other external factors 	<p>Event Rowing Safety Adviser obtains medium and short range weather forecasts and advises Organising Committee and Race Committee as appropriate.</p> <ul style="list-style-type: none"> • Participants will be notified by telephone by Event Secretary or Chair of Organising Committee the previous evening. • If short-term weather forecast is highly adverse, participants will be notified by telephone by Event Secretary or Chair of Organising Committee the previous evening or early on the morning of the event, if event is to be abandoned • Can shorten course from two legs of 1200m to two legs of 1000m/500m+ course if wind westerly and affecting water conditions at Duke Street. If strong easterly blowing onto launch area then event may be cancelled/abandoned • If short-term weather forecast is highly adverse, coaches of participating competitors will be advised by telephone by Event Secretary or Chair of Organising Committee the previous evening, allowing them to determine whether more vulnerable competitors should attend. <p>Nb. Under seat buoyancy is mandatory for all North West events. Boats from outside the region may borrow buoyancy bags for a North West event</p>

2.3. Communication – At the start of the event

2.3.1 Organisers/Umpires, marshals, monitors/Safety Boat crews	
Notification of planned safety briefings, when and who is required to attend	Marshals briefed by Chair of Organising Committee prior to event. Umpires briefed by instructions and on the day by Chair of Regatta Committee. Safety boat crews briefed by Event Rowing Safety Adviser on morning of event
2.3.2 Participants	
Notification of planned safety briefings, when and who is required to attend	Safety instructions sent out with Instructions for Competitors. If conditions are adverse on the day, coaches of all relevant crews (eg J14 scullers, adult novices) will be consulted by Chair of Race Committee, prior to boating.
2.3.3 Event Rowing Safety Adviser	
<ul style="list-style-type: none"> • Monitor conditions • Advise on starting, suspension, alteration or abandonment of event 	As required, Chair of Race Committee to liaise with Event Rowing Safety Adviser, if change in conditions. Race Committee will take appropriate action, including suspension of racing or event abandonment.

2.4. Communication – During the event

2.4.1 Organisers/Umpires, marshals, monitors/Safety Boat crews	
<p>1. Race Officials and land-based team leaders will be issued with NW Rowing Council’s Ofcom-licensed 2-way radios, as on the Race Officials Duty Schedule:</p> <ul style="list-style-type: none"> • Channel 1 will be used by Key Race Officials and the Event Rowing Safety Adviser. • Channel 2 will be used by the Event Rowing Safety Adviser to communicate with Safety Boats. • The Event Water Rowing Adviser will monitor shipping movements on Marine VHF radio channel 12 • Mobile phones between officials (if used at all) should only be used briefly for admin matters while still monitoring Channel 1 on the radio. <p>2. NWRRC Umpires are trained in the use of VHF radios and protocol.</p> <p>3. Other officials will be given a briefing in their use when they sign-out a radio.</p> <p>4. All radio users will be given a brief ‘Aide Memoire’ on radio protocol, printed on laminated card, for use on the day, which will include the minimal instructions for emergency/incident calls for help (see</p>	<p>Shipping movements on the Mersey & docks are managed by the Harbourmaster on Marine VHF #12. The NWRRC radios are incapable of operation in the Marine radio band. Marine VHF channel 12 will be monitored by Sea Cadet Safety Boat unit manager, who is in radio contact with all Safety Boats.</p> <p>The OC Chair/ERSA will liaise with the East/West Float Dockmaster on the afternoon prior to and on the morning of the event to determine any shipping movements.</p>

<p>Appendix 2).</p> <p>5. Spare radio batteries are provided to each radio user.</p> <p>6. Race Control will have mobile phone numbers for Key Race Officials. The risk of total radio system failure suggested by British Rowing is assessed as 'very low risk'. These radios are owned by the NW Regional Rowing Council and NWRRC radios have been in regular use on NW rowing courses approximately every fortnight for the last 10 years, without system failure. They were checked by the NWRRC Motorola supplier in January 2015.</p>	
<p>2.4.2 For Event Rowing Safety Adviser</p>	
<p>During the event, continue with the tasks outlined at 2.3 above</p>	<p>As required, Race Committee Chair to monitor with ERSA</p>

2.5. Communication – Post event

2.5.1 Participants/Officials

1. On water issues: Any feedback or comments on water-based aspects of the event, or umpiring, or safety, or Rules of Racing issues should be notified to the Race Committee or any Race Official on the day, or by email to the Race Committee Chair afterwards via poppyrichardlewis@gmail.com
2. Request for feedback: The Chair of the Race Committee will contact all Race Officials within 72 hours of the event and specifically request feedback, particularly on any safety issues, from Race Officials and Organising Committee team leaders.
3. Regional Umpire’s Audit: The NW Region Rowing Council Umpires’ Committee will have an auditor at the Event. He/she will complete a Safety Audit Questionnaire for the Event. After the Event they will discuss any issues with the Chair of the Race Committee, who will be asked to sign to acknowledge the Audit findings, and any remedial advice.
4. On-land issues: Comments on land-based issues should be notified to Race Control or emailed to the Organising Committee Chair via poppyrichardlewis@gmail.com
5. Event Review Process: All feedback will be noted and presented to the ‘Wash-up’

<p>Meeting (Event Review Meeting) shortly (usually 2 weeks) after the event. The aims of this are:</p> <ul style="list-style-type: none"> • To review issues brought to the Organising Committee's notice by the above means; • To action changes to improve future events; • These include all aspects of safety, efficiency, event management, First Aid, Rules of Racing issues, catering, road traffic, complaints 	
<p>2.5.2 Debrief of participants</p>	
<ol style="list-style-type: none"> 1. Solicit comments from participant clubs: The Regatta Secretary will email all clubs which entered the event and ask them for comments. 2. Debrief of competitors: There are no plans to debrief individual competitors, although individual's comments will be reported to the 'Wash-up Meeting'. 3. Input to Event Review Process: All feedback, complaints etc. whether specifically on Safety or not, will be logged and input to the 'Wash-up Meeting', which will produce a list of action points for future events. 	

2.6. Other Documentation Relating to the Event Water Safety Plan

See list of Appendices	

2.7. Safety Monitors

All Event Officials (identified by hi-vis jackets or British Rowing Umpire badges) have a primary duty to run the event in a safe manner, within:

- British Rowing Rules of Racing
- British Rowing ‘RowSafe’ code, and taking into account
- Other safety instructions as referenced in this Event Water Safety Plan
- Race Officials Duty Schedule

2.7.1 Roles and Responsibilities of Race Marshals, Monitors and Umpires (RMMU)	
<ul style="list-style-type: none"> • See Race Officials Duty Schedule for full details of Role, Location, Hazards, Reporting Times etc. • Race Umpires (Race Officials) are responsible for their section of the water for: <ul style="list-style-type: none"> • The safety of competitors • The correct adherence to the Rules of Racing • In the event of any Official seeing, or being advised of, an incident that requires immediate assistance, they will immediately call on the radio, Channel 1: • “PAN/PAN, emergency incident at (location)” and request a Safety Boat to that place. • All other radio users, except Race Control and the Event Rowing Safety Adviser must observe radio silence, and follow the instructions of that Official. • The Safety Launch(es), will be alerted by 	

<p>Race Control through the Event Rowing Safety Adviser, who will co-ordinate any action required and will call for external assistance as needed.</p> <ul style="list-style-type: none"> • Race Control will advise the Starter if racing should be suspended and Race Officials will stop the race if appropriate. • If Umpires can do so, they should help at an incident directly (eg using megaphone and throwlines); although they must continue to supervise any other crews on the course. • Umpires will use megaphones to warn any other crews of hazards resulting from an emergency incident • If the incident involves an imminent threat to life, officials should not use “PAN/PAN” but “MAYDAY/MAYDA emergency incident at (location)” and request the appropriate safety assistance. 	<p>Any incident on the Race Course, particularly a Man Overboard, will necessitate a suspension of racing while the casualty is recovered and the incident managed to a satisfactory conclusion, at which point racing will be cleared to resume.</p>
<p>2.7.2 Roles and Responsibilities of Land-based Officials and team leaders</p>	
<p>All land-based teams:</p> <ol style="list-style-type: none"> 1. See Race Officials Duty Schedule for the main land-based team leaders’ details of Role, Location, Duty times 2. See Liverpool Victoria RC Event Spreadsheet for a list of land-based team leaders and detailed team tasks and 	

<p>responsibilities.</p> <p>Control Commission:</p> <p>This team is responsible for</p> <ul style="list-style-type: none"> • Grouping crews by division and ensuring that they are proceeding to the stage in the correct direction (bows first for head race) • Carrying out safety spot checks on boats, crew clothing/life jackets and boat registrations (BR Rules Section 2.3.8.e), in accordance with the requirements in the British Rowing Rules of Racing (2.3.1 – 2.3.8) and Row Safe. • Spot checking that people getting into a boat are those entered for the event. • Competitors are ultimately responsible for ensuring that crew, boats and oars meet the safety standards. • All boats have to pass Control Commission between the trailer park and the landing stage. If several boats fail any check at Control Commission, spot checks may be stopped and all boats will be fully checked by Control Commission. • Boats that fail safety checks will not be allowed on the water until repairs have been 	<p>Control Commission activities can have a significant impact on the boat launching process and Regatta schedule in general. The Control Commission Team should perform their inspections as quickly and diligently as possible.</p>
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<p>completed.</p> <ul style="list-style-type: none"> • Any Control Commission safety check failures will be logged by Control Commission. The Chair of the Race Committee will input this 'failure log' as 'incidents' to the online British Rowing Incident Reporting system, to encourage clubs presenting defective boats to review their boat maintenance and improve their crews' safety inspection training. • In line with NW Region policy, this event will enforce the British Rowing rules and RowSafe advice on: <ul style="list-style-type: none"> • Additional buoyancy • Boat identification/registration numbering • That life jackets for coxes are 'fit for purpose' and fitted appropriately • That all crews (but particularly crew members under 18) are adequately dressed for the conditions <p>Car park marshals</p> <ul style="list-style-type: none"> • To manage parking of cars in Jenkins Yard and at Bidston Dock. • To direct trailers to Lewis's Quay. Trailer marshal will align trailers at a reverse angle 	
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<p>to the warehouse and ensure that a walkway is kept clear along the quayside.</p> <ul style="list-style-type: none"> • The trailer marshal will also ensure that trailers leaving the trailer parking area do so safely and without putting spectators at risk. <p>Stage Team</p> <ul style="list-style-type: none"> • To ensure that boats are safely embarked and advise them of the circulation pattern. • If their boat is to be used in the next but one division, to ensure that the replacement crew are ready to embark in the boat with delay. • To ensure that boats are safely brought into the stage and disembarked. The team will determine the order in which boats are disembarked, prioritising any with vulnerable crew members (the youngest juniors and any suffering injury or distress) 	
<p>2.7.3 Roles and Responsibilities of Safety Boat Drivers and Crew</p>	
<ul style="list-style-type: none"> • See general Roles and Responsibilities in British Rowing ‘RowSafe’ regarding Event Safety Boat providers and the equipment and personnel required in Safety Boats • Provider of Safety Boats: Liverpool Victoria Rowing Club/Sea Cadets/Sea Scouts • Number of Safety Boats: 3 (plus 1 in reserve) • Drivers’ Qualifications: All to hold at least RYA Powerboat Level 2 Inland Waters 	<p>Provide drivers with the Event Risk Assessment, Safety Plan and Alternative Arrangements Plan.</p> <p>Define and communicate to all participants and personnel what is required of Safety Boat Drivers:</p> <ul style="list-style-type: none"> • Areas to be patrolled • How to summon assistance, including medical attention. • Where to take casualties

<p>certificates</p> <ul style="list-style-type: none">• Location of Safety Boats: See course map	<ul style="list-style-type: none">• Ensure that safety boats are in good working order• Ensure that safety boats carry an effective means of communication.
<ul style="list-style-type: none">•	<ul style="list-style-type: none">•

3. Accident and Emergency Procedures

See also Event Risk Assessment.

3.1. First Aid Cover

3.1.1 Who will provide First Aid?	A rota of First Aiders from Liverpool Victoria Rowing Club
3.1.2 What are their qualifications?	Qualified GP, Accident and Emergency SRN, Qualified Ambulance Paramedic
3.1.3 Where will they be located?	First floor Liverpool Victoria Boathouse
3.1.4 How many people?	Three, including the Medical Officer
3.1.5 What is the level of equipment (eg. will they have defibrillator/spinal board etc.)?	<ul style="list-style-type: none"> • First Aid Team is led by a qualified GP who will have her normal emergency bag available. Other First Aiders are qualified emergency medical personnel. • There is a dedicated 'warm room' on the ground floor of the boathouse, with a shower, within which participants suffering from cold/immersion can be warmed.

3.2. Emergency Services

3.2.1 Where is the nearest 'Accident & Emergency' Hospital?	Arrowe Park Hospital, Arrowe Park Road CH49 5PE (0151 678 5111)
3.2.2 What are the approximate travel times?	9 minutes to Arrowe Park Hospital
3.2.3 Map of route to hospital?	Arrowe Park Hospital, via Docks Link Road, M53 Motorway (J1-J3) and A552 Woodchurch Road, A551 Arrowe Park Road (5.8 miles)
3.2.4 What are the approximate ambulance response times?	10 minutes
3.2.5 Ambulance/police/fire access points	<ul style="list-style-type: none"> • Main gate to boathouse. • Latitude 53.4106986257 N, Longitude -3.0544540062 W • OS Grid Reference 330005 Easting, 390950 Northing
3.2.6 Who will meet and guide Emergency Services	First Aid team and Chair of Organising Committee

3.3. Emergency Equipment

List of all equipment other safety people will have them (see Row Safe for standing requirements for Safety Boats)	
Umpires	All umpires equipped with: <ul style="list-style-type: none"> • 2-way radio and 'Aide Memoire' card • Mobile phone • Throw line • Megaphone
Safety Boat crews	All Safety Boats equipped with: <ul style="list-style-type: none"> • 2-way radio and 'Aide-Memoire' card • Mobile phone • Throw line • 9 foil blankets • Towing line • Sea Cadet unit manager to monitor Marine traffic on VHF radio channel 22
Race Control	Radio mike for Public Address system
Boathouse facilities	<ul style="list-style-type: none"> • Gas Fire extinguishers • Marked Fire Escape routes, kept clear of obstructions • Fire blanket in kitchen • Warm room on ground floor, kept warm by central heating system
Stage Marshal	<ul style="list-style-type: none"> • 2-way radio and 'Aide Memoire' card • Throw line • Megaphone

3.4. Pre-boating safety checks

Level of checking to take place – random audit/all boats/winners	Control Commission will conduct random audits but ask each crew if their boat is fit for purpose and if it has been checked by the crew before use. Onus is on clubs to present boats that conform to the British Rowing Rules of Racing and are fit for purpose.
Where and when	Control Commission may check all boats before each race at the front of the boathouse before crews access the stage area.

4. Welfare Plan

This Welfare Plan is based on British Rowing's 'Safeguarding and Protecting Children' Guidance Document WG3.4 'Guidance for Rowing Competitions'. It is available, with a library of other 'safeguarding' guidance documents on www.britishrowing.org/about-us/safeguarding

- The Organising Committee of this Regatta 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

This 'welfare plan' is related to the risks, to the type of event (ie a head race held at the beginning of December), to the size of the event, and to the age profile of the competitors (there is likely to be an equal number of juniors and seniors). The plan will take all reasonable steps to address aspects listed below.

4.1 Welfare Reporting Structure

- The first point of contact for any concerns or allegations should be Liverpool Victoria Rowing Club's Club Welfare Officer (CWO) who will be the welfare officer/co-ordinator for this event. He will be on site all day and can be contacted via any official, via Race Control or via the Event Registration Desk on the first floor of the boathouse. Or email welfare@lvrc.co.uk if you do not need a response on regatta day.
- Notices on how to contact the CWO are prominently displayed in the boathouse
- The overall responsibility for decisions and disciplinary procedures lies with the Club Chair, who is also the Chair of the Race Committee for this event.
- The Chair of the Race Committee can be contacted as shown in Section 1 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.
- The Chair of Liverpool Victoria Rowing Club (also the Chair of the Race Committee) is responsible for passing a concern to the British Rowing Child Protection Officer (CPO)

4.2 Code of Conduct

All participants and coaches must abide by the Rules of the regatta 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 (particularly as set out under British Rowing Rule 8-4). The North West Region Umpires' Commission has reviewed behaviour and will penalise any competitor, crew, coach, group of club members or supporters using foul and abusive language and crews will be disqualified.

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.

4.3 Medical cover

Medical cover is provided for the whole of the event between 08.00 and 18.30 by the First Aid team, not just when races are taking place. All competitors and officials will have departed by 18.30.

The First Aid team (and Race Control) will have contact numbers for Arrowe Park Hospital (0151 678 5111 and as shown above) or the Walk-in Centre at Victoria Central Hospital (Mill Lane, Wallasey CH44 5UF). In an emergency, participants can always contact 999.

4.4 Appropriate level of security

An appropriate level of security should be provided to ensure that people are not given free access to young people. Appropriate volunteers will be briefed to be vigilant, including the Control Commission team, who work with crews and coaches in the boat checking area, and the registration team who are located close to changing rooms. The volunteers will be asked to report anything suspicious to the CWO, such as someone taking photographs in the changing areas, or someone unknown to crews hanging around or tampering with equipment.

4.5 Procedures for missing participants

- Any missing participants should be reported to Race Control, or the CWO if under 18 or a vulnerable person. If urgent, contact any official, such as Control Commission or Stage Marshal.
- The Chair of the Organising Committee will be kept informed through Race Control
- Race Control/Entries Secretary, who hold emergency mobile phone numbers for the person responsible for each crew, will use that mobile phone number (ex-BROE) (or if not responding, will send a person to the club's trailer or crew bus) to make contact with team manager/crew coach, if an athlete has had an accident.
- Further action on missing participants will be considered jointly between Race Control, the person's team manager/crew coach (and the CWO as appropriate) on a case by case basis. If necessary, missing persons will be reported to the police.

4.6 Database Barring Service (ex-Criminal Records Bureau) Checks

The event will not have any volunteers working:

- On the competition's behalf with 'at-risk' supervisory roles over children, or
- Unsupervised in changing rooms when juniors are present,

So DBS (CRB) checking of volunteers will not be required.

Personal contact details of children, whether competitors or volunteers (there are no roles for children as 'stake-boat' boys or girls) are only held by the club Junior Co-ordinator, who is DBS checked.

4.7 Basic Training for those with unsupervised contact with children

Not applicable to this event. See section 4.6 above.

4.8 Photography

British Rowing is concerned that child photography is a difficult issue for rowing events, as the events generally take place on open public land

- This event takes place on 1200m of restricted access water, within the Birkenhead Dock system. Whilst it is not possible to ban photography, it is unlikely that non-rowing spectators will gain access to the course, as the course passes areas not open to the general public.
- The Organising Committee will consider the advice given in British Rowing Welfare Guidance document WG 5.1 and will brief volunteers on how to respond to any 'inappropriate photography' they may witness.

5. Appendices- Documents supporting this Event Safety Plan

These documents (Nos. 1-6 requested by British Rowing), are Appendices on the next few pages, except where supplied separately for the reasons noted:

- 5.1. Event Risk Assessment – separate document, as it is lengthy**
- 5.2. Emergency Response Plan/Incident Response Plan**
- 5.3. Abandonment Plan for the event**
- 5.4. ‘Plan B’ (ie. an Alternative Plan to run the Event)**
- 5.5. Course Map (or ‘circulation pattern’) – separate document**
- 5.6. Access Points (for Emergency Services) – see 3.2.5 above**
- 5.7. Emergency Procedure – Chemical Incident at Lewis’s Quay**
- 5.8. Prevention of Road and Road-versus-boat traffic accidents**
- 5.9. Site/Car Parks Map – separate document**
- 5.10. Trailer parking location diagram – separate document**
- 5.11. Information for Regatta competitors – separate document**
- 5.12. Weills Disease (also known as Leptospirosis) warning page**
- 5.13. (Race) Officials Duty Schedule – for Race Officials and land-based team leaders**
 - Separate document, as the final version will not be available until 4 days before the event, after volunteer availability has been finalised, and final numbers of boats are known
 - Includes detailed Safety Launch placement and responsibility/risk priority summaries for each location on the course, as well as the names of the people in each position throughout the day.
 - Contact the Chair of the Race Committee (Richard Lewis poppyrichardlewis@gmail.com) if you need a copy from last year’s event, or for this year’s copy, which will be available after 28th November 2018.
- 5.14. Boathouse Fire Emergency Plan**

Appendix 5.2 – Emergency Response Plan/Incident Response Plan

- The key to a successful response to an incident or an emergency is to have effective communication.
- All Key Race Officials and onshore team leaders who need to respond to incidents or emergencies will be equipped with 2-way radios utilising the same operating channel (Channel 1) as Race Control. Safety Boats and the Event Rowing Safety Adviser will utilise Channel 2. Any Safety Boat may be called to an incident by a Key Race Official by first calling the Event Rowing Safety Adviser, who will then assign the nearest available Safety Boat on Channel 2. This should not be necessary if the Safety Boat crew is alert.
- Officials should be clear and concise in radio messages. Full details can be recorded and passed on later for Incident Report logging. The basic essentials of radio communication are shown on the 'Aide Memoire' (aka Reminder Tag) issued to all radio users when a radio is issued:

BASIC 2-WAY RADIO PROTOCOL

1. *LISTEN* – At the Initial Call, make sure no other station is transmitting, before you press the ‘transmit’ button
2. Do **not** use people’s names on the radio, eg. Use the callsign ‘Starter’ rather than Fred Bloggs, start with:-
“(Their Callsign) (their Callsign) this is (your Callsign).....” (eg. “Finish, Finish this is Start, over”)
3. Then, after a pause – to give the responding station time to acknowledge the initial call, transmit your message, as briefly as possible. At the end of the message use:
 OVER - if you require a response
 OUT - if you don’t require a response
4. When responding to an initial call: say (“their Callsign) – this is (your Callsign), you’re loud and clear, go ahead, over...” (eg. Finish, this is Starter, you’re loud and clear, go ahead, over”). All subsequent exchanges between the Finish and Starter omit the ‘loud and clear’ unless the call quality deteriorates.
5. If someone calls you without a message, but the transmitting station does not identify itself, respond with:
 “Station calling this is (your Callsign);say your callsign and go ahead, over” (eg. “Station calling Start, say your Callsign and go ahead, over”)

If there is an emergency, eg. crew in the water, the observer (whoever it may be, and is equipped with a radio), should say, with emphasis, “PAN/PAN; Safety boat required at (location)”. If there is an imminent risk to life, then “PAN/PAN” should be replaced by “MAYDAY/MAYDAY” and the appropriate safety assistance called for.

At this point, all other stations should REMAIN SILENT, with the exception of:

1. *Event Rowing Safety Adviser (who has Operational control) and the Safety Boat crews*
2. *Race Control (who has Executive control)*

*The Rowing Safety Adviser has Operational control of the incident until the Executive controller has declared that the Emergency is **cancelled**.*

In the event of an accident, the first duty is to the safety of the competitor, or any other person in difficulty, on land or in the water.

- If Umpires are within shouting distance of the incident, and consider it necessary to intervene, they can do so using a megaphone and throwlines. However, they should remember that their primary responsibility is the continued supervision of other crews on the course, ensuring that they do not interfere with the Safety Boats and associated incident recovery action.
- Umpires will use megaphones to warn any other crews of hazards resulting from an emergency incident.
- If a race is about to be started and an incident is declared further down the course, the Start team will hold the crews in the Start Marshalling Area. If the incident requires that racing is stopped mid-race, then the nearest Key Race Official will stop the race and advise Race Control and the Start team.
- By reason of the short distance between any incident location and the boathouse, Safety Boats do not carry full First Aid kits. All casualties will be taken directly to the Liverpool Victoria boathouse.
- Casualty/ies recovered from the incident location will be assessed by the First Aid Team. The warm room is available to aid recovery.
- If en route to the boathouse, a Safety Boat has determined that an ambulance is required, the Event Rowing Safety Adviser will liaise with the First Aid Team and Race Control to call an ambulance.
- Ambulances can only approach the course from the boathouse.
- Onshore incidents should be communicated IMMEDIATELY to Race Control and managed in the first instance by the individual reporting the incident, until such time as the First Aid Team assume responsibility.
- Onshore Team leaders should either:
 1. Call Race Control on Channel 1, or;
 2. liaise directly with Race Control in the boathouse.
- The public address system (2 x directional speakers on the boathouse wall, with range over the boating area and trailer park) can be used to assist people in the event of an onshore incident or emergency.
- Note the procedure for dealing with a possible chemical leak from United Molasses terminal at Lewis's Quay, which is set out in the attached Appendices.

- There are further details for various emergencies during the different phases of the event, and considerations of the risks and appropriate responses, in the Event Risk Assessment.
- Full details of any incident or emergency should be recorded and input to British Rowing's online incident system, or communicated to the Chair of the Race Committee, so that the incident can be logged.

Appendix 5.3. Alternative Arrangements Plan for Event

- The event plans to provide a safe environment for competitors and spectators, 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, or officiating, is personally responsible for:
 - i. Their own safety;
 - ii. The strict observance of any circulation pattern and British Rowing's 'Row Safe';
 - iii. Deciding, together with their coaches, whether or not they are competent to compete in the weather and water conditions as they find them at the time of their race; and reviewing if their clothing will be suitable for the conditions;
 - iv. Ensuring that a 'responsible adult' accompanies juniors attending the event to assist them in the absence of their parents, and assumes responsibility for the juniors' safety and welfare.
- The measures taken to abandon the event will differ, depending on the stage the event has reached at the time abandonment is being considered.
- If several days before the event, emails, phone calls and text messages to club contacts and notices on the Liverpool Victoria Rowing Club website www.lvrc.co.uk 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 first boats go on the water (ie. Following the Event Rowing Safety Adviser's and Race Committee Chair's course inspection) then the abandonment will be notified by Public Address announcement and land marshals' megaphones. Note that Plan 'B' may be implemented as an alternative, following consultation by the Race Committee with club coaches, or a reduction in the scope of the event (excluding smaller boats, smaller/younger people or less experienced competitors) may still be an option, as outlined in the Event Risk Assessment.
- If, after boats are on the water, Race Control will contact Race Officials by 2-way radio to abandon the event and Umpires will communicate the decision to crews on the water by megaphone. If the cause of abandonment is rough water, Safety Boats will escort crews back to the landing stage.
- The Event Rowing Safety Adviser and the Race Committee will make their assessment, with Race Control and the Chair of the Organising Committee. The assessment will be based on fixed and variable aspects of the event, such as crew age,

experience/category, coxed or coxless boats, front-loader or rear-coxed, wind direction and strength/gusts, duration and consistency, short-term local weather forecasts, temperature, precipitation, water conditions, and other external factors.

- Some of the factors leading to abandonment are considered in more detail in the Event Risk Assessment.

Appendix 5.4. Plan 'B' – 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 a large-scale loss of:
 - i. Safety boat cover
 - ii. RMMU support (such as insufficient Umpires)
 - iii. Medical cover, or
 - iv. Communications breakdown (radio net failure)

Then racing will be cancelled or amended to reduce risks, unless alternative cover can be arranged at short notice.

- See Appendix 5.3 - Abandonment Plan, above.

2. Reduced Scope, Normal Course

The Event Rowing Safety Adviser and Race Committee will consider what options are available for running a safe event with slightly reduced resources on the normal course, although scope for such an approach is severely limited by the shortness of the course.

Appendix 5.7. Emergency procedure – chemical incident at Lewis’s Quay

- In the unlikely event of a chemical incident at the adjoining United Molasses tank farm at Lewis’s Quay, the Chair of the Organising Committee will be advised by telephone by the Site Manager at the tank farm.
- All participants will be advised by the Public Address system and megaphones, to leave the trailer and car park area and to congregate in the Liverpool Victoria boathouse, under cover. The boathouse can accommodate 400 people. All doors and windows will be closed, as appropriate.
- The Chair of the Organising Committee will liaise with the Site Manager at the tank farm or the Emergency Services, as appropriate and will be advised by them, when it is safe to re-commence racing.

Appendix 5.8. Prevention of Road and Road-versus-Boat trailer traffic accidents

1. Introduction

- The Regatta site will occupy the site of the Liverpool Victoria boathouse (and the adjoining Sea Scouts and Sea Cadets boathouses) accessed from Wallasey Bridge Road; car parks at Jenkins Shipping warehouse, accessed from the Dock Road and at the former Bidston Dock, accessed from Wallasey Bridge Road; and trailer parking at Lewis's Quay, accessed through Jenkins Shipping warehouse yard.

2. Procedure

- Car park marshals (wearing yellow 'hi-vis' jackets) will:
 - i. Prevent access by all but emergency vehicles and umpires through the main rowing club gate at Wallasey Bridge Road;
 - ii. Direct cars into the Jenkins Shipping car park and align cars and minibuses into organised rows;
 - iii. Direct any overspill of cars to the former Bidston Dock;
 - iv. Direct trailers onto Lewis's Quay, where they will be parked at a reverse angle towards the Jenkins Shipping warehouse at the back of the quay;
 - v. Manage the trailer area to maintain a clear passage for boats and pedestrians.
- At the end of the event, cars will leave the Jenkins Shipping and Bidston Dock car parks by the gate they entered. Trailers will leave the main boathouse site via the gate onto Wallasey Bridge Road, under the supervision of a car park marshal, wearing a 'hi-vis' jacket to warn oncoming traffic.
- Umpires can access and exit via the main boathouse site gate during the day and will use the 'Pallet Yard' car park to the left of the main gate on access. This car park will be reserved for Race Officials and the First Aid Team.

Appendix 5.12. Weills disease (Leptospirosis) warning page

West Float Birkenhead is a dock connected to the tidal estuary of the River Mersey. Although the water has relatively high salinity through being re-charged by tidal water, the River Birket also discharges into the West Float, lowering salinity and introducing potentially contaminated fresh water discharges.

Weills disease (Leptospirosis) is commonly found in fresh water, although it is less likely to be found in water with high salinity. Whilst there have been no known cases of Weills disease in the West Float, sensible hygiene precautions should be taken by all participants:

- Avoid full immersion in the water
- Cover all cuts and skin abrasions (including blisters) with waterproof dressings before contact with the water or before boating
- Wash all exposed skin after contact with water, and before eating
- Do not put any wet objects in your mouth if they have been in contact with dock water

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

Appendix 5.14. Boathouse Fire Emergency Plan

In the unlikely event of a fire in the boathouse, those discovering the fire should activate the fire alarm (points throughout the building). All occupants of the building should leave immediately through the nearest available fire exit. These are clearly marked with green signs with a running person and consist of the staircases at either end of the building, which lead through fire escape doors to the car park at the rear of the building and to the front of the boathouse. Do not stop to collect personal possessions. All occupants should return to their club trailer for a roll call or if from Liverpool Victoria Rowing Club to the Fire Assembly Point under the notice on the corner of the neighbouring warehouse nearest the main access gate for a roll call.

- The Event Rowing Safety Advisor will call the Fire Service on 999
- The Club Chairman/Event Rowing Safety Advisor will liaise with all competing clubs' coaches to ascertain the whereabouts of all competitors and liaise with the Chief Fire Officer in attendance
- Any fire should not be tackled unless it is minor in nature and there is a low risk of personal injury. It is important that fire extinguishers are only operated by those with experience in their use
- All participants must follow all instructions given by Fire Service Personnel