**Norfolk Long Distance Sculls 21st October 2023**

**Event Safety Plan**

**Introduction:**

This Event Safety Plan describes the arrangements and controls in place to ensure that theNorfolk Long Distance Sculls is successful and proceeds without incident so far as can reasonably be expected. The plan details arrangements in place should an incident occur.

The Event Safety Plan comprises the following:

* Event Responsibilities and General Arrangements
* Risk Assessment - Water Safety
* Risk Assessment - Land Safety
* Competitor Information including course map, WBH site map and Notice to All Crews & Local Rules (covering navigation rules with penalties/disqualification if not followed)
* Event Emergency Response Plan

**Organising Committee**

Chair Sarah Lister

Race Committee Chair Andrew Blit

Secretary Sarah Lister

Entries Secretary Sarah Lister

Treasurer Sarah Lister

Safety Advisor Jonathan Myers

Welfare Officer Olivia Doubleday

Race Controller Katherine Trehane/Nigel Kippin

**Event Responsibilities**

**Race Secretary:**

* Race planning and coordination
* Allocation of responsibilities detailed in Event Safety Plan
* Notify interested parties
* Ensure signage in accordance with Land Safety Risk Assessment
* On race day check NRC is ready and prepared for the race

**Race Umpires:**

* Ensure racing conditions/course is as safe as can reasonably be expected
* Ensure racing is conducted fairly and in accordance with British Rowing rules.
* Update Race Control on prevailing weather conditions on the course.

**Club Water Safety Advisor:**

* Prepare/review Event Safety Plan and Event Emergency Response Plan
* Oversee safety management of racing and related activities during the event so far as reasonably practicable and provide advice as necessary
* Advise Race Controller on safety issues that affect the conduct of racing – including any need to suspend racing
* Process BR Incident Report forms arising during the event
* Assist Race Control with incident management in conjunction with Emergency Coordinator

**Emergency Coordinator:**

* Liaise with Race Controller, Club Water Safety Advisor and/or emergency services in the event of a serious incident
* Nominate the designated vehicle and driver(s)
* Attend the scene of a serious incident (so far as possible if off site) using the designated vehicle and authorised driver. This could require significant driving time if needed to access areas on the north bank. On arrival at scene continue to direct support as required from marshals, umpires and NRC members. If emergency services are in attendance, make direct contact and maintain a communication link with the Race Control updating accordingly.

**Marshalling Coordinator/Umpire Commission:**

Brief Marshals in the following –

* Wear issued yellow ‘Marshal’ tabard to provide identification to competitors and in case of serious incident to emergency services
* Active intervention to prevent collision or incident affecting safety
* Use of mobiles as deemed appropriate.
* Monitor competitors and colleagues for hypothermia
* Assistance to crews boating and landing.
* Encourage crews to promptly depart from landing stage and to make any adjustments on the water
* Encourage crews that have returned to landing stage to promptly remove their boats from the landing area

**Race Controller/Race Committee:**

* Take decisions, with advice as appropriate from NRC race officials on safety issues that affect the conduct of racing - including the need to suspend racing
* Control the disposition and use of safety boats
* Ensure that prior to the event race control assistants are briefed on their responsibilities and the use of hand-held radios/mobiles as appropriate.
* Confirm serviceability of race control equipment (loudhailers, finish horn, safety bags)
* Control the issue of and return of radios (if in use), loud hailers, tabards and safety bags to marshals
* Take the decision on disqualification of a crew if it is late for the start
* Monitor the weather conditions with updates from umpires as required
* Implement the Event Emergency Response Plan

**Safety Boat Coordinator/Race Controller:**

* Ensure that prior to race the safety boat crews are briefed on the use of safety boats, safety measures and use of mobile phones as appropriate.
* Ensure safety boats are appropriately equipped
* Ensure safety boat cover is in place prior to the first boat going afloat
* Brief Race Control of any problems on the river

**Start Marshals:**

* Ensure start marshals and assistants are briefed on their responsibilities and use of radios/mobile phones.
* Ensure Race Control and Boating Marshal is aware of any issues that prevent the next division/course to start
* Minimise river congestion to reduce danger of collision so far as reasonably possible

**Refreshment and Bar Coordinator:**

Ensure that food hygiene measures as identified in the Land Safety Risk Assessment are adhered to and brief staff accordingly

**Registration Coordinator:**

Provide safety information to clubs and to the club’s website

Register competitors on race day and provide race numbers

**Event General Arrangements**

The following general arrangements have been put in place following the Water Safety and Land Safety Risk Assessments.

**Vehicles with Boat Trailers:** Parking area adjacent to WBH (see site map) – marshals direct along track and to suitable parking place. Emergency access to WBH and Whitlingham Adventure must be maintained.

**Access and Parking:** At the entrance to WBH, marshals will direct boat transporting vehicles. All other cars will be directed to **Pay and Display** car parks in the Whitlingham Country Park.

**Boat Launching and Recovery:** All crews will be informed of boating times. Once in the launching/recovery area they are under the control of the Boating Marshal who will direct them to the launch site, arrange for boat safety checks and give instructions to launch. Assistance with launching/recovery will be given. Race Control under the guidance of the Boat Marshal reserves the right to disqualify any crew for late attendance or failure to meet any of the race safety criteria.

**Safety Equipment:** The following safety equipment is provided: launches/safety boats, lifejackets, buoyancy aids, knife, throw lines, loud hailers, communication equipment (mobile phones), whistles, air horns together with thermal blankets, first aid kits and cpr face masks on NRC launches, thermal blankets to marshals. A defibrillator is based at WBH.

**Capsize:** In the event of capsize the occupant(s) should follow BR Rowsafe guidance on capsize and using the boat as buoyancy, proceed to the nearest bank. Course Marshals, on bank or afloat, have sight coverage of whole course. Communication will be made to Race Control and start/finish where necessary. Any competitor that capsizes will not be allowed to start or continue racing and must return to WBH by the most appropriate means to maintain personal safety and prevent hypothermia.

**First Aid:** Anyone requiring first aid should be directed to the Medical Support situated at WBH outside racing times. First aid equipment is available at WBH throughout the event. Whilst racing is in progress, Medical Support with radio/mobile will be based on a designated launch at the Race Finish (The Cut) and will have access to limited first aid medical equipment.

A defibrillator is sited at WBH. The Medical Support will provide appropriate care and advise whether further treatment is needed at hospital and if the casualty should be taken by family/friend/colleague or if an emergency ambulance is required. Race control should be updated by radio/mobile accordingly.

**Medical Support** will be based on the water during all Divisions**.**

**Communications:**

Radio communication has become increasingly unreliable so Race Controlwill communicate with officials and marshals by mobile phone via a specific Whatsapp group. This has proven more reliable in recent years. All marshals and officials will be added to the group prior to race day. Officials/safety marshals will also have loud hailers/flags/whistles to communicate with competitors/public.

**Event Safety Rules:** To assist with a safe event, a ‘Notice to all Crews & Local Rules’ is provided to competitors setting out the requirement to adhere to usual navigational rules and incident risk/penalties/disqualification if not followed.

**Cancellation or Suspension of the Race:** If an incident occurs or adverse weather conditions make the event unsafe, the Race Controller in consultation with the Race Secretary, Club Water Safety Advisor and other relevant persons, will at his/her discretion suspend or cancel the race.

**Serious Incident:** In the event of a potentially serious life-threatening incident the Race Controller will instigate the Event Emergency Response Plan at their discretion.

**Refreshments/Food Hygiene:** Hot/cold drinks and food are available at WBH. Food will be kept chilled as required. Uncooked meat will be kept sealed or separate from other foods. Food handlers and kitchen staff will ensure appropriate hygiene measures are strictly observed.

**Changing facilities/showers/toilets:** WBH has changing rooms with hot showers, toilets and hand washing facilities. Additional portable site toilets are available.