**NORWICH HEAD RACE SATURDAY 24th February 2024.**

**EVENT SAFETY PLAN**

**Site Location**

This event is organised by Norwich Rowing Club (NRC), Whitlingham BoatHouses (WBH), Whitlingham Lane, Trowse, Norwich, NR14 8TR Grid Reference TG 25031 07697.

What three words: ///grab.sleeps.future and the slipway is ///payer.oldest.third.

**Introduction**

The Event Safety Plan describes how competitors should act to keep themselves and others safe

so far as is reasonably practicable. All reference to ‘rowing’ includes sculling.

Everyone is expected to take responsibility for their own safety and the safety of others affected by

their activities. Everyone is expected to read, understand and follow the Event Safety Plans, Event

Safety Rules and guidance found in British Rowing (BR) publication RowSafe.

Competitors must understand they row at their own risk but providing they comply with plans and rules, make common sense decisions and conduct their own dynamic risk assessment then their safety should be maintained so far as is reasonably practicable.

**River Yare**

The Norwich Head race will be run in accordance with BR rules and BR guidance in RowSafe, with

safety of all water users the overall priority.

The 5km race starts at Riverscourt, Surlingham (near Church Lane) and finishes at Whitlingham Green.

The short course, just under 2km, race starts near Carrow Rail Bridge and finishes on the New Cut near Broadland Rowing Club.

The rowed section is tidal.

The Event Safety Plan comprises the following

• Event Responsibilities, Event General Arrangements, Guidance on Incidents

• Event Emergency Response Plan (separate document)

• Risk Assessment - Water and Land Safety (separate document)

• Competitor Information including course map, WBH site map and Notice to All Crews

& Local Rules (separate document covering navigation rules with penalties and/or

disqualification if not followed)

Race/Organising Officials

Race Committee Chairman – Jon Bartram

Race Secretary - Sarah Lister

Race Controller – Nigel Kippin

Race Committee Umpires – Jon Bartram, Teresa Aslett, Lianne Stanford, Richard Moseley, Fred Shearer

Club Water Safety Advisor - Killian Carline

Emergency Coordinator – Sarah Lister/Katherine Trehane/Steve Saint

Marshalling Rota Coordinator – Katherine Trehane

Safety boat Coordinator – Nigel Kippin

Registration/Entries Coordinator - Sarah Lister

Safeguarding and Welfare Officer – Olivia Doubleday

The term ‘Race Control’ contained within the plan refers to the designated room at WBH where

persons including the Race Secretary, Emergency Coordinator, Registration/Entries Coordinator

and any assistants may be based. Coordination of the race is carried out on the course by‘Start/Finish Officials’ using radios/mobile phones who will communicate directly with each other and any Course

Marshals. The Emergency Coordinator and assistant(s) will only assume control of the event if a

serious incident requiring implementation of the Event Emergency Response Plan occurs

whereupon the room will become the ‘Incident Control Centre’.

**Event Responsibilities**

**Note the person carry out the role on the day may vary, depending on their availability. Some roles and responsibility maybe delegated after an in-depth brief.**

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

• Nominate the designated emergency transport vehicle and driver(s)

Race Umpires/Race Committee

• Ensure racing conditions/course is as safe as can reasonably be expected

• Ensure racing is conducted safely, equitably, in accordance with local rules and in line with

BR rules.

• Update Race Officials/marshals 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 Committee and Emergency Coordinator on safety issues that affect the

conduct of racing – including any need to suspend racing

• Assist Race Committee with incident management in conjunction with Emergency

Coordinator

• Ensure competitors are reminded to submit a BR incident report if necessary

Emergency Coordinator

• Together with assistant(s) in the Incident Control Centre, coordinate the response to an

emergency requiring implementation of the Emergency Response Plan in line with the

actions listed within the plan

• Liaise with Race Committee, Club Water Safety Advisor and/or emergency services

• Maintain radios/mobile phones link with Scene Coordinator updating accordingly

Marshalling Coordinator/Umpire Commission

Brief ALL Marshals in the following

• Wear issued yellow ‘Marshal’ tabard to provide identification to competitors and

emergency services in case of serious incident

• Active intervention to prevent collision or incident affecting safety

• Use of radios/mobile phones

• Monitor competitors and colleagues for hypothermia

• Assistance to crews boating and landing.

• Encourage departing crews to boat promptly and make any adjustments on the water

• Encourage returning crews to promptly remove their boats from the landing area

Brief Start/Finish Marshals in the following

• Ensure Start/Finish marshals and assistants know their responsibilities

• Ensure Start/Finish marshals update Race officials and Boating Marshal of any issues that

prevent the next division/course from starting

• Minimise river congestion to reduce danger of collision so far as reasonably possible

Race Coordinator/Race Committee

• Take decisions, with advice as appropriate from 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/mobile phones

• Confirm serviceability of race control equipment (loudhailers, finish horn, safety bags)

• Control the issue of and return of radios/mobile phones, 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 (pto)

• Implement the Event Emergency Response Plan if required

Safety Boat Coordinator/Race Coordinator

• Ensure that prior to race the safety boat crews are briefed on the use of safety boats,

safety measures and use of radios/mobile phones

• Ensure safety boats are appropriately equipped

• Ensure safety boat cover is in place prior to the first boat going afloat

• Brief Race Officials of any problems on the river

Registration/Entries Coordinator

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

• Register competitors on race day and provide race numbers

Event General Arrangements

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 NRC, 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 Committee 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, throw lines, loud hailers, radios/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 the course. radios/mobile phones contact will be made to Start/Finish Marshals and Emergency Coordinator 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 radios/mobile phones will be based on a designated launch at the race finish and will have access to limited first aid medical equipment.

A defibrillator is sited at WBH on the wall outside the main entrance (access code C159X).

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 officials should be updated by radios/mobile phones accordingly.

Communications – mobile phones: Race officials and marshals will communicate with mobile phones using a designated Whatsapp group. Course officials/safety marshals will 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 Committee including the Race Secretary, Club

Water Safety Advisor and other relevant persons, will at their discretion suspend or cancel the

race.

Incident Reporting to BR and NRC: Any incident must be reported to BR within 24 hours and to

NRC immediately. To complete an incident report to BR, use the proforma on the BR website. Once

submitted, it will have a unique identifying number. A copy will be sent to the Regional Water Safety

Advisor and NRC Water Safety Advisor.

An incident includes collision with anything, capsize, equipment failure, near miss or any other

incident whether on land or water which could affect safety and has caused or could have caused

injury or damage. Full details can be found in BR RowSafe. Collision with rowers from other clubs

must be reported by NRC members regardless of whether the other person intends to submit a

report. NRC members involved in an incident must also report it immediately to their relevant vice-

captain or coach. If suspected damage has occurred, the boat should be quarantined with red/white

tape kept in the boathouses they report all damaged equipment to Ed Wells captain.norwichrc@gmail.com - directly if you can, or email [repairs.nrc@gmail.com](mailto:repairs.nrc@gmail.com)

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.

Emergency Access Points

List of emergency access points and actions is contained in the Event Emergency Response Plan.

**Diagram 1 shows the approximate area from satellite view of the course**



**Diagram 2 shows the approximate area from a plan view of the course, with church lane the red dot.**



NRC Guidance on Incidents Requiring Implementation of Emergency

Response Plan

Any incident involving serious injury, potentially life changing or life-threatening injury which requires

the attendance of emergency services, will always require implementation of the Emergency

Response Plan.

Any incident with overwhelming numbers of people involved may require implementation of the

Emergency Response Plan.

Other incidents may require plan implementation to provide the appropriate response, resources

and resolution and thus prevent escalation to a life-threatening situation requiring the attendance of

emergency services. For example, multiple capsize with persons in the water may require a different

response in summer compared with low temperatures in winter and the high risk of hypothermia.

Scene Coordinator: In the event of such incident, the Race Committee and/or Emergency

Coordinator will instigate the Event Emergency Response Plan and the closest most suitable

Marshal or Race Official will take on the role of Scene Coordinator (refer to Emergency

Response Plan for guidance and actions).

Guidelines for Dealing with Initial Incident

• Stay calm, act swiftly and take control. Consider danger to yourself or danger to others? Find

someone to assist if necessary.

• Notify Start/Finish Marshals immediately.

• Contact emergency services if required giving precise location.

• Can incident be resolved promptly with available resources OR is it a serious incident

requiring implementation of the Event Emergency Response Plan. If implementation is

required, call Emergency Coordinator via radios/mobile phones without delay.

• Provide first aid if required. First aid kits are in WBH and in launch safety kits.

• Details on use of the Automated External Defibrillator (AED) sited on the wall outside WBH

entrance (access code C159X) are provided on WBH noticeboards and the Water Safety

Noticeboards. An AED is designed to be used by an untrained person, qualification is not

necessary. Open the lid and follow the audible instructions.

• Do not move casualty with serious injuries unless failure to do so would cause further risk to

life.

• Deal with any other persons and ensure they are adequately supervised.

• Contact family, friend, parent or carer of the casualty if necessary.

• Damage to any NRC boat, launch or equipment must be reported immediately to the Fleet

Manager at nrcrepairlog@gmail.com or inform squad vice-captain or coach. Boats must be

quarantined with red/white tape kept in the boathouse to prevent danger to others until

assessed and/or repaired.

NRC Water Safety Advisor - contact at safety.norwichrc@gmail.com