

Goring and Streatley Regatta 2021 Safety and Emergency Action Plan (17th July 2021)



Introduction

The Goring and Streatley Regatta is a bi-annual rowing event usually held on the River Thames, approximately 1000m upstream of Cleeve lock. Due to the Covid pandemic and in keeping with the Government's guidelines the Club has decided to run a smaller, closed event, from our Lower Basildon site instead. **The event will only be open to competitors, essential volunteers and regatta officials.**

The regatta will take place on Saturday 17th July 2021 and is organised by the Goring Gap Boat Club (GGBC).

The regatta will consist of a series of rowing races, over an unbuoyed 500m course downstream of the Gatehampton Bridge.

We expect attendance to be circa 140 competitors spread out over the course of the day, attending the site in waves of 30-40 competitors at a time. We will be supported by circa 30-40 volunteers over the course of the day.

Whilst this is not an official British Rowing event, we are running the event in line with British Rowing's RowSafe guidelines, British Rowing's Covid-secure guidelines and GGBC's Safety Plan, reinforced by additional measures as outlined in this document and the event risk assessment.

Policy Statement

Goring Gap Boat Club accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of the Regatta, an environment which is both safe and healthy for all. To this end GGBC will take all reasonable steps to meet its responsibilities under The Health and Safety at Work etc Act 1974 and all other legal requirements for Health and Safety. GGBC will seek the full understanding and co-operation of all persons and organisations involved in the Regatta for a similar commitment.

The Goring Gap Boat Club review this policy annually.

Signed:

A handwritten signature in black ink, appearing to be 'S. J.', written over a horizontal line.

For Regatta Committee

Date: 7th July 2021

1) ORGANISATION

1.1) Command and Control Summary

In the event of an Emergency all resources will be directed by staff in Race Control. Sections 6 and 7 of this document describe the detailed actions to be taken in various Emergencies. Decisions to implement modify or cease these actions can be made by any of the following, listed in priority order, all of whom will be on site. Initial contact can be by mobile phone or by any Regatta Official.

Regatta Chair (Nick Josephy)	07990554076
Regatta Safety Adviser & Covid Officer (Stuart Cowen)	07890996809
Welfare Officer (Juliet Rushent)	07786261920

1.2) Responsibilities of the Regatta Safety Committee

The regatta safety committee shall have overall responsibility for all aspects of health and safety and shall, so far as is reasonably practicable, ensure that everybody under their control is familiar with the Goring Gap Boat Club's Safety Policy and arrangements for the event. The chairman and Regatta committee will encourage at all times the co-operation of all volunteers and competitors for their commitment to the same.

1.3) Responsibilities of Regatta Safety Adviser

The safety adviser shall be responsible in conjunction with the chairman and regatta committee for preparing and revising (as appropriate) the Health and Safety Policy for the regatta and in addition shall:

- Provide guidance appropriate briefings and advice on health and safety matters, including Covid measures.
- In conjunction with the chairman and regatta committee shall promote safety consciousness at all levels.
- Liaise with Medical, Fire Authority, HSE, Local Authorities and other appropriate bodies both before the regatta day and as appropriate during the regatta and afterwards.
- Carry out a pre-regatta inspection of the site.
- Be available during the regatta to monitor compliance with the regatta's safety requirements and to be the point of contact for health and safety matters.
- In addition to the above the safety adviser has the authority to require the cessation of unsafe practices where this is considered essential.
- Where a requirement to stop an unsafe practice is not complied with the safety adviser will liaise with the chairman to deal with the problem.

2) HEALTH AND SAFETY ARRANGEMENTS

2.1) Risk Assessment:

- Risk assessments for all situations on both land and water have been conducted, including relevant Covid-19 measures and precautions.
- The risk assessments are reviewed on an annual basis and after each event.
- All safety documents i.e. risk assessment, the Safety Plan and Emergency Plan, site plan, emergency access and egress arrangements are submitted to the Safety Advisory Group (SAG) at the West Berkshire Council in advance.
- The SAG will provide the emergency services with the site arrangements and contact details of regatta officials.

2.2) Instructions to Regatta Officials, Stewards and Competitors

- All officials and coxes are provided with copies of the boating instructions, which include a plan of the course and circulation plan. This documentation is also made available to competitors on the club website before the regatta and is displayed at race control on the day of the regatta.
- The instruction document includes what to do in an emergency and the location of medical treatment/first aid provided by trained first aiders.
- All regatta officials are briefed as to their area of responsibility and duty. It is the role of the safety adviser to ensure that all regatta officials, regatta organisers, coxes and those involved in co-ordinating the regatta, are fully briefed before the regatta starts in case of emergencies.
- All emergencies will be controlled from race control.
- In addition, a briefing session is given to regatta officials guiding them on the use of radio communication system and code words for use in an emergency.
- All regatta officials and the health & safety advisor carry radios and are in direct communication with race control.
- The regatta safety committee will stop any part or the entire event at any time if people or property may be in danger.

2.3) Fire Prevention

- The regatta committee has assessed the risk from fire and have put in appropriate controls to mitigate the risk.
- An emergency and fire evacuation plan briefing session is given to regatta officials and volunteers including the use of fire-fighting equipment where safe to do so.
- Regatta officials and volunteers will be briefed on the assembly point to guide the public to in case of fire. The assembly point will be well away from populated areas.

2.4) Child Welfare

- The regatta will be a closed event, open only to competitors and regatta volunteers, and therefore we do not anticipate that there will be any children onsite under the age of 16.
- However, the regatta is committed to making the welfare of children paramount and is committed to following the principles and policies detailed in the British Rowing Safeguarding and Protecting Children Policy document. In line with British Rowing guidelines a Competition Welfare Officer has been appointed.
- They will be responsible for dealing with all child welfare issues. Their contact details are given above and will also be displayed on the noticeboard in race control.

2.5) Signposting

- The event is signposted to other river users.
- The course will not be buoyed, but there will be buoys to mark the start and finish of the course.
- Other relevant signage and safety notices will be erected on site.
- Assembly points in case of fire will be signed.

2.6) Catering/Sale of Foodstuffs

- The club will provide limited refreshments and food and will comply with the relevant Food Hygiene Regulations.
- The person in charge of the catering operation is to make sure that all staff who handle food are supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work which they do.
- A food hygiene certificate will be held by one or more staff.

2.7) General Hazards

- Fire hazards exist throughout the site. Smoking is prohibited in the boathouse and marquees.

- Guy ropes and tent pegs are used throughout the site and care must be taken to avoid these.

3) FIRST AID PLAN

- First aid cover will be provided by trained first aiders who will be on site for the duration of the regatta, to provide medical treatment, as necessary.
- An Automatic External Defibrillator (AED) and a first aid kit is located in the designated first aid area in bay 1 of the boathouse.
- The location of the first aid will be notified to all regatta officials, competitors and volunteers via the check-in process and via signage on site.
- Any regatta official will be available to drive an injured person to hospital if non-urgent.
- Any emergency response required will be directed through 999.
- First aid can be summoned via radio or mobile telephone through race control, any regatta official or member of the committee.
- Safety boats will be on the water and piloted by experienced launch drivers. Safety boats will carry the correct safety equipment and Covid PPE. Safety boats will be in contact with officials via radio.
- Bank umpires/marshals are positioned at the start and the finish line, and are provided with throw lines, loud hailers and radios.
- There is not a telephone on site; however, there will be a mobile phone at race control with details of all emergency numbers.
- Help can also be summoned by contacting any regatta official, or member of the committee.

4) TRANSPORT MANAGEMENT PLAN

- Car parking will be managed by a designated group of parking marshals under direction of the regatta committee.
- The parking marshals will manage traffic from main the road onto the site, around the car park and off site again at the end of racing.
- Maximum speed signs (10mph) will be erected.
- Adequate provision for access by emergency vehicles will be provided to site at all times.
- See Goring and Streatley Regatta Safety Plan and Emergency Plan for access and egress arrangements onto site.

5) REGATTA SAFETY PLAN

Whilst this is not an official British Rowing event, we are running the event in line with British Rowing's RowSafe guidelines, British Rowing's Covid-secure guidelines and GGBC's Safety Plan, reinforced by the following additional measures:

- All crews are responsible to comply with British Rowing Rules of Racing (coxswains lifejackets/PFDs, bow balls, hatch covers, heel restraints)
- There will be two safety boats, one primary and one club-owned (reserve).
- The reserve launch should be immediately available if the primary launch is occupied.
- The reserve launch will be fully functional and manned throughout.
- All race officials and safety boat crews are in constant open channel radio contact throughout the Regatta. The umpires and both safety boats must be on the same radio channel. Everyone else should be on the other channel, which includes first aid and parking marshalling.
- The primary Safety Boat will provide on-water Regatta course safety cover.

- The reserve safety launch will also be available to provide on-water safety cover for the regatta course and the stretch of river between the finish of the Regatta course and the boathouse.
- All crews are required to comply fully with the Regatta's safety/racing rules and instructions given by Regatta officials.
- All officials understand that, in the event of an accident, racing will be stopped until such time that the incident has been attended and the course returned to a clear state.
- In the event of a capsize, boating accident or other on-water incident, the safety boats will provide an immediate rescue response to the affected crews. If there is a capsize on the course or adjacent to the course, all racing will be held up until the incident is cleared.
- In the event of a serious incident the Regatta Safety Advisers and/or Regatta Chairman must be kept informed. If necessary, they will take control.
- All key officials will have radios and as a back-up they can be contacted on mobile telephones.

6) EMERGENCY ACTION PLAN (on water))

- If there is an incident on the course **during racing**, the course marshal/s will assess the situation and where appropriate will raise the alarm and **all racing will stop immediately** until the incident is cleared. The safety of competitors, river users and the general public at large is the number one priority at all times.
- If there is an incident **between races** in any area of the river, then the nearest official will take control and determine the necessary action required. This can include the suspension of all racing / boating until the incident has been cleared.
- Any marshal or official can ask the 'starter' to suspend racing due to an incident anywhere on the river.
- Racing will not continue unless safety boats are present on the course.
- Only the regatta safety committee can authorise racing to re-commence.
- Please report any incident to Race Control.
- Please seek medical help from the first aiders if required. They will make the necessary arrangements with Emergency Services if required.

7) EMERGENCY ACTION PLAN (on the regatta site)

Any accident on site:

- If there is an incident on the regatta site, the nearest regatta official/s will assess the situation and take the necessary action. The safety of competitors, river users and the general public at large is the number one priority at all times.
- If necessary, all racing / boating can be suspended until the incident has been resolved.
- Only the regatta safety committee can authorise racing to re-commence.
- Please report any incident to Race Control.
- Please seek medical help from the first aiders if required. They will make the necessary arrangements with Emergency Services if required.

8) FIRE

- Assess the situation and raise the alarm and report the fire to race control.
- Race control identifies location of fire.
- Attend to fire if safe to do so and call emergency services.
- If required halt all racing and any boat movement until the incident is cleared and ask the 'starter' via radio to suspend racing.

- Notify all officials of incident via radio.
- If required Race Control will co-ordinate an evacuation of all/part of the regatta site.
- Actions must include:
 - Regatta Officials to sweep/search their designated areas of the regatta site from river front to the back of the site.
 - Competitors and volunteers to move to the assembly point in the Competitor waiting area.
 - Evacuation instructions will be announced via megaphone.
- Once fire has been extinguished, the regatta safety committee must declare the site as safe before racing can re-commence.
- The Safety Adviser to complete an incident form and return it to Race Control.

9) REPORTING OF INCIDENTS

- Should an incident occur on the river / car park / boating area / regatta site and be witnessed by any official, crew etc, then these should be logged as soon as possible on an “Incident Reporting Form” at race control.
- These are to be filled in and returned to race control for the attention of regatta safety adviser as soon as possible.
- Details of all accidents must be recorded as soon as possible after the accident.
- The safety adviser will be responsible for investigating and recommending the necessary action following any accident/incident.

10) BOATING ARRANGEMENTS

- Boating will be from the pontoons, which are located on the Berkshire bank.
- All boats will follow the Club’s circulation plans (see attached).
- All activity on and around the pontoons will be under the control of the Pontoon Marshals.
- To avoid congestion and to observe social distancing guidelines, competitors will be asked to wait in the competitors waiting area until they are called for their race.
- Once competitors have finished their race and disembarked their boat they will be asked to move out of the boating area to collect their kit.

11) BOAT CIRCULATION PLAN

- All coxes will be issued with the Regatta Boating and Circulation Plan, which illustrates the boat circulation route in the Regatta course area.
- This information will also be posted on notice boards at Race Control.
- The navigation channel adjacent to the Regatta Course is likely to remain busy throughout the day with non-regatta pleasure boat traffic, travelling in both directions. Extra care must be taken at all times to avoid boating accidents.
- Practice starts are not permitted in the Navigation Channel.
- Crews must be considerate and give priority to other river users when paddling to the start.

12) REGATTA COURSE CHANNEL

- The regatta course will be circa 500m long, with the finish line at Basildon Beach and the start line 500m downstream towards Beal Park.

- The course will not be buoyed, except for navigation markers at the beginning and end of the course.
- The river is wide enough to race two crews side by side and still allow other river traffic to pass safely.
- There will be a start and finish marshals
- All crews must remain within calling distance of the Start Marshals.
- Instructions given by the Start Marshals must be complied with at all times. Failure to do so may result in the offending crew receiving an official warning.
- Racing practice such as starts is not allowed in the navigation channel; they may only be carried out below the Start marshal in clear water conditions.

Attached:

Appendix 1: Goring & Streatley regatta 2021 Risk Assessment

Appendix 2: Regatta site, course, circulation plans

Appendix 3: Regatta emergency access plan

Appendix 4: Safety information for crews

CHANGE HISTORY

Document Name	Detail of Revisions	Name of Reviewer	Version No.	Date
Goring & Streatley Regatta Safety Plan	New document	Nicola Stilwell	1.0	June 2013
Goring & Streatley Regatta Safety & Emergency Action Plan	New title & reviewed and updated	Hugh Baker-Smith	2.0	April 2015
See above	Updated with clarification and changes to key roles	Jessica Fowler and Sara Benbow	3.0	April 2016
See above	updated	Brian Barnes	4.0	May 2017
See above	New Command and Control para. And phone numbers updated	Brian Barnes	5.0	June 2017
See above	Contact numbers updated	Brian Barnes	6.0	May 2019
See above	Updated and inclusion of Covid measures	Stuart Cowen	7.0	July 2021