

# Tees Small Boats Head Safety Plan

## 1.0 Introduction

### 1.1 Scope

This document describes the safety arrangements for Tees Small Boats Head and any other processional race held on the River Tees organised by Tees Rowing Club. These events are run in accordance with the British Rowing Rules of Racing and follow the guidance of British Rowing RowSafe.

Tees Small Boats Head and any other processional race on the River Tees organised by Tees Rowing Club take place in the full knowledge of British Rowing, Canal & River Trust, Cleveland Constabulary, Cleveland Ambulance Service and other organisations deemed appropriate as notified by the Tees Small Boats Head Committee.

### 1.2 Content

This document identifies the risks apparent during the event through a hazard and risk assessment. In Section 3 it then expands on the identified mitigation to explain how this is to be achieved in practice. This document then incorporates, in Section 4, the briefing notes that implement the mitigation actions. Therefore this document contains the following:

- Section 2 – Safety Plan
  - Hazards and Risk Assessment
- Section 3 – Control Arrangements
  - Responsibilities
  - Emergency Procedures
- Section 4 – Allied Documentation

### 1.3 Amendment Register

Issue	Date	Author	Reason	Review due by
Issue 1	Nov 2006	S.Vaslet	Original Issue	September 2007
Issue 2	Sept 2007	S.Vaslet	Updated for 2007 event	September 2008
Issue 3	Sept 2008	S.Vaslet	Updated for 2008 event	September 2009
Issue 4	Sept 2009	S.Vaslet	Updated for 2009 event	September 2010
Issue 5	Sept 2010	S.Vaslet	Updated for 2010 event	September 2011
Issue 6 Draft A	Aug 2011	S.Vaslet	Updated for 2011 event	September 2012
Issue 7	July 2012	A.Puddick	Updated for 2012 event	September 2013
Issue 8	Aug 2013	A.Puddick	Updated for 2013 event	September 2014
Issue 9	Sep 2013	A.Puddick	Updated for 2013 event	September 2014
Issue 10	Sep 2013	A.Puddick	Updated for 2013 event	September 2014
Issue 11	July 2014	A.Puddick	Updated for 2014 event	September 2015
Issue 11A	Aug 2014	A.Puddick	Updated for 2014 event	September 2015
Issue 12	Jul 2015	A.Puddick	Updated for 2015 event	September 2016
Issue 13	Jul 2016	A.Puddick	Updated for 2016 event	September 2017
Issue 14	Jul 2017	A.Puddick	Updated for 2017 event	September 2018
Issue 15	Oct 6 <sup>th</sup> 2017	A.Puddick	Updated for 2017 event	September 2018
Issue 16	Jul 13 <sup>th</sup> 2018	A.Puddick	Updated for 2018 event	September 2019

## 2.0 Safety Plan

The hazards and risk assessment for the event is shown in the following section.

### 2.1 Hazards and Risk Assessment

Risk Assessment					
Hazard	Initial Risk	Consequence	Prevention	Mitigation	Final Risk
Hazards on the Water					
Bad conditions (wind and water) or their deterioration	Med	Possible boat capsize or sinking Hypothermia	Race may be suspended or cancelled by Race Control or Safety Adviser Individual competitors at liberty to withdraw Crews and coxwains must wear appropriate clothing	Race Control to monitor the weather  Competing club requirement Control Commission	Low
Bad conditions (lightning)	Low	Possible injury	The conditions will be assessed by the Race Committee and any decision based on the position of competitors' boats and whether the race has started as to the safest method of returning the boats to the clubhouse. The crews will be advised by the marshals and safety launch drivers to stay near the bank during their return.	Race Control to assess situation and advise marshals and safety crews appropriately	Low
Equipment failure	Med	Possible injury Boat capsize, sinking or unrowable	All boats to comply with BR RowSafe All boats may be inspected before launching Marshals can prevent unsafe boats being launched	Competing club requirement Control Commission	Low
Collision with other rowing boats	Med	Possible injury Boat capsize, sinking or unrowable	Landing Stage Marshals supervise launching and landing Crews being overtaken must give way to faster crews by moving to the side of the river Crews instructed to keep race finish area clear Basic competence of coxswains and steersmen	Pontoon Marshal  Race Monitors deployed along course Via Racing Instructions  Via Racing Instructions  Competing club requirement	Low
Collision with bank, buoys, fixed obstructions or floating debris	Med	Possible injury Boat capsize, sinking or unrowable	Course Map shows known obstructions Safety Launch will clear debris if hazardous Basic competence of coxswains and steersmen	Map available on club website and on display Course inspected the previous day Race Monitors deployed along course	Low

Collision with other boat or problem with wash	Med	Injury, capsize, sinking, boat damage	River is closed to traffic during the race	Start Marshall Launch to close river ahead of race. Safety Boat 4 protects the downstream end of the course during the race. Race Monitors deployed along course	Low
Boat capsize, sinking or unrowable	High	Crew unable to return to landing Competitors in the water	Shoe types allow quick escape from boat Scullers should have been instructed in Capsize Drill by their Club Safety Launch will attend incidents to pull people out of the water Racing will be stopped if necessary	Competing club requirement  Each launch will have two crew  Mobile phone comms	Low
Sudden illness to competitor	Med	Possible capsize (especially single scull) Boat unable to proceed	Clubs request all competitors to check they have no medical condition prior to taking up rowing Safety Launch will attend incidents to pull people out of the water Racing will be stopped if necessary	Competing club requirement Control Commission can prevent underdressed or ill-looking competitors from boating Each launch will have two crew Mobile phone comms	Low
Competitor in water	High	Shock Hypothermia Drowning	Coxswains required to wear lifejackets All Competitors required to be able to swim Boat will normally remain buoyant Rapid Safety Launch response Launch will carry throw line Thermal blankets available in launch and at Race Control	Competing club requirement  Race Monitors deployed along course  5 launches deployed Equipment in launches Equipment in boathouse	Low
Stone Throwing	Low	Possible capsize (especially single scull) Boat unable to proceed  Treatment required Possible emergency	Shoe types allow quick escape from boat Scullers should have been instructed in Capsize Drill by their Club Safety Launch will attend incidents to pull people out of the water Racing will be stopped if necessary First Aid Kit available in Safety Launches and at Regatta Control Procedure for calling Emergency Services in place and notified to Ambulance Service Possible locations covered by marshals	Competing club requirement  Each launch will have two crew  Mobile phone comms Check equipment in launches  Police/Ambulance Control and Wardens notified during week prior to the race Position a marshal on or near each bridge Police contacted if problem persists	Low

Golf balls from adjacent Ingleby Golf Academy (IGA) during marshalling at the start	Med	See stone throwing above	See stone throwing above  Marshall boats away from water near to IGA 2 <sup>nd</sup> hole.	See stone throwing above  Liaison with IGA to reduce risk of golfers hitting balls into the river especially from the 2 <sup>nd</sup> hole. Movement of the pin away from the river on race day.	Low
Competitor injury or illness	Med	Treatment required Possible emergency	First Aid Kit available in Safety Launch and at Regatta Control Procedure for calling Emergency Services in place and notified to Ambulance Service	Check equipment in launches Race Monitors deployed along course Police/Ambulance Control notified during week prior to the race	Low
Medical Emergency	Med	Urgent and/or major treatment required	Procedure for calling Emergency Services in place and notified to Ambulance Service. First Aid cover provided by professional organisation	Police/Ambulance Control notified during week prior to the race FA team (2 people) to be located at RTWC based in the Club Room	Low
Leptospirosis (Weil's Disease), Gastro-intestinal illness and Hepatitis A	Med	Illness	Avoid contact with river water  Cover cuts/abrasions Wash thoroughly after contact with river water	Do not splash face or boats fittings with river water Wear suitable footwear when launching boats Use waterproof dressings Wash/shower after race/capsize Competitors should seek medical advice if suffering from gastrointestinal symptoms	Low
Hazards on Land					
Injury in trailer park	Medium	Injury, damage to boats	Cars and trailers parked according to published parking plan	First aid cover present	Low
Injury to spectators / members of the public along public footpath in front boat house	Med	e.g. Struck by boat during carrying  e.g. Trip hazard on equipment left unattended	Notices to be placed either end of public footpath warning footpath users of event.  Site layout plan to be prepared before event as guide to competitors and race officials  Athletes instructed to keep clear access to pathway in front of boathouse (e.g. no blades to be propped on railings opposite boathouse)	First aid cover present. Organising Club's responsibilities.  Instructions to competing crews.  Race marshals to monitor area during event.	Low
Slip from path, steps or pontoon	High	Injury. Spectator in water.	Throw lines available in boathouse.	First aid cover present Marshals instructed on location of heaving lines.	Low

Anti-social behaviour (members of public) e.g. stone throwing, jumping in water etc.	Med	Boat capsize. Injury to crew.	Race Marshals instructed to report all incidents to Race Control and Safety Adviser.	Organising Club's responsibility Call police or community liaison officers	Low
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Specific items are listed to provide mitigation against the consequences of the hazards at this event. These are included in the competitor's instructions (see section 4.0 below). Any breaches or infringements of the BR Rules of Racing and RowSafe or the specific local rules as identified in the competitor's instructions will be dealt with by the disciplinary procedures outlined in the BR Rules of Racing.

### 3.0 Control Arrangements

This section includes the responsibilities for both officials and competitors and the detail of the emergency procedures.

#### 3.1 Responsibilities

##### 3.1.1 Organising Club's Responsibilities

1. During the race, the river needs to be clear of all other river traffic. This is achieved by requesting a complete river closure from the Canal & River Trust. When obtained, this should be reinforced by making contact with each of the organisations that use the river on a regular basis.
2. The race course has to be under observation over its full length with sufficient launches to affect a prompt rescue. It is judged that five launches are sufficient, each one covering approximately 1000m. As crews make their way to the start, the last launch will follow the last boat up to Bassleton Woods, inform the starter of the identity of the last boat and then return to the finish, 'closing' the river as it does so. Launches should have a crew of two so that individuals can be pulled from the water. They should also have rudimentary first aid provisions and safety blankets. The launches are in contact with Race Control via mobile phone.
3. In addition to the launches, Race Monitors are positioned along the length of the course. Their role is to avert danger by warning or stopping crews and to summon assistance. They are in contact with Race Control via mobile phone.
4. The organisers need to secure sufficient volunteers to staff the launches and the race monitor positions. The volunteers must be trained, briefed and provided with written instructions.
5. Adequate car and trailer parking space must be provided and organised such that vehicles and pedestrians are separated as much as possible and that there is access for the emergency services.
6. A First Aid post must be established and the Club Room is used for this purpose. It is signposted from both the entrance and lift lobbies. This will be manned by, at least, two qualified personnel sourced from an external professional organisation. Any incidents will be recorded by the FA professionals and passed to the Event Safety Advisor for review and forwarding to British Rowing.
7. In anticipation of the potential for requiring the emergency services, the Cleveland Police Information Service is given prior knowledge of the event and a map showing River Tees Watersports Centre (RTWC) and access points to the river. These are lettered for ease of identification.
8. To ensure, as far as possible, that the river is free from floating and partially submerged debris, the full length of the course is checked on the day prior to the race.
9. The unique features of the course and the associated hazards must be communicated to the competitors. This is achieved via the Safety Instructions for All Competitors, Race Instructions for All Competitors and the Map for Competitors.
10. To ensure safe boating from the pontoon and the steps, marshals are provided to assist competitors.
11. Establish and staff a Control Commission to check boat safety and competitors for adequate clothing.
12. The Race Secretary must complete a BR Safety Audit Sheet for the event.

##### 3.1.2 Competing Clubs' Responsibilities

1. The BR RowSafe and the BR Rules of Racing establish effective arrangements for safe racing. Through the Safety Instructions for All Competitors and Race Instructions for All Competitors, competing clubs are reminded of their obligation to meet the requirements of the Rules of Racing and follow the guidance of RowSafe.
2. In particular, competing clubs are expected to ensure:
  - a) All boats provided to competitors are safe for use, have a bow ball, adequate heel restraints and functional buoyancy (when fitted).
  - b) That coxes are provided with suitable life jackets or buoyancy aids.
  - c) That crews and coxes are wearing suitable clothing for the prevailing and anticipated conditions.
  - d) That inexperienced crews have experienced coxes and that inexperienced coxes are only used with experienced crews.
  - e) All competing clubs should provide Race Control with a contact number for use during the event in case of an incident involving their club.

##### 3.1.3 Competitor's Responsibilities

1. In addition to the specific requirements in section 3.1.2, individual competitors are required to have knowledge of the following:
  - a) The course is twisty, narrow in places, goes under six bridges and has a number of permanent obstructions over the final 2200m. Crews must therefore make themselves familiar with the content of Safety Instructions for All Competitors, Race Instructions for All Competitors and the Map for Competitors.

- b) Crews being overtaken must give way to faster crews by moving to the side of the river.
  - c) With regard to the bridges, the centre arches should always be used as there are low risk hazards associated with using the inside and outside arches – underwater obstacles, crews being unsighted from other river craft that may (unofficially) be using the river. Competitors using inside arches will receive a 15 second time penalty.
  - d) If a competitor sees an incident, they should inform a launch or a race monitor. If necessary, they should stop and provide assistance. These actions may accelerate the provision of assistance to a crew in difficulty.
  - e) To minimise congestion at the finish and the consequential risk of collision, crews should row a 100m beyond the finish line before stopping.
  - f) For similar reasons, crews are not permitted to warm up in the start marshalling area.
2. Competitors to take precautions against Leptospirosis (Weil's Disease): cover cuts/abrasions with waterproof dressings; not to launch boats at Steps with bare feet; not to deliberately splash face or boat fittings with river water; to wash hands/face after outing and to shower after capsizing.
  3. Competitors are notified of their instructions concerning safety and the rules of the race via the following documents:
    - Safety Instructions for All Competitors
    - Race Instructions for All Competitors
    - Tees LDS and SBH Map for Competitors
  4. These documents are posted on the Tees RC website one week before the race. Copies are also displayed at RTWC and are made available for competitors at registration, should they require them.

#### 3.1.4 Official's Responsibilities

1. Launches and Race Monitors are to be in place as the first crews leave RTWC.
2. Boats are not allowed through the A66 bridge with less than 30 minutes to go to the start time. This is to ensure the race starts on time, thereby minimising the waiting time for crews at the start.
3. Launches and Race Monitors are responsible for ensuring that crews travelling upstream to the start do so in a safe and orderly fashion and obey the rules of the river.
4. A launch will follow the last boat up to Bassleton Woods, inform the starter of the identity of the last boat and then return to the finish, 'closing' the river as it does so.
5. Launch crew are responsible for being in position and in contact during racing, attending incidents as observed by them or directed by other officials during the race, and rescuing capsized/ injured competitors to the first aid post at RTWC or another designated meeting point.
6. Launches and Race Monitors are responsible for ensuring that competitors have safe passage during racing, warning competitors acting in an unsafe or dangerous manner and those not complying with the rules, and co-ordinating the launches and first aid treatment at incidents.

#### 3.2 Emergency Procedures

##### 3.2.1 Contact Procedures

1. In the event of an incident occurring, it should be observed by a launch, race monitor or a competitor. Competitors are instructed to contact the nearest Race Monitor or Launch.
2. Communication between Race Control and all officials is by mobile phone.

##### 3.2.2 Emergency procedure

1. On witnessing an incident, officials are instructed to call for assistance, clearly stating their location.
2. If there is a danger to crews in need of assistance from those racing, then the nearest race monitor or launch will warn approaching crews. If appropriate, they will contact the starter to prevent further crews from being started.
3. In support of this, race monitors and launches will stop and hold any racing crews upstream of the incident until the course is deemed clear by those at the incident.

##### 3.2.3 Incidents on the Water

1. In general, all incidents on the water will be dealt with by the attendance of a launch and the launch driver will be deemed "in charge" of the incident.
2. If the competitor(s) is/are capable of continuing to race, they may be allowed to continue at the discretion of the launch driver.
3. If it is necessary, competitors will be taken by launch to RTWC or another designated meeting point.
4. The safety boats are for recovery of people and NOT for recovery of equipment. Once all competitors are deemed safe, the launch may return for equipment recovery.

5. Race Control may call the Emergency services to the incident. A copy of the attached map (Map for Officials) is sent to the Cleveland Police Information Service prior to the event. It shows Emergency Service access points.
6. In all cases, the launch in attendance shall inform Race Control of the outcome. Race Control will announce the re-commencement of racing.

#### 3.2.4 Incidents on the Bank

1. The nearest race monitor or launch will call for assistance where necessary and remains “in charge” of the incident.
2. If an incident occurs out of sight of an official, contact with the nearest official should be made.
3. Race Control may call the Emergency services to the incident. Alternatively the individual(s) may be brought back to RTWC.

#### 3.2.5 Encroaching vessels

The Teesside Princess may sail during the day. The timetable for both races is designed to accommodate this. The Teesside Princess will follow the last boat up to the start area and then proceed through the assembled boats before the race starts. She has been instructed to proceed slowly. Crews are instructed not to perform any turning manoeuvres whilst the Teesside Princess moves through the start area.

#### 3.2.6 Pre-race Provisions

The Tees Small Boats Head Committee will carry out an assessment of the conditions in the days preceding the event and on the day of the event to ensure that the event is safe to be run.

The Committee including the safety adviser will review all relevant information and forecasts, including the current state of the stream, the water level and the Local Weather Centre forecast for the time of the event.

The Committee will determine any variations to the event, such as cancellation of the event or limiting the event by experience of competitor or boat size. In the event of cancellation or serious curtailment of the entry, the Tees Small Boat Head Race Secretary will communicate this information to competing clubs as soon as practicable.

At first light on the morning of the event, the Tees Small Boats Head Committee will confirm that forecasts are accurate. In the event that they are not, the Committee in conjunction with the Race Committee, will determine if any restrictions are required and inform competitors of these.

#### 3.2.7 On-going Assessment

The conditions will be continually assessed by the Race Committee throughout the event. It may be necessary to impose restrictions as detailed in section 3.2.6 above if conditions deteriorate throughout the event.



#### **4.0 Instructions provided to Officials and Competitors**

The following documents form part of the Safety Plan. Those for competitors are made available on the website and sent to their Club entry contact. Those for officials are issued beforehand and also handed out on the day.

- Safety Instructions for All Competitors
- Race Instructions for All Competitors
- Tees LDS and SBH Map for Competitors
- Instructions for Launch Drivers
- Instructions for Race Monitors
- Tees LDS and SBH Map for Officials
- Car and Trailer Parking Arrangements