

Tees Regatta Event Management and Safety Plan

1.0 Introduction

1.1 Scope

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

Tees Regatta and any other regattas on the River Tees organised by Tees Rowing Club take place in the full knowledge of the British Rowing, Canal & River Trust, Stockton-on-Tees Safety Advisory Group and other organisations deemed appropriate as notified by the Tees Regatta 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 control measures to explain how these are to be achieved in practice. This document then incorporates, in Section 4, the briefing notes that implement the control measures. Therefore this document contains the following:

Section 2 – Safety Plan

- Hazards and Risk Assessment

Section 3 – Control Arrangements

- Responsibilities
- Emergency Procedures

Section 4 – Issued to competitors

- Instructions for Competitors
- Instructions for Officials
- Course Maps

1.3 Amendment Register

Issue	Date	Author	Reason	Review due by
Draft D	Dec 2006	S.Vaslet	Final amendments, now ready for issue	
Issue 1	May 2007	S.Vaslet	Updated for 2007 regatta	April 2008
See previous versions for full amendment register				
Issue 12A	Feb 2018	A.Puddick	Updated for 2018 Regatta	April 2019
Issue 12B	Feb 2018	A.Puddick	Updated for 2018 Regatta	April 2019
Issue 12C	Apr 2018	A.Puddick	Updated for 2018 Regatta	April 2019
Issue 13A	Feb 2019	A.Puddick	Updated for 2019 Regatta	April 2020
Issue 13B	Mar 2019	A.Puddick	Updated for 2019 Regatta	April 2020
Issue 14A	Jan 2020	A.Puddick	Updated for 2020 Regatta	April 2021
Issue 15A	Jan 2022	S.Leigh	Updated for 2022 Regatta	April 2023
Issue 16A	Feb 2023	S.Leigh	Updated for 2023 Regatta	April 2024
Issue 16B	May 2023	S. Heath	Updated following ISAG	April 2024

2.0 Safety Plan

The Safety Plan for the event is given in the following section.

2.1 Hazards and Risk Assessment

Initial Risk and Final Risk is assessed on a severity scale 1-3

Risk Assessment							
Hazard	Consequence	Likelihood Rating (1-3)	Consequence Rating (1-3)	Risk Rating (1-9)	Prevention	Mitigation	Final Risk
Hazards on the Water							
Bad conditions (wind and water) or their deterioration	Possible boat capsize or sinking Hypothermia	1	2	2	Some or all of races may be suspended or cancelled by the Race Committee Individual competitors at liberty to withdraw Crews and coxwains must wear appropriate clothing	Race Control to monitor the weather Competing club requirement	1
Bad conditions (lightning)	Possible injury	1	3	3	Some or all of races may be suspended or cancelled by the Race Committee Any crews on the water will be called back to the finish to allow them to leave the water Individual competitors at liberty to withdraw	Race Committee	2
Equipment failure	Possible injury Boat capsize, sinking or unrowable	2	1	2	All boats to comply with BR RowSafe Boats may be inspected before launching Marshals and Umpires can prevent unsafe boats being launched	Competing club requirement Pontoon Marshal / Control Commission	1
Collision with other rowing boats	Possible injury Boat capsize, sinking or unrowable	2	2	4	Landing Stage Marshals supervise launching, leaving and landing Circulation pattern Leave from Steps, land at Pontoon No warming up adjacent to the course Crews instructed to keep race finish area clear Race Umpires must keep racing crews apart Buoyed course. Race Umpires must warn of hazards Basic competence of coxswains and steersmen	Pontoon Marshal Club Officials deployed along course Via Safety Instructions	2
Collision with	Possible				Course Map shows known obstructions	Map available on club	

Risk Assessment							
Hazard	Consequence	Likelihood Rating (1-3)	Consequence Rating (1-3)	Risk Rating (1-9)	Prevention	Mitigation	Final Risk
bank, buoys, fixed obstructions or floating debris	injury Boat capsize, sinking or unrowable	2	2	4	Safety Launch will clear debris if hazardous Race Umpires must warn of hazards Basic competence of coxswains and steersmen	website and on display Course inspected the previous day Club Officials deployed along course	2
Collision with bridge pier	Possible injury Boat capsize, sinking or unrowable	1	2	2	Course Map shows restriction and circulation pattern Basic competence of coxswains and steersmen	Race umpire to alert crew with loudhailer Launch placed downstream of bridge pier to warn and prevent racing crews from collision with bridge	1
Congestion in the start area	Possible injury Boat capsize, sinking or unrowable, swept onto barrage	2	1	2	Cancel regatta if river flow too high Limit number of boats in start area Boats in start area supervised and monitored	Race Committee decision Boats held at mid-course official Start area supervised by Start Marshal	1
Congestion in landing area	Possible injury, Collision, Boat capsize, Boat damage	2	1	2	Circulation pattern	Circulation pattern shown on map Launch in finish area to enforce circulation pattern	1
Collision with other boat or problem with wash	Injury, capsize, sinking, boat damage	2	1	2	River is closed to traffic during the regatta Right of navigation controlled by C&RT and monitored by Umpires	Race Officials deployed along course	1
Boat capsize, sinking or unrowable	Crew unable to return to landing Competitors in the water	2	2	4	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 Radio comms	2
Sudden illness to competitor	Possible capsize (especially	1	2	2	Clubs request all competitors to check they have no medical condition prior to taking up rowing	Competing club requirement Pontoon Marshal can	1

Risk Assessment							
Hazard	Consequence	Likelihood Rating (1-3)	Consequence Rating (1-3)	Risk Rating (1-9)	Prevention	Mitigation	Final Risk
	single scull) Boat unable to proceed				Safety Launch will attend incidents to pull people out of the water Racing will be stopped if necessary	prevent underdressed or ill-looking competitors from boating Each launch will have two crew Radio comms	
Competitor in water	Shock Hypothermia Drowning	2	2	4	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 Officials deployed along course 3 launches deployed Equipment in launches Equipment in boathouse	2
Competitor injury or illness	Treatment required Possible emergency	1	2	2	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 Officials deployed along course Police/Ambulance Control notified during week prior to the race	1
Medical Emergency	Urgent and/or major treatment required	1	3	3	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	2
Water borne diseases: Leptospirosis (Weil's Disease), Gastro-intestinal illness and Hepatitis A	Illness	1	3	3	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 Do not drink river water Do not throw coxwains in the water Wear suitable footwear when launching boats	1

Risk Assessment							
Hazard	Consequence	Likelihood Rating (1-3)	Consequence Rating (1-3)	Risk Rating (1-9)	Prevention	Mitigation	Final Risk
						Use waterproof dressings Wash/shower after race/capsize If water is swallowed, contact First Aid Unit Wash hands before eating	
Competitors with disabilities	Higher risk in event of capsize	1	3	3	Discuss appropriate measures with coach, school and umpires.		1
Hazards on the Land							
Accident on road (as roads that used to be closed are now open to the public)	Injury	1	3	3	Made aware of the hazard Attention to the hazard	Information added to the competitor's information Car parking Wardens	1
Injury in trailer park	Injury, damage to boats	1	3	3	Cars and trailers parked according to published parking plan	First aid cover present at event	1
Injury to spectators / members of the public along public footpath in front of the boat house	e.g. Struck by boat during carrying e.g. Trip hazard on equipment left unattended	2	1	2	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.	1
Slip from path, steps or pontoon	Injury. Spectator in water.	1	2	2	Safety boat moored adjacent to pontoon to effect rescue. Throw lines available in boathouse and on pontoon and boating steps.	First aid cover present Marshals instructed on location of heaving lines.	1
Risk of gazebo collapsing or blowing away in strong winds	Injury to volunteer or spectator	1	3	3	Ensure that the gazebos are properly weighted or tied to an adjacent fixed structure. Only use if weather conditions are appropriate.	The Event Safety Officer or his nominated deputy to consult the weather conditions before the event. Wind readings to be taken regularly, and	1

Risk Assessment							
Hazard	Consequence	Likelihood Rating (1-3)	Consequence Rating (1-3)	Risk Rating (1-9)	Prevention	Mitigation	Final Risk
						recorded, throughout the day. The sides are to be removed if the wind exceeds 16mph and the whole structure to be taken down if the wind exceeds 22mph..	
Dogs in water	Boat capsize. Injury to crew.	1.	1	1	Notice to public to keep dogs on lead in boathouse area and along gravel path towards barrage.	First aid cover present. Organising Club's responsibilities.	1
Difficulty in communicating location to emergency services	Delay to response by emergency services	1	3	3	Advise emergency services before the event of the meeting points marked on the event map.	Communicate event information beforehand.	1
Anti-social behaviour (members of public) e.g. stone throwing, jumping in water etc.	Boat capsize. Injury to crew.	1	2	2	Race Marshals instructed to report all incidents to Race Control and Safety Advisor. Possible decision to temporarily suspend regatta. If behaviour continues	Organising Club's responsibility Event Committee Call police or community liaison officers	1
Use of a portable generator at the Start	Fire CO ₂ exposure Manual handling	1	3	3	Locate the generator and the fuel refill can in a well ventilated area away from any source of ignition. Keep the refill can away from the generator. Ensure that the generator is off when refilled and use a funnel / nozzle to minimise risk of a fuel spill. When moving the generator ensure that good manual handling procedures are utilised and, if necessary, use two people.	Start Team to monitor the operation of the generator	1
Wellbeing of those in attendance could be exposed to physical,	Harm to physical or mental wellbeing of those in	1	2	2	Ensure race officials and volunteers are present at various sites and are visible to those in attendance so they can be approached if a safeguarding issue arises.	Welfare officer has completed safeguarding training. All officials and volunteers	1

Risk Assessment							
Hazard	Consequence	Likelihood Rating (1-3)	Consequence Rating (1-3)	Risk Rating (1-9)	Prevention	Mitigation	Final Risk
emotional and/or verbal abuse.	attendance.					<p>are made aware of club welfare policy which follows the British Rowing guidelines and can contact the Welfare Officer should any safeguarding issues arise.</p> <p>Safeguarding and Welfare Policy available on the Tees website for those in attendance to access.</p>	

Specific items are listed to provide mitigation against the consequences of the hazards at this regatta. These are included in the competitor's instructions. Any breaches or infringements of the BR Rules, BR Rules of Racing, the BR 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.

3x3 RISK MATRIX

		SEVERITY →		
		1	2	3
LIKELIHOOD ↓	1	LOW - 1 -	LOW - 2 -	MEDIUM - 3 -
	2	LOW - 2 -	MEDIUM - 4 -	HIGH - 6 -
	3	MEDIUM - 3 -	HIGH - 6 -	HIGH - 9 -

Likelihood Scale

- 1 - Never/ rarely seen at previous or similar events
- 2 - Has occurred at previous/similar events and significant likelihood to occur
- 3 - Highly likely

Severity Scale

- 1 - no or very low impact, risk of minor injury
- 2 – moderate impact, first aid treatment required
- 3 – severe, serious injury

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. It may be necessary to make decisions about the safe running of the regatta. This is the duty of the Race Committee (Safety Advisor, Event Coordinator, Chief Umpire).
 2. The Race Committee will keep weather conditions under review recognizing the prevailing and anticipated weather conditions (including wind speed and lightening) and river flow.
 - a. Trigger points for actions are
 - i. Actual/imminent thunder/lightening in the vicinity – as observed at site
 - ii. Wind in excess of 20mph (steady) or 40mph (gust) – as measured at site or on Met Office forecast
 - iii. River flow in excess of 100m³/s as measured at Tees Barrage
- Note – because the interaction of wind speed, wind direction, river flow and experience of crews the Race Committee will make the final decision as to whether the event can continue fully or in restricted format.
3. There will be a co-ordination point for all emergencies. This will be Regatta Control.
 4. During the race, the river needs to be clear of all other river traffic. This is achieved by requesting a river restriction from Canal & River Trust. When obtained, this will be reinforced by making contact with each of the organisations that use the river on a regular basis. Any craft wishing to navigate the race area will be advised to contact the safety launches and proceed under their instruction when the course is clear. The Barrage Control will advise craft coming through the lock and the launch adjacent to the finish will manage craft coming downstream.
 5. The race course has to be under observation over its full length with sufficient launches to affect a prompt rescue. It is judged that three launches are sufficient, each one covering approximately 300m. 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 radio.
 6. The organisers need to secure sufficient volunteers to staff the launches and officials' positions. The volunteers must be trained and briefed and provided with written instructions.
 7. 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. The car parking provision is detailed in a separate document and forms part of the event documentation (see Section 4.0)
 8. A First Aid post must be established and the Club Room is used for this purpose. It is signposted from the entrance and lift lobbies.
 9. In anticipation of the potential for requiring the emergency services the event map shows the River Tees Watersports Centre (RTWC) and access points to the river. These are lettered for ease of identification. The emergency services are informed directly of these arrangements prior to the event.
 10. 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 and on the event morning.
 11. 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 and the Tees Regatta Map.
 12. To ensure safe boating from the pontoon and the steps, marshals are provided to assist competitors and to ensure it is safe to leave the steps with regard to any race that may be in progress.
 13. The Regatta Safety Adviser must complete a BR Safety Audit Sheet for the regatta.
 14. Ensure that any temporary structures such as gazebos are securely fixed to permanent structures (railings) and/or their legs are adequately weighted in accordance with the manufacturer's recommendations. Wind readings should be taken on a regular basis – for 2023 the event gazebos (2 off) will be provided by Stockton Council Events Team who will manage these structure. In the event that wind readings cause concerns relating to these structure the Safety Advisor will review any other impact from such high winds on any other vulnerable activity.
 15. Provision must be made for the safeguarding and protection of children and vulnerable adults. A separate Welfare Statement and Plan is published in the event documentation (see Section 4.0)
 16. Make this Safety Plan and supporting documentation (see Section 4.0) available to Officials, volunteers and competing clubs (via website).

3.1.2 Competing Clubs' Responsibilities

1. The BR Rules, BR RowSafe and the BR Rules of Racing establish effective arrangements for safe racing. Through the Safety 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 Competitors' 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 has a number of features that could present a hazard to competitors. Crews must therefore make themselves familiar with the content of Safety Instructions for All Competitors and the Tees Regatta Map.
 - b) In particular with regard to boating, crews must depart from the Steps, they must check the racing lanes are clear and leave under the guidance of an official. Crews must land at the Pontoon.
 - c) If a competitor sees an incident, they should inform a launch or a race official. If necessary, they should stop and provide assistance. These actions may accelerate the provision of assistance to a crew in difficulty.
 - d) To minimise congestion at the finish and the consequential risk of collision, crews should row clear of the finish line before stopping.
 - e) For similar reasons, crews are not permitted to warm up adjacent to the course.
2. Competitors are notified of their instructions concerning safety and the rules of the race via the following documents:
 - Tees Regatta Safety Instructions,
 - Tees Regatta Map.
3. These documents are posted on the Tees RC website one week before the regatta. Copies are also displayed at RTWC and are made available for competitors at registration, should they require them.

3.1.4 Officials' Responsibilities

1. Officials to be familiar with this Safety Plan and associated instructions and map.
2. Launches and Race Officials are to be in place before crews start boating.
3. Launches and Race Officials are responsible for ensuring that crews travelling downstream to the start do so in a safe and orderly fashion.
4. 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.
5. Launches and Race Officials are responsible for ensuring that competitors have safe passage during the race, 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.

3.1.5 Event Control Responsibilities

1. Overall responsibility for any incidents will be relayed to the Safety Adviser over the radio. They will then decide on the appropriate action to be taken. This will include both incidents on and off the water. In the event of the Safety Adviser not being contactable the Event Coordinator will be on standby.
2. Safety Adviser to lead briefing for the event to volunteers prior to the event starting. This will include schedule for the day, river circulation patterns, incident reporting process, location of the first aid facilities (including defibrillator) and First Aid Staff.
3. In the event an incident has arisen which merits more specialised intervention the Safety Advisor and Event Coordinator will take appropriate actions. This would include contacting the relevant emergency services.
4. Volunteers on land are available to fulfil the role of security and stewarding.
5. The Safety Adviser and Event Coordinator have been involved in this event for many years and therefore have the relevant experience to ensure the event is run safely.
6. A site plan is available on large maps posted around the building.

3.2 Emergency Action Plan – Incident Management

3.2.1 Contact Procedures

1. The Safety Advisor and Event Coordinator have overall responsibility for any incident in accordance with section 3.15 above.

2. In the event of an incident occurring it is likely that it will be observed by a launch, race official or a competitor.
3. Communication between Regatta Control and all officials is by radio.
4. RTWC address is: River Tees Watersports Centre, The Slipway, Stockton-on-Tees, TS18 2NL.
5. In the event of a report of a report of suspicious package race control can alert people in the area using either radios or public address system to clear an area.

3.2.2 Emergency procedure

1. Activity within the River Tees Watersport Centre (RTWC) are subject to the existing safety systems applying to the RTWC. This includes fire prevention and evacuation.
2. On witnessing an incident, officials have been instructed to radio regatta control, clearly stating their location and reporting the nature of the incident. Regatta control may decide to call emergency services.
3. If there is a danger to crews in need of assistance from those racing, then the nearest race official or launch will warn approaching crews.
4. If evacuation of the site is required this will be announced over the PA systems and via radio to remote areas. Evacuation routes are marked on the site plan and are via road and walkways away from the event site.

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 people recovery and NOT for recovery of equipment. Once all competitors are deemed safe, the launch may return for equipment recovery.
5. Regatta Control may call the Emergency Services to the incident. A copy of the attached map is sent to the Stockton Safety Group prior to the event. It shows Emergency Service access points.
6. In all cases, the launch in attendance shall inform Regatta Control of the outcome. Regatta Control will announce the re-commencement of racing.

3.2.4 Incidents on the Bank

1. The nearest race official 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.
4. In the event of an emergency, access is gained to the centre via North Shore Road leading to the slipway. Access to this road will be clear at all times as we have volunteer traffic control directing cars to appropriate car parking spaces. Emergency vehicles will be able to enter and leave by this route.
5. Safety adviser or Event coordinator will meet with emergency services and hand over control.

3.2.5 Encroaching vessels

The river has restricted access during the event for other users between The Princess of Wales Bridge and the Barrage so there should not be any additional craft on the course. Should one appear, it should be requested by a launch driver to stop and wait until it is safe to proceed between races. If a craft approaches the course without authority crews should be warned and racing stopped if necessary.

3.2.6 Pre-race Provisions

The Race Committee will carry out an assessment of the conditions in the days preceding the regatta and on the day of the regatta to ensure that the regatta is safe to be run.

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

The Organising Committee will determine any variations to the regatta, such as cancellation of the regatta or limiting the regatta by experience of competitor or boat size. In the event of cancellation or serious curtailment of

the entry, the Tees Regatta Secretary will communicate this information to competing clubs as soon as practicable.

At first light on the morning of the regatta, the Race Committee will confirm that forecasts are accurate. In the event that they are not, 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 regatta. It may be necessary to impose restrictions as detailed in section 3.2.6 above if conditions deteriorate throughout the regatta.

4.0 **Instructions provided to Officials and Competitors**

Documents provided to competing Clubs and available on the website

- This Safety Plan
- Safety Instructions for All Competitors, including Tees Regatta Map
- Welfare and Child Protection Plan
- Car parking arrangements

Documents provided to Officials and Volunteers additional to the above

- Volunteer Role Profiles