

Oxford City Royal Regatta - Emergency Action Plan 2018

1 Key Roles

Race Committee – the race committee is made up of qualified British Rowing officials. They should not be needed except in the case of major incidents.

Coordinating Umpire – the qualified British Rowing official coordinating racing at any one time. Any decision on restarting racing should be made by them unless a major incident.

Umpires – qualified British Rowing officials, authorised to stop racing if required.

Marshals – club volunteers, report incidents and carry out instructions contained in plan and as requested by other officials.

Race Control – based at the rowing club coordinates the boating of crews (not authorised to stop or restart racing).

Boating Marshals – based at the rowing club landing stage and Riverside Centre, control of boating crews.

2 Incident above the Gut

2.1 Nearest Umpire

1. Halt all racing using loudhailer and radio channel 3
2. Call safety boat on radio channel 5 and inform of location and nature of incident.
3. After incident has been dealt with, complete a CORC Incident Report Form (copy attached) and return it to Race Control / Registration.

2.2 All other Umpires / Marshals

Stop ALL crews proceeding upstream. Inform crews that 'Racing has been suspended due to an incident on the course'.

1. Start – Do not allow any further races to start until incident is cleared. Halt any traffic other than safety boat(s) moving toward incident.
2. Gut – Do not allow any further boats to proceed upstream through the gut until the incident is cleared.
3. Clubhouse – do not allow any further boating until the incident is cleared.
4. Boating Marshal – do not allow any further boating until incident is cleared. If ambulance is called, go to gate and ensure ambulance has clear access to course.
5. Coordinating Umpire – Authorise restart of racing once confirmation has been received from officials at the scene that the incident has been cleared.

2.3 Nearest Safety Boat

Attend incident as quickly as possible without risking safety of other traffic.

Patient able to re-boat	Patient requires First Aid
Assist to re-boat Escort to nearest landing stage if required Inform Coordinating Umpire when course is clear After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration	Call second Safety Boat on radio channel 5 Transport patient to First Aid station at CORC. Advise First Aiders of casualty status on radio channel 5 and request that they call ambulance if required.

	<p>Hand over casualty to First Aiders and brief them on any relevant information. Notify officials of progress on radio channel 3 Report to Coordinating Umpire on radio channel 3 when course is clear. After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration</p>
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2.4 First Aid

Based at CORC Clubhouse.

1. Call ambulance if required. Ask them to attend CORC Boathouse, Meadow Lane OX4 4BL.
2. Attend incident
3. After incident has been dealt with, complete a CORC Incident Report Form and return it to Race Control / Registration.

3 Incident Below the Gut

3.1 Nearest Marshal

1. Call safety boat on radio channel 5 and inform of location and nature of incident.
2. After incident has been dealt with, complete a CORC Incident Report Form and return it to Race Control / Registration.

3.2 Other Marshals

1. Boating Marshal – do not allow any further boating until incident is cleared.
2. Additional Marshal (e.g. Clubhouse) - If ambulance is called, ensure ambulance has clear access to course.

3.3 Nearest Safety Boat

Attend incident as quickly as possible without risking safety of other traffic.

Patient able to re-boat	Patient requires First Aid
<p>Assist to re-boat Escort to nearest landing stage if required After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration</p>	<p>Call second Safety Boat on radio channel 5 Transport patient to First Aid station at CORC. Advise First Aiders of casualty status on radio channel 5 and request that they call ambulance if required. Hand over casualty to First Aiders and brief them on any relevant information. Notify officials of progress on radio channel 3 After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration</p>

3.4 First Aid

Based at CORC Boathouse

1. Call ambulance if required. Ask them to attend 'City of Oxford RC Boathouse Meadow Lane OX4 4BL.
2. Attend incident
3. After incident has been dealt with, complete a CORC Incident Report Form and return it to Race Control / Registration.

4 Incident in Trailer Park / Clubhouse / Riverside Centre

4.1 Nearest Official

1. Halt all boat movement until incident is cleared
2. Provide assistance as required
3. Minor incident – direct to CORC clubhouse First Aid facilities
4. Major incident – call First Aid on radio channel 5. If necessary call emergency services on 999.
5. Inform race control
6. After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

4.2 Boating Marshal

1. If ambulance is called get all hands to clear route through the trailer park to allow ambulance to reach the incident.
2. If boating has stopped restart boating when it is safe to do so

4.3 First Aid

Based at CORC Clubhouse

1. Call ambulance if required. Ask them to attend 'City of Oxford RC Boathouse, Meadow Lane, OX4 4BL, accessed from Donnington Bridge'.
2. Attend incident
3. After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

5 Radio Procedure

1. Please ensure Channel 5 is reserved for Safety and Emergency communications ONLY. All umpires will be on Channel 1, marshals will be on Channel 3. Please keep all radio traffic to a minimum, if you are speaking no-one else can. If you need to discuss anything please use your mobile phone.
2. If racing is halted by an accident or other emergency, communications relating to the emergency (on whatever channel) have priority and other radio traffic should be kept to an absolute minimum.
3. This restriction should apply until the Race Committee announces that the emergency is over and racing can re-start.

William Clarke

Water Safety Adviser

City of Oxford Rowing Club

www.oxfordcityroyalregatta.co.uk

Oxford City Royal Regatta August 2018

Risk Assessment

Hazard	Control	Risk Rating	Comments / Follow Up Actions	Assessor	Date
Struck by blades	Clear circulation pattern for competitors. All competitors provided with information on safety and location of warm up area.	2x3 = 6	On bank marshals and umpires to give direction as required. Emergency Action Plan	W Clarke	12 th June 2018
Competitor capsizes before, during or after racing	Safety boats on course. Assistance on landing stage for Juniors and OARC members. British Rowing (BR) guidelines and rules of racing.	2x2 = 4	Marshals / officials monitoring traffic. Emergency action plan. Rules of racing Marshals at strategic points to have throw lines to assist with anybody in the water. Safety Rings along the river bank.	W Clarke	12 th June 2018
Collision with other river traffic.	'Regatta in Progress' signs upstream and downstream of the course. Oral advice at Iffley lock. Buoyed navigation channel. Clear circulation pattern for competitors.	1x3 = 3	Reinforce by bank marshals. Emergency action plan distributed to all parties involved in running the event. OURCS aware that the event is taking place to avoid extra river traffic.	W Clarke	12 th June 2018
Speared by sharp bows	Clear circulation pattern for competitors. All competitors are required to abide by the BR mandatory requirement for bow balls. Random checks for bow balls securely fitted are made as a sample audit before racing.	1x3 = 3	Boat random checking to be thorough.	W Clarke	12 th June 2018

Risk rating = probability x severity.

Probability 1(Unlikely) to 4(very likely)

Severity 1(low) to 3(high)

Oxford City Royal Regatta August 2018

Risk Assessment

Hazard	Control	Risk Rating	Comments / Follow Up Actions	Assessor	Date
Punts or other pleasure craft on the course	Event marshalling and instructions to Marshals on dealing with craft during Regatta, ensuring that they safety follow the circulation pattern	2x1 = 2	Marshal's briefing. Traffic to be directed by marshals and reported by radio.	W Clarke	12 th June 2018
Narrowing of river in the 'Gut'	Marshalling on the bank at the gut with clear view of river. Crews move only under marshal's instructions.	1x2 = 2	Marshals briefing Distribution of Emergency action plan with Marshal's 'pack'.	W Clarke	12 th June 2018
Congestion at Start	Marshalling, Start order spacing. Regatta signs to warn other river traffic.	1x2 = 2	Clear marshalling and competitor instructions. Safety Boats	W Clarke	12 th June 2018
Salter Bros Boats On course	Advise Salters. Radio contact in place between start and finish. Check prior to racing to ensure that no vessel will be a hazard on the course.	1X2 = 2	Marshalling instructions. Emergency action plan Radio contact	W Clarke	12 th June 2018
Other traffic crossing to Longbridges	Marshal in place with clear view of river and finish to guide traffic across safely.	1x1= 1	Marshall's briefing. Traffic to be reported by radio.	W Clarke	5 th July 2017
Asthma attack on river	Asthma sufferers advised to have inhalers with them at all times.	1X3= 3	See competitor instructions.	W Clarke	12 th June 2018
Hypothermia	Treat as medical emergency. Call Safety Boat and first-aiders	1X3 - 3	Safety Boats equipped with first aid kits including 'space blankets'.	W Clarke	12 th June 2018

Risk rating = probability x severity.

Probability 1(Unlikely) to 4(very likely)

Severity 1(low) to 3(high)

Oxford City Royal Regatta August 2018

Risk Assessment

Hazard	Control	Risk Rating	Comments / Follow Up Actions	Assessor	Date
Electrical Storm	Natural hazard Suspension of racing	1x2 = 2	Safety Adviser to call a halt to racing during electrical storm. Apply the BR 30 :30 rule.	W Clarke	12 th June 2018
Strong Stream	Natural hazard	1x2 = 2	Isis Flag system Safety Adviser Regatta Committee will cancel or reduce entries before regatta starts.	W Clarke	12 th June 2018
High Winds	Natural hazard	1x2 = 2	Safety Adviser, Regatta Committee as above	W Clarke	12 th June 2018
Wildlife on course - Swans, geese etc on course during racing	Natural hazard	2x1 = 2	Marshals to radio warning if necessary.	W Clarke	12 th June 2018
Large pieces of debris in water	Course inspection before racing commences. Lookout by all umpires during event. Call safety boat for removal of large pieces of debris.	1x1 = 1	Safety Adviser / Umpires and marshalls. Safety boats on call by radio to remove large pieces of debris from course on request.	W Clarke	12 th June 2018
Item dropped or thrown from bridge or towpath.	Landing stage marshal and marshal's on towpath. Police patrols	1x1 = 1	Radio contact between marshals Awareness by marshals of potential issue if people watching from bridge or towpath. Request local police patrols during event.	W Clarke	5 th July 2018
Fire along Green Bank / College Boat houses	Racing stopped immediately	1x1 = 1	Racing stopped.	W Clarke	12 th June 2018
Collision with cyclist	Marshals to remind cyclists to slow down and warn members of the public if race is coming.	1X3 = 3	Marshall's briefing on morning of event.	W Clarke	12 th June 2018

Risk rating = probability x severity.

Probability 1(Unlikely) to 4(very likely)

Severity 1(low) to 3(high)

Oxford City Royal Regatta August 2018
Risk Assessment

Hazard	Control	Risk Rating	Comments / Follow Up Actions	Assessor	Date
WinTech heel clip failure	Pre-race checks to ensure WinTech shoes are secured with laces rather than the WinTech clip	1 x 1=1	All WinTech shoes in CORC boats will have laces fitted.	W Clarke	12 th June 2018
Welfare hazards to juniors or vulnerable adults.	Responsible adult(s) to be onsite and aware of whereabouts of juniors or vulnerable adults under their supervision at all times.	1 x 1 = 1	Marshalls to check that juniors have appropriate kit for prevailing weather before boating.	W Clarke	12 th June 2018

The following apply at all times:-

British Rowing Rules of Racing.

Note:

This document (as per all Risk Assessments) is regularly reviewed and held by the City Of Oxford Rowing Club Safety Adviser leading up to and during the event.

Risk rating = probability x severity.

Probability 1(Unlikely) to 4(very likely)

Severity 1(low) to 3(high)



CORC Incident Reporting Form

To be completed at the time of the incident (or near miss)

Time..... Date..... Location.....

Description of incident or near miss

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(Include diagram overleaf as required)

Crews / clubs involved

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Any injuries or damage (even minor injuries should be recorded)

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Reporting Person(s)

Name(s).....

Role(s).....Telephone number(s).....

Signature.....

PLEASE DELIVER TO RACE CONTROL FOR ATTENTION OF CORC SAFETY ADVISER ASAP.