

City of Oxford Rowing Club – Isis Sculls - Emergency Action Plan 2019

Incident above the Gut

1. Nearest Umpire
 - Halt all racing using loudhailer and radio channel 3
 - Call safety boat on radio channel 3 and inform of location and nature of incident.
 - After incident has been dealt with, complete a CORC Incident Reporting Form and return it to Race Control / Registration.

2. Umpires / Marshals located downstream of incident to stop ALL crews proceeding upstream. Inform crews that 'Racing has been suspended due to an incident on the course'.
 - Start – Do not allow any further races to start until incident is cleared. Halt any traffic other than safety boat(s) moving toward incident.
 - Gut – Do not allow any further boats to proceed upstream through the gut until the incident is cleared.
 - Clubhouse – do not allow any further boating until the incident is cleared.
 - Boat Inspection – 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.
 - Race control – Authorise restart of racing once confirmation has been received from marshals at the scene that the incident has been cleared.

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
<ul style="list-style-type: none"> • Assist to re-boat • Escort to nearest landing stage if required • Inform umpires when course is clear • After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration 	<ul style="list-style-type: none"> • Call second Safety Boat on radio channel 3 • Transport patient to First Aid station at Hertford Boathouse. • Advise First Aiders of patient status on radio channel 5 and request that they call ambulance if required. • Hand over patient to First Aiders and brief them on any relevant information. • Notify officials of progress on radio channel 3

	<ul style="list-style-type: none"> • Report to Race Control 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
--	---

4. First Aid

- Based at CORC boathouse.
- Call ambulance if required. Ask them to attend 'City of Oxford Boathouse Meadow Lane, OX4 4BL, by Donnington Bridge.'
- Attend incident
- After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

Incident Below the Gut

5. Nearest Umpire

- Halt all racing using loudhailer and radio channel 3
- Call safety boat on radio channel 3 and inform of location and nature of incident.
- After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

6. Umpires / Marshals located upstream of incident to stop ALL crews and other traffic proceeding downstream. Inform crews that 'Racing has been suspended due to an incident on the course'.

- Start – Do not allow any further races to start until incident is cleared. Halt any traffic other than safety boat(s) moving toward incident.
- Gut – Do not allow any further boats to proceed downstream through the gut until the incident is cleared.
- Clubhouse – do not allow any further boating until the incident is cleared.
- Boat Inspection – 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.
- Race control – Authorise restart of racing once confirmation has been received from marshals at the scene that the incident has been cleared.

7. Nearest Safety Boat

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

Patient able to re-boat	Patient requires First Aid
<ul style="list-style-type: none"> • Assist to re-boat 	<ul style="list-style-type: none"> • Call second Safety Boat on radio channel 3

<ul style="list-style-type: none"> • Escort to nearest landing stage if required • Inform umpires when course is clear • After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration 	<ul style="list-style-type: none"> • Transport patient to First Aid station at CORC. • Advise First Aiders of patient status on radio channel 3 and request that they call ambulance if required. • Hand over patient to First Aiders and brief them on any relevant information. • Notify officials of progress on radio channel 3 • Report to Race Control 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
--	--

8. First Aid

- Based at CORC Boathouse
- Call ambulance if required. Ask them to attend 'CORC Boathouse Meadow Lane, OX4 4BL, by Donnington Bridge'.
- Attend incident
- After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

Incident in Trailer Park / Clubhouse / Riverside Centre

9. Nearest Official

- Halt all boat movement until incident is cleared
- Provide assistance as required
- Minor incident – direct to CORC clubhouse First Aid facilities
- Major incident – call First Aiders on radio channel 3. This will also be heard by Safety Boats. If necessary call emergency services on 999.
- Restart boating when it is safe to do so
- After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

10. Boat inspection

- If ambulance is called get all hands to clear route through the trailer park to allow ambulance to reach the incident.
- Inform race control
- Go to car park entrance to direct ambulance.

11. Downstream safety boat

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

Patient able to re-boat	Patient requires First Aid
<ul style="list-style-type: none"> • Assist to re-boat • Escort to nearest landing stage if required • Inform umpires when course is clear • After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration 	<ul style="list-style-type: none"> • Call second Safety Boat on radio channel 3. • Transport patient to First Aid station at CORC. • Advise First Aiders of patient status on radio channel 3 and request that they call ambulance if required. • Hand over patient to First Aiders and brief them on any relevant information. • Notify officials of progress on radio channel 3 • Report to Race Control 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

12. First Aid

- Based at CORC Clubhouse
- Call ambulance if required. Ask them to attend 'City of Oxford RC Boathouse, Meadow Lane, OX4 4BL, by Donnington Bridge'.
- Attend incident
- After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

13. Radio Procedure

- 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.
- This restriction should apply until Race Control announces that the emergency is over and racing can re-start.

Isis Sculls 2019 Risk Assessment

Hazard / Probability / Severity of Risk	Control	Risk Rating	Comments / Follow Up Actions	Assessor	Date
Hazardous stream conditions	If forecast stream conditions 7 days before the event are judged by the committee to make it likely that the event will be unsafe, the event will be cancelled.	N/a	Notice of the cancellation will be posted on the CORC website and the emergency services, Environment Agency will be informed.	Will Clarke	17th August 2019
Struck by blades	All clubs provided with information as per Rule of racing 223. On bank marshals and umpires to give direction as required. Dangerous behaviour to be notified to umpires.	2x2 = 4	Umpires will have powers to disqualify scullers for dangerous behaviour. Emergency Action Plan will apply in the event of an incident.	Will Clarke	17th August 2019
Collision with other river traffic.	'Regatta in Progress' signs upstream and downstream of the course. Oral advice at Iffley lock. Clear circulation pattern for competitors.	2x2 = 4	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.	Will Clarke	17th August 2019
Competitor capsize before, during or after racing	Safety boats on course. Assistance on landing stage for Juniors and Adaptive members. BR guidelines and rules of racing apply.	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.	Will Clarke	17th August 2019
Unsafe overtaking	Dangerous behaviour to be notified to umpires.	2x2 = 4	Umpires will have powers to disqualify scullers for dangerous behaviour.	Will Clarke	17th August 2019

Risk rating = probability x severity.

Probability 1(Unlikely) to 3(very likely)

Severity 1(low) to 3(high)

Isis Sculls 2019 Risk Assessment

Hazard / Probability / Severity of Risk	Control	Risk Rating	Comments / Follow Up Actions	Assessor	Date
Speared by sharp bows.	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	Random boat checking to be thorough.	Will Clarke	17th August 2019
Punts or other pleasure craft on the course.	Event Marshaling and instructions to Marshals on dealing with craft during the regatta, ensuring that they follow the circulation pattern	3x1 = 3	Marshal's briefing. Traffic to be directed by marshals and reported by radio.	Will Clarke	17th August 2019
Narrowing of river in the 'Gut'.	Marshaling on the bank at the gut with clear view of river.	3x1 = 3	Marshals briefing Distribution of Emergency action plan with Marshal's 'pack'.	Will Clarke	17th August 2019
Crossing traffic at Longbridges.	Marshal in place with clear view of river and finish to guide traffic across safely.	3x1 = 3	Marshal's briefing. Traffic to be reported by radio.	Will Clarke	17th August 2019
Asthma attack on river.	Asthma sufferers advised to have inhalers with them at all times. Treat as medical emergency.	1X3= 3	See competitor instructions. Treat as medical emergency if patient is not carrying own inhaler.	Will Clarke	17th August 2019
Epileptic fit on river.	Competitors requested to make organisers aware if they have a history of epilepsy. Treat as medical emergency.	1X3= 3	See competitor instructions. Treat as medical emergency if patient is disabled.		17th August 2019

Risk rating = probability x severity.

Probability 1(Unlikely) to 3(very likely)

Severity 1(low) to 3(high)

Isis Sculls 2019 Risk Assessment

Hazard / Probability / Severity of Risk	Control	Risk Rating	Comments / Follow Up Actions	Assessor	Date
Hypothermia	Marshals check that appropriate kit is being worn by crews. Treat as medical emergency. Call Safety Boat and first-aiders	1X3 = 3	Safety Boats equipped with first aid kits including 'space blankets'.	Will Clarke	17th August 2019
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.	2X1 = 2	Marshaling instructions. Emergency action plan Radio contact	Will Clarke	17th August 2019
Electrical Storm	Natural hazard Suspension of racing	1x2 = 2	Safety Adviser to call a halt to racing during electrical storm. All blades to be carried horizontally when disembarking. Apply the BR 30 :30 rule.	Will Clarke	17th August 2019
Strong Stream	Natural hazard	1x2 = 2	Isis Flag system Safety Adviser and Regatta Committee will cancel, delay or reduce entries.	Will Clarke	17th August 2019
High Winds	Natural hazard	1x2 = 2	Safety Adviser and Regatta Committee as above	Will Clarke	17th August 2019
Wildlife on course - Swans, geese etc on course during racing	Natural hazard	2x1 = 2	Marshals to radio warning if necessary.	Will Clarke	17th August 2019
Large pieces of debris in water	Course inspection before racing commences. Lookout by all officials during event. Radio safety boat for removal of large pieces of debris.	1x1 = 1	Safety Adviser / Umpires and Marshals. Safety boats to remove large pieces of debris from course on request.	Will Clarke	17th August 2019

Risk rating = probability x severity.

Probability 1(Unlikely) to 3(very likely)

Severity 1(low) to 3(high)

Isis Sculls 2019 Risk Assessment

Hazard / Probability / Severity of Risk	Control	Risk Rating	Comments / Follow Up Actions	Assessor	Date
Object 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.	Will Clarke	17th August 2019
Collision with cyclist	Marshals to remind cyclists to slow down and warn members of the public if race is coming.	1x1 = 1	Radio contact between marshals. Awareness by marshals of potential issues on towpath.	Will Clarke	17th August 2019
Heat exhaustion / dehydration / sunburn	Water and shade available at clubhouse.	1x1 = 1	Bottled water on sale at clubhouse. Coaches responsible for Junior scullers to provide sunblock.	Will Clarke	17th August 2019
Contact with underwater obstacles	Mark with buoys and mention in safety docs.	1 x 1=1	Competitors to marshalled back on course if they row off course.	Will Clarke	17th August 2019

The following apply at all times:-

- British Rowing Water Safety Code
- British Rowing Rules of Racing
- City Of Oxford Instructions to Competitors

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 3(very likely)

Severity 1(low) to 3(high)

Isis Sculls Welfare Plan 2019

The organising committee of The Isis Sculls believe that the welfare and wellbeing of all who take part in the regatta is paramount. All people, regardless of age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to the safe participation in sport in a fun and an enjoyable environment. All suspicions, concerns and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.

City of Oxford Rowing Club (CORC, or the Club) has endorsed the British Rowing Safeguarding and Protecting Children Policy. In particular:

- The Club has appointed a Club Welfare Officer (CWO – Claire Grainger, 07769341159) whose contact details together with an outline of responsibilities will be displayed at the event.
- The CWO and all CORC coaches and squad supervisors who work with children or vulnerable adults are required to have a satisfactory Disclosure and Barring Service (DBS) check.
- The Club, whenever reasonably possible, involves parents and guardians in communications relating to Club activities and the young people that the parents and guardians are responsible for, whilst also respecting the rights, wishes and feelings of the young person. Children are encouraged to take responsibility for their own development and decision making.
- The Club maintains appropriate levels of supervision when providing activities for children (Junior Rowers) and vulnerable adults (in the Adaptive or adult squads) within or related to the Club.
- The Club encourages all involved in Club events to act as role models by maintaining appropriate standards of behaviour, both on and off the water, including acting in a sportsmanlike manner, displaying high standards of respectful language and presentation, and recognising the right of each individual to determine their participation.
- The Club judges its treatment of children against criterion akin to the actions of “a reasonably prudent parent”.
- A list of emergency contact numbers for juniors in competing crews will be compiled through information captured within entry documentation and held by the Event Secretary. These details will be used solely for the purposes of effecting best management of person welfare.
- Spectators are legally able to take photos and videos in public places without consent. It is the responsibility of participating clubs, participating individuals or caregivers to advise the Club if any participant has not consented to images, of themselves or others whom they are responsible for, being used by the Club in publicity material.

a) WELFARE:

- City of Oxford Rowing Club will seek to ensure that there are no opportunities for junior participants to find themselves isolated and unguarded and that they are supervised by at least two known volunteer adults.
- City of Oxford Rowing Club will seek to ensure that there are no opportunities for vulnerable adult participants to find themselves isolated and unguarded and that they are supervised by at least two known volunteer adults where they require this support.
- All volunteers, coaches and attending adults from all competing clubs are to remain vigilant and report anything suspicious such as someone unknown to crews hanging around or tampering with equipment.
- All concerns about possible abuse or bad practice should be reported swiftly to the Club Welfare Officer

b) REPORTING STRUCTURE

- In the event of any untoward incident occurring, Race Control should be informed immediately. Race Control will contact the Club Welfare Officer who will take a full report.

The Club Welfare Officer will then inform the Regatta Chairman and together they will decide on a course of action. If deemed necessary, the Club Welfare Officer will contact Thames Valley Police, NSPCC and British Rowing. Concerns will be recorded and reported within 24 hours.

c) MISSING PARTICIPANTS.

- The Event Secretary will use emergency contact numbers to reunite separated coaches and crew members.
- In the event that a young person goes missing, this should be reported to the Event Secretary immediately together with a description of the individual.
- This information will be forwarded to the CWO and Race Co-ordinator and cascaded out to all CORC event volunteers. All endeavours will be made to locate and reunite the missing person in question with the adult responsible for them.
- If a young person is missing for more than 20 minutes the Thames Valley Police will be informed.