

Tyne Rowing Club

Ponteland Junior Head - Competition Safety and Emergency Action Plan

As at 7 March 2012

Ref	Action	By whom?	By when?	Notes
1.1	Regularly check weather forecasts especially wind and gust speeds and inspect water conditions	Race Committee Chair and event safety adviser	Week in advance	Check daily during week before event.
1.2	Cancel event the day before if severe weather is forecast, so crews and trailers do not travel abortively. Severe weather would include winds over 15mph, gusts over 20mph especially against the prevailing tide and or current, heavy snow, ice floes present or forming, fog and/or Met Office Severe weather warnings.	Race Committee Chair and event safety adviser	Day before	
1.4	Agree maximum entry per category in advance. Ensure sufficient assistance available to boat. Include warnings about competence in race information. Crews and coxes must be sufficiently competent and equipped to undertake a long outing (6 kilometres – spending 1 hour or more on the water at any one time) in potentially rough and wintry conditions. Marshals to refuse to let incompetent crews boat if they consider they will be a danger to others, being especially aware of rowers and coxes 15 and under, physically frail, check competence with coach of the crew and if in doubt prohibit boating.	Entries Secretary and Organising Committee	Week in advance	Write guidance for marshals and brief marshals before the event. Appoint a chief marshal as co-ordinator and trainer.
1.5	Check tide tables before event. Check wind direction and recent rainfall levels. Inspect water conditions regularly.	Race Committee Chair and event safety adviser	Week in advance	
1.6	Monitor river conditions and cancel event if necessary	Race Committee Chair and	Day before	Check daily CWSA to contact Port of Tyne 10 days before event to

		event safety adviser		remove stranded debris
1.7	Ensure clubhouse is secure and clean, kitchen and toilets, heating and lighting in working order in advance of event.	Facilities Manager and Race Organising committee.	Day before	
1.8	Ensure sufficient assistance is signed up and confirmed at least 2 days in advance. Hold a detailed briefing for all marshals, launch crews, race officials and other helpers including kitchen, before the event.	Race Organising Committee chair. Race day Co-ordinators and Squad Captains	Week in advance and on race day	
2.1	Ensure sufficient provision of portaloos, in place on the day before event and order from reputable supplier. Direction signs to toilets.	Facilities Manager and Race Organising committee.	Set up day before	
2.2	First aid kit and stretcher available. Check kit in kitchen and launches in advance St John Ambulance in attendance. Welfare officer present at club house and Dr present to advise. Tidy up premises in advance. Put up warning signs if necessary, if dangers etc are present.	CWSA and Race Organising Committee	Week in advance	
2.3	Notices, directions to safe paths for Hadrian's way users. Warnings if very slippery. Use salt/grit if necessary. Marshals to instruct crews to keep Public Right of Way clear of trailers and boats and blades etc. equipment and blades to be stored in safe locations clear of steps and access ways	CWSA and Race Organising Committee,	On day. Check notices & ties are ready a day in advance	Ensure marshals are briefed

2.4	Marshals to direct prompt boating and turn back crews if necessary. Set boating times with agreed tolerance and time penalties. No crews to boat beyond stated tolerances or after race start time. Crews boating too late to be stopped. No crews to boat before safety launches are in position or after agreed deadline as stated in race information or as communicated on the day. All crews to wear boots or other suitable footwear and adjust feet on the water. Warnings/instructions to be included in race information.	Race organising Committee and marshalling co-ordinator		Set timings for boating and limits. Ensure marshals are briefed. Notify marshals when safety launches are in position.
2.5	Sufficient marshals present to assist on steps at boating times. Steps to be kept clear of blades and other items. Ensure younger/smaller crews have adult assistance to lift and carry boats and other equipment.	Race Organising Committee chair. Race day Marshalling Co-ordinator and Squad Captains		Ensure marshals are briefed
2.6 & 2.7	Steps marshals to caution extreme care on slippery steps plus mud beyond TURC steps and crumbling condition of TRC old steps. Prevent younger and visiting crews using these as far as possible.	Race Organising Committee chair and marshalling co-ordinator		Ensure marshals are briefed
2.8	Race official to check basic boat safety (Bowball, shoe restraints, buoyancy, general condition) Unsafe boats not to be allowed to boat unless made safe.	Race organising Committee and marshalling co-ordinator.	Before boating	Ensure competent individuals appointed and briefed
2.9	Guidance to be issued in advance to all parents of juniors. TRC Coaches to ensure event day training sessions are advertised as cancelled by written notices in club and verbal /email/text warnings. Unaccompanied juniors to be removed from club premises by welfare officer.	Race Organising Committee, Welfare Officer and Junior Co'r.	Week in advance	

2.10	No juniors under 16 in the kitchen/food serving area. And no juniors under 18 behind the bar serving alcohol. Juniors serving hot and cold soft drinks on bar to be accompanied by at least one responsible adult at all times. Any juniors in the kitchen to be named on kitchen rota. Kitchen to be out of bounds to all other members and juniors not on the rota. Full briefing of all kitchen and serving helpers prior to the event to include food hygiene and money handling. Ensure system for secure deposit of takings as the day proceeds. Safe box or similar. Serving helpers to avoid handling money at same time as direct contact with food. Serving/kitchen helpers to wash hands frequently. Use correct equipment particularly chopping boards. Clean and sterilise kitchen equipment prior to event as necessary. Have a kitchen risk assessment and safety guidance on display. Ensure all warmed food is thoroughly heated. Check electrical appliances, fire extinguishers and fire blankets before event.	Race Organising Committee Chair, Catering Co-ordinator	Briefing on race day.	Regular checks in lead up to race day and on the day.
2.11	Marshall present on Newburn Bridge during races. Race warning signs. Police notified in advance	Marshalling Co-ordinator		
2.12	Tie up launches securely especially on rising tide. Check equipment before event. Ensure sufficient assistance to carry launches without dragging over steps.	Marshalling co-ordinator		
3.1	Ensure fully working communication with race officials and emergency services and support services. Ensure users are trained in use.	Race Organising Committee		
3.2	Ensure vigilance during the event, to look out for crime and vandalism.	Race Organising Committee		
4.1	Ensure adequate seating with warm food and drinks.	Facilities and Catering Co-ordinators		
4.2	Ensure crews, coxes and other participants have warm and suitable clothing. Include warnings in race instruction Clubhouse to be kept warm. Warm showers, warm food and drinks, spare clothing available. Keep waiting times before and after race to a minimum, especially for under 15s. Adjust start times as necessary well before event.	Race Organising Committee, Club Committee		
4.4	Ensure First aid kit, stretcher, fleece and space blankets available. St	Race		

	Johns Ambulance personnel to hand if needed. Call emergency services if serious.	Organising Committee, CWSA		
4.6	Ensure assistance to place damaged craft on trailers or safe location.	Race committee		
4.7	Rescue and marshalling launches and professional rescue services briefed before the event and on the day prior to boating. Check all boats and equipment ready and appropriate to the race day conditions and report all launches deployed and in position to Race Day Committee before authorising boating of racing crews. Regular checks on weather and water conditions. Launch crews to report back to race control. Launches to have emergency kit: throw lines, first aid, space blankets, lifejackets in launch safety bag, air horns and red flag.	Race Day Committee, Marshalling co-ordinator , safety adviser		Establish a clear chain of command and decision making in event of delays, emergencies etc. Agree approach and actions at a pre-race briefing. Issue air horns and red flags for all launches and land marshalls.
5.1	Ensure vigilant marshalling and sufficient launches.	Race Organising Committee.		
6.1	Keep waiting time to a minimum.	Race Day Committee, marshalls.		
6.2	<p>Have an emergency action plan ready for marshalls/officials/launch crews as a reference and follow it. In the event of a serious incident a launch will attend as soon as the incident is known. When a first launch has arrived at the incident, the launch driver will be regarded as “in charge” of that incident. All other safety officials should maintain silence except for answering or relaying the driver’s messages.</p> <p>a) If the competitors are capable they may be allowed to continue racing.</p> <p>b) The boat and competitors may be taken to a suitable place for recovery, by the launch or from the land</p> <p>c) Land or additional launch help may be called to the incident or site of recovery.</p> <p>d) Emergency services may be called.</p> <p>In all cases the launch driver should inform all officials of the outcome and when ready to do so “clear” the communications channels.</p> <p>If the race is abandoned or postponed all crews should be stopped on the instruction of the Race Day chair by audible and visible warnings (Sound</p>	Race Organising Committee and Marshalling co-ordinator.	Brief all marshalls, race officials and launch crews prior to event and on the morning before racing starts.	Check that the communication devices we intend using work effectively and everyone knows how to use them. Ensure there are mobile phones fully charged as back-up.

	horns and show red flags) and await marshalling instructions. Include details of the emergency action plan in the guidance issued to crews in advance of the race day. Provide full briefing to marshals/officials/launch crews prior to the event including chain of communication and checking and training on use of communication devices. Instructions to be issued to marshals by Race Day Chair on race day.			
6.8	Coxes/steers to be made aware of hazards in pre-race information, also local navigation rules. Launches to check for river debris and warn race control if necessary, remove debris if possible.	Race Organising Committee and safety adviser	Issue coxing guidance online one week prior to event	Display coxing guidance, tide times and maps at Race control.
6.9	Ensure that all launches, fuel and engines are checked before event day to ensure they work/are sufficient. Provide for back-up launch /engine. Ensure launch crews are trained in launch and engine care/handling.	Race Organising committee and marshalling co-ordinator		
7.1	Pre-race briefings and include in race information. Launches and marshalls to warn crews who may be heading close to river hazards.	Race Organising Committee		
7.2 & 7.3	Pre race instructions issued to crews. Rescue launches at regular points on course. Establish effective communication between marshals/launches/race control. Call emergency services if large numbers of competitors involved, serious injuries, very cold conditions, far from boathouse.	Race Organising Committee		
7.4	Check equipment beforehand. Have spares and mobile phones, preset with necessary numbers. Issue instructions where possible.	Race Organising Committee, marshalling co-ordinator		
7.6	Safety launch at finish to push crews through and well beyond the finish line. Clear race instructions.	Race Organising Committee		
7.7	Sufficient launches and marshals to prevent unauthorised movement and	Race		Have a circulation plan/map for

	crossings. Instructions about crossing points in race information.	Committee		crews landing at Tyne and TURC steps. Include for tidal variation.
8.2.	Launch and marshals on the bank to monitor and instruct progress. Advise crews to put on warm clothes and feet out of shoes in readiness.	Race Organising Committee, marshalling co-ordinator.		Include in marshalling training
9.1	Have a task group to clear up during and after the event.	Race Organising Committee, club committee		
9.2	Kitchen users to leave in clean condition. Sufficient helpers in kitchen.	Race Organising Committee.		
9.4	Race information to advise on parking locations. Members only in club car park.	Race Organising Committee, marshalling co-ordinator		
9.5	Have helpers to push trailers in very wet or icy conditions. Obtain Grit/ gravel to use if necessary	Race Organising Committee, club committee		
9.6	Ensure no blades, clothes or other equipment left on steps, grounds. Warnings to public path users. Ensure racing ends well before darkness.	Race Organising Committee, club committee		
9.7	Ensure all launches not left unattended and safely put away after use	Marshalling co-ordinator		