



**BUCS CHAMPIONSHIPS**  
**SATURDAY 30 APRIL TO MONDAY 2 MAY 2022**  
**NATIONAL WATER SPORT CENTRE**

**EVENT SAFETY PLAN**



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## 1 INTRODUCTION

This Safety Plan provides details of the arrangements and procedures that will be used by the event to ensure it is run safely and that it complies with the BUCS Regulations and the relevant parts of BR Rules of Racing and Row Safe.

It covers the Safety Instructions and general procedures and contingencies to cater for accidents and emergencies.

This document supplements the BR Rules of Racing and Row Safe with the particular requirements of the BUCS Regatta 2022.

It is split into three basic sections which each provide information appropriate to the intended audience: -

Section	Intended Audience
Management Information	Organising Committee Race Committee Chairman Medical Adviser (if applicable) Start and Finish Zone Co-ordinators
Officials and Third Party Information	As above plus: - Committee members All other officials (Boat Marshals, Secretary's Team, Umpires, start team, timing team, commentary, launch drivers, NWSC, Medics – Oak Valley, etc.)
Information for Competitors etc.	As above plus: - Competitors General Public Notice boards Programme Web Site

Generally, the event uses the 'standard' Risk Assessment that has been developed for the National Water Sports Centre (see Appendix 1) and also uses the standard template to produce a set of Safety Instructions that are made widely available (see Appendix 2).



## 2 INFORMATION FOR MANAGEMENT

### 2.1 Communication Arrangements and Hierarchy.

#### 2.1.1 Information Flow

The communication arrangements for safety issues are shown in the Lines of Communications Document in the appendices (Appendix 3). In principle any decisions which need to be cascaded down will be agreed by the Safety Adviser, Regatta Controller, BUCS Event Manager, Facilities Manager and Race Committee Chairman.

Each of these people will contact the various people below them on the chart and the message will be cascaded down.

#### 2.1.2 Radios

Radios are issued to most Committee Members and officials. The Regatta Official in charge of Communications maintains an up to date list of who has got a radio.

#### 2.1.3 Mobile Phones

Mobile phone numbers of Committee members who are the first point of contact for information flow are as follows:

Luke Gallen	BUCS Event Manager	07791 690 926
Andy Crawford	Chair Race Ctte	07969 889 779
James Lee	Event Controller	07813 097 794
Chris Anton	Safety Advisor	07966 166 602
Fiona Rennie	BUCS Steering Gp	07799 625 993
Liz Collins / Katy Young	Welfare Officer	07856 908 539

### 2.2 Covid Protection

The Regatta is run having regard to and, where appropriate, following the guidance to events and clubs set out in British Rowing's Guidance "Managing Covid 19". Competing Universities and Colleges will also have their own Covid Guidance and protocols to which they are requested to adhere. The event has published and will widely publicise a Spectators Code of Practice.

### 2.3 Child and Vulnerable Adult Protection

The Regatta has appointed a Welfare Officer whose duties include understanding and implementing, where appropriate, the BR's Safeguarding and Protecting Children and Vulnerable Adults Policies. The Regatta Welfare Officer is Katy Young (as above) or contact via race control or race officials. A copy of the event welfare plan will be published on the BUCS website and around the venue during the regatta.

### 2.4 Agreeing Racing Can Start

No training is permitted on the lake before or after racing each day.

Before racing starts on any particular day the Race Committee Chairman and Safety Adviser will assess the conditions of the course and must agree unanimously that racing should start.



In addition Control Commission must be in place on the boating rafts from 45 minutes before racing starts to ensure crews are boating safely and in good order.

## **2.5 Clearing the Course.**

See the Postponement or Cancellation Procedure document in the Appendix 4.

## **2.6 Suspending and restarting racing.**

See the Postponement or Cancellation Procedure document in the Appendix 4.

## **2.7 Stopping Racing**

See the Postponement or Cancellation Procedure document in the Appendix 4.

## **2.8 Cancelling the event i) beforehand, ii) during.**

See the Postponement or Cancellation Procedure document in the Appendix 4.

## **2.9 Dealing with Lightning (30-30 Rule)**

If there is a thunderstorm the 30-30 rule will be applied as defined in the Risk Assessment and following the BR guidelines in "BR Lightning Guidance", the Championships have adopted their own lightning guidance (Appendices 5)

## **2.10 Wind and Weather**

The weather conditions will be monitored in the week running up to the Regatta so an informed decision can be taken if there is a need to cancel racing or the event. The wind conditions are those most likely to affect racing and the following guidelines are used to help make a decision.

The Course runs North East – South West. So the prevailing wind direction is a head wind directly up the course producing standing waves and difficult conditions at the start.

Straight head or tail wind:-

10mph or more, novices and small boats will be starting to find it challenging.

15mph or more, consider restricting to experienced large boats.

20mph plus, consider suspending racing, or cancelling the event.

Cross winds:-

10mph or more, the less experienced crews will be finding it tricky to get on the start and aligned.

15mph or more, course may be becoming unfair, need to consider slope philosophy.

With cross winds the speed before suspending or cancelling racing can be a bit higher than a head or tail wind but other factors come into play. For example a cross-head is more difficult to deal with than a cross-tail.

20mph plus, considered to be the limit.

These speeds are at the lower end of the scale and should prompt the following:-

- Reviewing the conditions and getting the Race Committee together.
- Consider the effect of temperature, wind chill and gusting.
- Other considerations, e.g. instructions to tie boats down if it is breezy.

## **2.11 Crews Training on the Trent During Racing**

There have been problems in the past with crews training on the Trent during racing hours and obstructing other river users. This is to be managed as follows:-



1. Some of these crews are not licensed to use British Waterways' waters. All boats need to have an appropriate licence if they wish to use the Trent.
2. The event can purchase licenses for these crews retrospectively but a list needs to be maintained of ALL crews that want to train on the Trent. An appropriate section has been added to the Safety Instructions telling the crews to register at the Registration hut and also review the relevant safety instructions for using the Trent (see "Steering Advice for the Trent" in Appendix 6).
3. Need to inform British Waterways of the event so they are aware of possible problem. This is not done by the NWSC.
4. The event needs to keep a full list of all crews using the Trent. A "Trent Users Form" is included in Appendix 7. This will be held in the Boat Marshals hut and they will administer it.
5. Signs have been prepared and will be put up to inform crews they must register before going out on the Trent.

## **2.12 First Aid and Medical Provision**

First Aid will be provided by Oak Valley.

If the event does not have a Doctor on site, then the First Aid provider will be the first point of contact for medical inquiries.

## **2.13 Slope Philosophy**

It is recognized that there is a small risk of collision between crews racing in lane 6 and crews progressing to the start in the warm up area. Steps will be taken to ensure that, wherever possible, lane 6 is left empty if there are less than 6 crews in a race. This will reduce the risk of collision.

There are three possibilities for 'loading' races: -

1. Slope from lane 1 to lane 6. This presents no problems. Lanes can be safely loaded from lane 1.
2. 'V' formation. Lanes should be loaded in the following order: - 3, 4, 2, 5, 1, 6 to ensure lane 6 is left empty if there are less than 6 crews in the race.
3. Slope from lane 6 to lane 1. If there are 6 crews in the race the lanes have to be loaded from lane 6 to lane 1. If, however, there are less than 6 crews then the lanes should be loaded from lane 5 to lane 1 to ensure an empty lane.

## **2.14 Audits**

The Safety Adviser will carry out audits throughout the event. Any corrective actions will be taken where necessary. The results of the audits will be circulated to the Organising Committee and BUCS.



### 3 INFORMATION FOR OFFICIALS AND THIRD PARTIES

#### 3.1 Safety Boats

- General operating philosophy. In general safety boats should be static to keep wash to a minimum.
- When an incident occurs where the Safety boat is required, the Safety Advisor will work with the Safety Crews to address the best reaction required.
- Clearing the course. The exact procedure for clearing the course will vary depending on the particular circumstances. For example a sudden thunderstorm would need a different 'solution' to a gradual deterioration in conditions.
- In principle though a decision to clear the course would be made by the Race Committee Chairman, Regatta Controller and the Safety Advisor. The instruction would be given over the radio net to the safety boats and umpires' launches and, in general, the procedure would be to shepherd the crews from the Start area, down the course, to the boating rafts to allow the crews to disembark.
- Communication arrangements : See section 2.1.1

#### 3.2 Umpires Launches

- On the way to the start launches should stop at intermediate points:-  
If 5 launches then 1st & 2nd @ Start, 3rd @ 500m, 4th @ 1000m & 5th @ 1500m  
As soon as a race starts launch 1 follows the race, launch 2 moves up to the Aligners pontoon, launch 3 moves to emergency pontoon by start, launch 4 from 1000m to 500m, launch 5 from 1500m to 1000m.  
When a race finishes the launch should check the race has finished safely and then turn back to proceed towards the 1500m point ready to move on to 1000m as required.  
Note : launches should position themselves close to, but not on, the exact line at 500m etc. so crews can see the markers easily and the sighting line for the timekeepers is not obstructed.
- Clearing the course. See above.
- Communication arrangements : See section 2.1.1

#### 3.3 NWSC

- The NWSC 3<sup>rd</sup> Party Emergency Action Plan is Appendix 8.
- Communication arrangements. See Safety Instructions and 3<sup>rd</sup> Party EAP.
- Emergency Vehicle access. All emergency access routes must be kept clear for emergency vehicle access.
- Emergency pontoon by the start. A landing stage or pontoon must be provided in the start area for emergency use and for effecting minor repairs.
- Blocking lanes on the water during training sessions. Lanes 5 and 6 to be blocked by large buoys during all training sessions. These must be placed on the course before the start of any training session and within 15 minutes of the last race finishing for evening practice. They must be removed from the course before racing in the 30 minute window between the course being cleared and racing started.
- Sweeping landing stages beforehand. All landing stages must be swept and generally cleaned down every morning. This includes the stages by the boathouses, the umpires launches pontoon,



the presentation pontoon, the emergency pontoon by the start and the landing stage used by the Judge at the Start and the Aligner.

- Getting weed out by the start. The course should be cleared of all weed with particular attention paid to the start area.
- Drive on right signs. Signs to be placed alongside the South course road to remind drivers to drive on the right.
- Area under Finish Tower to be fenced off. Barriers must be placed across the road to stop unauthorised vehicles from parking by the Finish Tower.
- Barriers round timing huts. All timing huts must have brightly coloured barriers around them to stop people running out onto the road and to ensure they are seen by drivers.
- Substantial barriers on North road to stop cyclists in last 250m. Barriers and signs are required on the North road to stop cyclists from following races all the way to the finish or at least to stop them cycling on the path from the Country Park raft to the boathouse area.
- Signs on stages by Nottingham Trent boathouse to not allow boating (only adaptives).
- Solid barriers and unambiguous signs are required on the stages by the Nottingham Trent boathouse to stop crews boating or landing. This applies during practice sessions as well.
- Large sausage buoy at end of presentation raft. A large sausage buoy should be in place during all practice and racing sessions to provide some protection in case of collision.
- Security on all gates. Security is required on all gates to stop unauthorised access.
- No cycling/pedestrians on South towpath. Particular care must be taken by those on gates etc. to stop cyclists and pedestrians from using the road on the South side of the course. There should also be signs etc. to warn people coming from the car parks on that side of the course.
- Launch Equipment. Umpires launches must be provided with the equipment laid down in Row Safe. They must also carry spare buoyancy aids.

### **3.4 First Aid Team**

- Communication arrangements.

The Medics, Oak Valley will be provided with a radio on the Umpires' net and they can be called directly by any official.

The Safety Boat service will also have a radio on the Umpires' net.

In principle the Safety Adviser will be Oak Valley's point of contact with the Organizing Committee for all non-medical issues.

- Emergency Vehicle access.

All access ways will be kept clear for emergency vehicle access. Full details are included in the Safety Instructions. The Commentary and PA systems will be used if necessary to remind competitors to keep all access ways clear.

### **3.5 Umpires**

#### **3.5.1 Briefing**

There will be an in person briefing for all umpires at 07:00 each day which will include a 'safety' element. Details of where this will be held will be issued shortly. There will be no other daily briefings but a "WhatsApp" link will be set up for communication with Race Officials and volunteers through each day.



### 3.5.2 Reminders

- Details of specific requirements for each post including procedures to be followed and equipment required.
- Control Commission Umpires will ask crews to demonstrate that their equipment satisfies the requirements of the BR Rules of Racing and Row Safe.
- Flexible clogs.
- Buoyancy aids.
- Buoyancy compartments.
- Bow-balls - brief description of what's allowed – including interpretation of Rules.
- Procedure to cover sudden bad weather, get crews to side, transport?
- No practice permitted on the course before or after racing on race days.

## 4 INFORMATION FOR COMPETITORS AND OFFICIALS.

### 4.1 Safety Instructions

The Safety Instructions are shown in Appendix 2. These will be published on the BUCS website and distributed to officials and to all crews.

### 4.2 Any other specific reminders for the programme, notice boards or web site: -

This section will provide details of other specific reminders

### 4.3 Pattern for prize giving.

The principle aim will be for presentations to take place at the pontoon by the finish tower immediately after the finish of each final. Crews will be directed to the pontoon in reverse order (3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>) and medals given to each crew member who will pick up their medal from a presentation tray.. Crews waiting to access the pontoon should remain in lane 0. Once the medals are presented and if clear to do so the crew should proceed a short distance towards the start in lane 0 and then turn into lane 1 to proceed to the incoming landing stages.

In the event of poor conditions or time delays, all presentations will take place on land. Winning crews will disembark as normal on the incoming landing stages and the medal winners will then proceed on foot to the presentation area, having placed their boats on the 'Winning crews racking'. Further details will be included in the Programme and Safety Instructions.

### 4.4 Cancellation procedure

The organising Committee will monitor conditions in the run up to the Regatta. Notices will be put up on the website from Monday 25 April onwards confirming if race arrangements are to be altered on any particular day.

The Organising Committee may, in advance, cancel whole categories of events i.e. Beginners, or boat classes within a category i.e. 1x, if they consider conditions forecast for race days will be unsafe for that particular category or boat class.

No events will be carried forward a day or two days.

If conditions are considered to be unsafe for side by side racing but it is still possible to race a boat class or category by use of a time trial then this may be adopted.



If racing is suspended during the day whilst crews are on the water evacuation of the lake will be managed over the radio by Race Control under the supervision of the Event Safety Advisor. Crews will be managed by the nearest marshal who will be directed by the Race Control.



## 5 APPENDIXES

### 5.1 List of Safety Equipment Required and Location

- Megaphones for Marshals and Umpires
- Radios
- Throwlines on the start.
- Throwlines for Control Commission.
- Megaphones for Control Commission.
- Spare buoyancy aids in all launches.

### 5.2 Appendices referred to in text

Appendix 1	NWSC Standard Risk Assessment
Appendix 2	Safety Instructions for Competitors and Officials
Appendix 3	Lines of Communications
Appendix 4	Postponement or Cancellation Procedure
Appendix 5	Lightening Guidance
Appendix 6	Steering Advice for the Trent
Appendix 7	Trent Users Form
Appendix 8	NWSC 3 <sup>rd</sup> Party Emergency Action Plan

### 5.3 Additional Documents

Additional documents used by the event are in the attached folder labelled 'Safety Plan Documents'. The following documents in the folder are.

1. **BRC Welfare Policy and Child Protection procedures**
  - a. **Recording minor safeguarding concerns**
  - b. **Reporting safeguarding concerns**
2. **NWSC insurance certificate**
3. **BUCS Insurance certificate**
4. **BR Safety Audit – Row Safe**
5. **BRC Additional Safety Checks**