



THE
METROPOLITAN
AMATEUR REGATTA

FOUNDED 1866

2025

SAFETY PLAN

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1. OVERVIEW

1.1. Scope

These instructions apply to all competitors, volunteers and third-parties at the Metropolitan Regatta both on land and on water.

These instructions should be read in conjunction with the British Rowing Row Safe guide to good practice in rowing which gives broad advice to those involved in the sport of rowing both in and out of competition.

Racing takes place during daylight hours over the full 2000m course and crews will proceed from the embarkation rafts to the start zone via the warm-up lake only.

1.2. Location

The Metropolitan Regatta takes place at the Eton College Rowing Centre, Dorney Lake, Windsor SL4 6QP (OS Grid 493700,177400 / SU937773).

The course at Dorney Lake is built to international standards; it is approximately 4 metres deep, has gently shelving banks and contains clean, still water. Water temperature is commensurate to summer expectations.

The course, as with rowing in general, has a good safety track record.

1.3. Rules Applying to the Event

The Regatta is run in accordance with the British Rowing Rules of Racing and the Row Safe guide to good practice in rowing.

All crews must be apprised of the local rules as defined by the Organising Committee. These rules have been designed as addenda to the above in order to facilitate the smooth running of the Regatta and to ensure the safety of competitors, spectators and the general public.

1.4. Vehicle and Trailer Access

Entry to and egress from the Dorney Lake site must only be made via Lake End Road (B3026) and not via Marsh Lane.

Only official vehicles and emergency vehicles are permitted access to the island between the warm-up channel and main lake.

Once on-site, drivers must follow the instructions of marshals who will direct traffic to the appropriate parking facilities. Note that weather conditions may dictate that car parking and trailer parking facilities are changed at short notice.

All drivers must observe the posted speed limits and ensure that extreme care is taken in pedestrian areas.

1.5. Decision-Making Process

1.5.1. Agreement to Commence Racing

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

The Race Committee Chairman and Safety Adviser will ensure that all items in the Regatta Safety Checklist (see Appendix D - Regatta Safety Checklist [Page 24]) are satisfied prior to the commencement of racing and monitor these items over the course of the day to ensure continued safety.

1.5.2. Temporary / Permanent Suspension of Racing

See Appendix F - Protocol for the Suspension and Resumption of Racing [Page 27]

1.5.3. Resumption of Racing

See Appendix F - Protocol for the Suspension and Resumption of Racing [Page 27]

1.6. Weather Conditions

The Organising Committee shall monitor weather conditions throughout the event. Racing shall be suspended when conditions are deemed unsafe as per Paragraph 1.5.2 - Temporary / Permanent Suspension of Racing [Page 1].

1.6.1. Wind

Where wind conditions affect the safety of crews, the Regatta may suspend or cancel racing.

1.6.2. Poor Visibility / Low Light

In the event of poor visibility (less than 350m) or low light, the Regatta may suspend or cancel racing.

1.6.3. Lightning

See Appendix G - Lightning Procedure [Page 28]

1.7. Communications

Regatta Officials are supplied with radios to facilitate communication. The Regatta hires VHF radio equipment from a major communications company, familiar both with rowing events and the course at Dorney.

Dorney Lake does not have public telephone points, however a mobile phone is held by Race Control for the purpose of making emergency calls.

Command and Control is co-ordinated in Race Control.

1.8. Rescue Boats and First Aid

Five rescue boats (including 1 jet-ski) will be present on the main lake and the warm-up lake to give assistance where necessary. The positions for these boats can be found in Appendix C - Safety and Medical Facilities [Page 22].

In the event of an incident or other event reducing the number of available rescue boats but not requiring the suspension of racing, the remaining rescue boats shall be redeployed to provide maximum effectiveness.

Paramedic facilities will be available in the boating area. This is highlighted in Appendix C - Safety and Medical Facilities [Page 22].

The nearest A&E department is in the Wexham Park Hospital, Wexham, Slough, Berkshire, SL2 4HL.

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1.9. Safety Reporting

The Regatta supports a continuous improvement programme for safety. In order to facilitate this, all incidents, near-misses and issues should be reported and acted upon.

Further information is given in Appendix N - Regatta Safety Report Forms [Page 38].

1.9.1. Incident Reporting

All incidents shall be reported via a Regatta Official to the Regatta Safety Adviser. These incidents shall be reported through the British Rowing online reporting mechanism.

1.9.2. Medical Return

In the event of an accident or incident resulting in significant injury or requiring transfer to hospital, the Regatta Safety Adviser, Honorary Medical Officer or Paramedic Team shall complete a Medical Return Form to be sent to the British Rowing Chief Medical Officer.

1.9.3. Control Commission Reporting

Control Commission may inspect crew equipment at embarkation. In accordance with British Rowing Rules of Racing Rule 7-2-8b, crews will be prevented from boating if their equipment does not meet the minimum standards set by Row Safe.

Control Commission will retain a list of crews presenting inadequate equipment. The Regatta Safety Adviser will forward this information to the relevant club and regional Water Safety Advisers.

1.10. Emergency Response Plan

See Appendix K - Emergency Response Plan [Page 35].

Thames Valley Police have allocated [URN TBC] to the event.

1.11. Child Welfare

The Organising Committee believes that the welfare and well-being of all children is paramount and will endeavour to implement the relevant guidance of the British Rowing Safeguarding and Protecting Children Policy and advice outlined by the NSPCC Child Protection in Sport Unit.

All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

A welfare officer/coordinator for the competition will be appointed annually and will act as the point of contact for any concerns or allegations. The contact number for the Welfare Officer will be posted in the boating area throughout the duration of the competition.

For clarity, a child is defined as a person under the age of 18 by The Children Act of 1989.

Please refer to the Child Welfare Policy and Plan in Appendix E [Page 26]

1.12. Water-Borne and Infectious Diseases

1.12.1. General Advice

Competitors should take the following action in order to reduce the risks of infection from water-borne disease:

- Do not drink water from the lake.
- Only drink from your own water bottle.
- Wash hands thoroughly and shower if necessary before eating or drinking.
- Avoid immersion in the water.
- Cover cuts and abrasions (including blisters) with waterproof dressings.
- Do not splash water from the lake onto your face or body in order to cool down.
- Shower after contact with the water.
- Wear footwear to avoid cuts and protect feet when paddling in the water (launching a boat).
- Avoid contact with Algal scum.

1.12.2. Leptospirosis (Weil's Disease)

The risk of contracting Leptospirosis from recreational water is small, however the serious nature of the disease is such that everyone must be aware of the dangers and should take the simple precautions outlined in section 1.12.1 to reduce the risk of infection.

If 'flu-like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.

1.12.3. Blue-Green Algae (Cyanobacteria)

Cyanobacteria are commonly found in fresh and brackish water during mid to late summer. In favourable, stable conditions, blooms may form and scum may accumulate downwind on the surface of the lake.

1.13. Management of Noise

1.13.1. – General position on noise management

The event aims to minimize its impact on both those that attend the event, residents in the vicinity and those passing the venue. It is also important to minimize noise pollution in line with the regattas commitment to reduce wherever possible its environmental impact.

13.1.2 - Noise generating operations

There are a number of activities undertaken at the event which generate noise. In particular these are:

Arrival and departure of trailers, commentary and the umpiring, starting and finishing of races. No live music or other additional noise pollution is created by the event beyond the designed purpose of the rowing lake.

Specific mitigation has been considered with regards to the following noise generating activities:

- Arrival and departure of Trailers – No trailers will be permitted to arrive or leave the site after its normal operating hours. This will be managed both by DLS and by the Metropolitan Regattas security. Where roadworks or established diversions are in place this will be communicated to all those bringing trailers in advance of the event.
- Commentary – Commentary will utilize the existing system within the venues infrastructure and will not be augmented. It will be used within the guidance provided by DLS and the Regatta will be responsive to any feedback from residential property in the immediate vicinity of the event.
- Umpiring – Umpiring is a safety critical activity for the event. It utilizes load hailers which will be positioned so as to point directly at the crew being addressed, and used at the minimum volume to achieve the objective.
- Starting and Finishing of Races - The starting and finishing of races utilizes an electronically generated beep or horn signal. These are set so as to be audible only to those racing or immediately involved in racing and their use will be restricted to the function for which they are designed.

2. INFORMATION FOR COMPETITORS AND SPECTATORS

2.1. Responsibilities

The Regatta implements the recommendations of the British Rowing Row Safe guide to good practice in rowing, and competitors are reminded of their obligations under Row Safe.

All Competitors and Spectators must follow posted safety notices and obey instructions from Regatta Officials.

Competitors with significant pre-existing medical issues should inform the on-site medical team prior to competition.

Coxswains must provide and wear a suitable buoyancy aid or lifejacket when afloat in accordance with British Rowing Rules of Racing rule 7-2-7a:

“Coxes must wear a life jacket or buoyancy aid in the correct manner and be familiar with the method of operation. In ‘front-loader’ boats coxes must wear manually operated gas inflation life jackets.”

British Rowing Rules of Racing rule 7-2-8c will be strictly enforced:

Quick release foot stretchers. In all boats the foot stretchers, shoes or other devices holding the feet of the rowers shall be a type which allows the rowers to get clear of the boat with no delay in an emergency.

Where shoes or other devices holding the feet will remain in the boat, each shoe or device shall be independently restrained such that when the heel reaches the horizontal position the foot will be released from the shoe. In addition, where laces, Velcro or similar materials must be opened before the rower can remove their feet from the shoes or other device, all such materials must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap.

Where shoes or other devices holding the feet will not remain in the boat, each shoe or device must be able to be released by the rower without using their hands or with a single quick hand action of pulling on one easily accessible strap or release device.

Competitors are specifically reminded that persons using the lake do so at their own risk and are solely responsible for:

- Their own safety and their ability to meet the minimum standards required by Row Safe i.e. ability to swim, awareness of capsizing procedures.
- Ensuring that their boats are safe and are prepared to the standards required by the British Rowing Row Safe guide and the British Rowing Rules of Racing. Any boat that fails to meet the standard shall be excluded. See British Rowing Rules of Racing rule 7-2-8 for details.
- The strict observance of the circulation pattern (see Appendix B - Circulation Pattern [Page 20]) and the minimum standards set by Row Safe.
- Deciding, together with their coaches, whether or not they are competent to use the lake in the prevailing weather conditions.

If a competitor falls out of a boat for any reason, the crew must stop and render assistance. Attention is drawn to Rule 7-6-1b “A crew must finish the race with the same complement as that with which it started. If any crew member leaves the boat before the finish the crew shall be deemed not to have finished.” A crew will not be placed without its full complement.

2.2. Equipment

It is the responsibility of the competitors to ensure that their boats are safe and are prepared to the standards required by the British Rowing Row Safe guide to good practice in rowing.

Control Commission may inspect the boats prepared by the competitors before each race, and shall exclude any boat that fails to meet the standard laid down.

Control Commission shall maintain a record of boats failing inspection. The Regatta Safety Adviser shall forward this to the Regional Water Safety Adviser within seven days of the Regatta.

2.3. Protection against Weather Conditions

British weather can be varied, even in summer. Competitors especially should ensure that they bring kit and clothing appropriate for all possibilities.

2.3.1. Hot Weather

All competitors and spectators need to be aware of the effects of sunburn, heat stroke and heat exhaustion and take appropriate action to limit the risks:

- Wear clothing which offers protection against sunburn (hats, T-shirts, sunglasses etc) and use a high factor sun block.
- Take on fluids before, during and after competition.
- Find shelter against the sun.
- Seek advice or assistance from the on-site Paramedic Team.

2.3.2. Cold/Wet Weather

While the Regatta takes place during the summer months, inclement weather cannot be discounted. All competitors and spectators should be prepared for cold and/or wet weather by:

- Bringing spare clothes
- Wearing multiple layers of clothes
- Ensuring that you have appropriate kit with you in the boat. Don't compromise your own well-being for the sake of carrying a few extra ounces of weight.

2.4. Cold Water Immersion

- All competitors should be aware of the actions to take in the event of immersion:
- Stay with the boat and use it to keep you afloat
- Get on top of the boat and attract attention immediately
- If you have to stay in the water, retain warmth by keeping arms and knees tucked into the body
- Stay calm and breathe deeply
- Do not waste energy by trying to right the boat
- Do not swim away from the boat because your swimming ability in cold conditions is dramatically reduced
- Know the emergency procedures to be able to help effectively if you see a capsized
- Keeping warm and dry in the boathouse between races.

2.5. Incident Reporting

All safety incidents must be reported to a Regatta Official and the appropriate incident report forms completed (See Appendix N - Regatta Safety Report Forms [Page 38]).

2.6. Practice, Warm-Up and Cool-Down

Crews may **NOT** practise on the course before, during or after racing, and may **NOT** boat on the River Thames from Dorney's grounds. Crews will only be permitted to go afloat to race.

Crews wishing to train on the Lake on Friday must book in with, and pay, Dorney Lake Services Ltd: 01753 832756.

Crews may warm up in the warm-up lake and must adhere to the circulation pattern and obey all instructions from umpires and marshals in this area. Crews failing to comply shall be penalised.

Crews may cool down after their race by turning into Lane 9. At the 1500m mark, turn 90 degrees to the course to cool down in lanes 1 or 2. Crew must ensure that they do not impede racing.

Crews cooling-down **MUST NOT** cross the finish line whilst a race is finishing.

2.7. Circulation Pattern

All competitors must familiarise themselves with the Circulation Pattern for crews (see Appendix B - Circulation Pattern [Page 20]). Crews failing to follow the circulation pattern may be disqualified.

The racing lanes are numbered 1 to 8 from the spectator side of the course.

At 1,000m, only crews returning to the boat house to effect emergency repairs will be allowed to enter the main racing lake. Crews must be attached two minutes before race time. Races will be started without reference to absentees.

2.8. Violation of Safety Rules

Any crew that violates the declared circulation pattern, is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Row Safe guide to good practice in rowing may be awarded an 'Official Warning' by any Umpire acting as a Key Race Official or any member of the Race Committee.

2.9. Insurance

Please note that insurance through British Rowing membership requires that a member is resident in this country for more than 6 months a year. Overseas crews should ensure that they have sufficient third party insurance cover.

2.10. Child Welfare

The Regatta has appointed a Child Welfare Officer whose duties include understanding and implementing, where appropriate, the British Rowing Safeguarding and Protecting Children Policy.

All Regatta officials and volunteers are apprised of their responsibilities under the Regatta's Child Welfare Policy.

The Child Welfare Policy and contact details for the Child Welfare Officer are available at Race Control.

Clubs with junior members are expected to follow their own Child Protection Procedures in line with British Rowing guidance.

2.11. Security

Security guards will be on duty on the Saturday night but the Regatta Organising Committee can take no responsibility for equipment left overnight.

All equipment must be removed from the site at the end of racing on Sunday night.

2.12. Boat Racking and Storage

It is the responsibility of competitors to ensure that their boats are secured correctly when stored on permanent or temporary racks, trestles, boat trailers or roof racks.

2.13. Spectators

Cars, motorcycles etc. **MUST NOT** drive along on either side of the course following crews or races.

2.13.1. Pedestrians

Pedestrian access to the island formed between the main lake and warm-up lake is strictly forbidden.

2.13.2. Cyclists

Cyclists are reminded that their first duty is to the safety of those around them and they must ensure that they remain aware of the dangers around them.

Cyclists must note the "No Cycling" areas on the circulation plan, and follow the one-way system.

No more than 2 cycles may follow each crew in a race. Ignoring this may lead to disqualification of your crew. Cyclists must take care at all times.

3. INFORMATION FOR VOLUNTEERS AND OFFICIALS

3.1. Responsibilities

3.1.1. Duty of Care

Everyone involved in the Regatta has a duty of care to ensure that their actions both on and off the water are conducted in a manner which does not compromise the safety of others. Adults also have a personal responsibility for the own safety.

It is the primary duty of every Race Official to care for the safety of competitors, officials, other water users and the public at large.

3.1.2. Safety Awareness

All Volunteers and Officials must make themselves aware of the Regatta Safety Plan, the information relevant to their role and the safe and effective use of their safety equipment.

3.1.3. Incident Reporting

All Volunteers and Officials have a duty to report all safety incidents, including 'near-misses', to the Regatta Safety Adviser who shall complete a Regatta Incident Form (See Appendix N - Regatta Safety Report Forms [Page 38]).

If any aspect of the Regatta gives a Volunteer or Official cause for concern with regard to safety, this should be reported through normal communication channels or directly to the Safety Adviser.

3.1.4. Violation of Safety Rules

Any crew that violates the declared circulation pattern, is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Row Safe guide to good practice in rowing shall be awarded an 'Official Warning' by any Umpire acting as a Key Race Official or any member of the Race Committee.

3.1.5. Child Welfare

All issues relating to child welfare should be brought to the attention of the Regatta Child Welfare Officer (see Appendix E - Child Welfare Policy and Plan [Page 26]).

3.2. Communications

Volunteers and Officials in key positions will be equipped with a VHF radio to enable rapid communication.

The Regatta operates a radio protocol detailed in Appendix H - Radio Protocol [Page 29].

3.3. Protection against Weather Conditions

British weather can be varied, even in summer. Volunteers and Officials are advised to bring kit and clothing appropriate for all possibilities.

3.3.1. Hot Weather

All Volunteers and Officials need to be aware of the effects of sunburn, heat stroke and heat exhaustion and take appropriate action to limit the risks:

- Wear clothing which offers protection against sunburn (hats, T-shirts, sunglasses etc) and use a high factor sun block.
- Take on fluids throughout the day.
- Find shelter against the sun.
- Seek advice or assistance from the on-site Paramedic Team.

3.3.2. Cold/Wet Weather

While the Regatta takes place during the summer months, inclement weather cannot be discounted. All Volunteers and Officials should be prepared for cold and/or wet weather by:

- Bringing spare clothes
- Wearing multiple layers of clothes

- Ensuring that you have appropriate kit with you in the boat.

3.4. Lifejackets / Buoyancy Aids on Water

Without exception, all Volunteers, Officials and Contractors shall wear a lifejacket / buoyancy aid / PFD in a launch or on the stakeboat pontoon.

4. INFORMATION FOR THIRD PARTY ORGANISATIONS

4.1. Overview

The Metropolitan Regatta is a two-day rowing competition at the purpose-built rowing course at Dorney Lake. Races are run during daylight hours over a distance of 2000m. Attendance on each day is anticipated to be over 2000. The event is sanctioned by British Rowing, the national governing body for rowing. All relevant emergency services are contacted prior to the event. The Regatta is organised by a qualified and experienced committee.

4.2. Insurance Details

Insurance for the Regatta is organised through British Rowing and, through this policy, the Regatta holds civil liability insurance of £10M.

4.3. Emergency Points of Contact

Regatta Safety Adviser, Anthony Reynolds	07734 157 644
Regatta Secretary, Luke Dillon	07515 883 325
Regatta Child Welfare Officer, Ben Helm	07771 790 884

Appendix A. RISK ASSESSMENT

This risk assessment uses the standard BS 8800:2004 risk matrix.

		Severity of Harm		
		Slight	Moderate	Extreme
Probability	Very Unlikely	Very low risk	Low risk	Low risk
	Unlikely	Low risk	Medium risk	Medium risk
	Likely	Medium risk	Medium risk	High risk
	Very likely	Medium risk	High risk	Extremely high risk

Risk Category	Evaluation of Acceptability
Very Low	No action required.
Low	No additional controls are required. Consideration may be given to a more effective solution or improvement.
Medium	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with harmful/serious consequences further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	The activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves activity already in progress, urgent action should be taken.
Extremely High	Activity should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, activity has to remain prohibited.

A.a LAND-BASED RISKS

Event	Probability	Severity	Risk	Action
Minor injuries during unloading and rigging; de-rigging and loading, etc.	Unlikely	Moderate	Medium	Provide plenty of space for rigging and keep areas for rigging remote from bikes, pedestrian paths, etc.
Vehicle / trailer / pedestrian collision.	Unlikely	Moderate	Medium	Local speed limits. Keep most vehicles away from pedestrian areas. Ensure boat overhang from vehicle, trailer or storage does not encroach onto roadway.
Collision between manoeuvring crews (boats and oars) and person.	Unlikely	Moderate	Medium	Respective people to look where they are going to avoid collision. No contraflow on main lake. Strict circulation on warm-up lake.
Collision between manoeuvring crews (boats and oars) and vehicle.	Unlikely	Moderate	Medium	Local speed limits. Keep most vehicles away.
Collision between bicycles and pedestrians.	Unlikely	Moderate	Medium	Bicycles only allowed on island cycle track. Cycles to follow one way pattern. Cycling prohibited on apron and Enclosure side of course. Notices prohibiting pedestrians from island.
Collision on island road.	Unlikely	Moderate	Medium	Official motor vehicles only to drive on the left hand side of the road. Headlights to be on whilst driving; hazard warning lights to be on whilst stationary Caution to be exercised by all approaching people, cyclists and vehicles. Spectators and competitors not allowed onto the island.
General trips and falls of spectators and competitors.	Unlikely	Moderate	Medium	Care taken when laying cables and pipes on ground.
Minor illness affecting spectator or competitor (e.g. asthma attack, hyperventilation, dehydration).	Unlikely	Moderate	Medium	Paramedics on site.
Off-site storage. The Regatta stores equipment off-site for most of the year. Probability that a Committee member will be working there on his own.	Unlikely	Moderate	Medium	First aid kit and fire extinguisher supplied in storage area. Committee member to inform another Committee member of arrival and safe departure from storage area.
Dangers from electrical equipment and cabling.	Unlikely	Moderate	Medium	Care to be taken by those installing such. Sockets not to be over-loaded. Damaged plugs and/or flex not to be used.

Event	Probability	Severity	Risk	Action
				RCDs to be used where possible.
Paramedics – manual handling of casualties.	Likely	Slight	Medium	Professional organisation hired-in to provide cover and therefore experienced in such matters. Several Organising Committee members are First Aid trained and, amongst small first aid kits distributed around the site, three emergency incident kits available to those trained members. Spare items are kept.
Potentially fatal illness affecting spectator or competitor (e.g. heart attack).	Very Unlikely	Extreme	Low	Paramedics on site. Roadway to be kept clear at all time to facilitate access by Emergency Services. Helipad available at finish if air ambulance is required.
Lightning strike.	Very Unlikely	Extreme	Low	See precautions section.
Fire in boathouse / finish tower	Very Unlikely	Extreme	Low	Fire Exits & fire extinguishers provided by Dorney Lake Services. Smoking is banned with these buildings. Evacuate the building. Follow instructions on Fire Action notices displayed in both buildings
Fire in tented area.	Very Unlikely	Moderate	Low	Fire retardant material used for tents. Rubbish removed regularly. LPG cylinders secured. Smoking is banned within tents.
Fire in timing hut, start tower hut, vehicle, vendor's van. Grass fire or barbeque out of control.	Very Unlikely	Moderate	Low	Evacuate area. Call for emergency services. Fire extinguishers on Regatta's lorry which would attend incident prior to the arrival of a fire appliance. Restrict use of barbeques in very dry conditions.
Bomb threat.	Very Unlikely	Moderate	Low	Evacuation of area by PA & loudhailers (especially if PA fails for any reason). Call for emergency services. Bomb threat checklist held in Race Control.
Major incident (e.g. air crash).	Very Unlikely	Extreme	Low	Evacuation of area by PA & loudhailers (especially if PA fails for any reason). Call for emergency services. Suspend racing and evacuate course.

Event	Probability	Severity	Risk	Action
Violent behaviour amongst crowd or other civil disorder.	Very Unlikely	Moderate	Low	Immediate action by Regatta security team. Emergency call to Police.
Robbery – theft / attempted theft of money from outlets on site and/or of silver trophies from prize tent.	Very Unlikely	Moderate	Low	Do not take personal risks. Telephone Police as soon as possible and inform Race Control.
Impact of construction work on the course.	Very Unlikely	Slight	Very Low	All construction work will be assessed individually and action taken dependent on the implications of such work.
Contractors brought in by the Regatta (e.g. tentage, car parking, communications, etc.).	N/A	N/A	N/A	They will carry out their own risk assessment for the work they have been requested to undertake and will have their own safe working procedures. Those working on the water (e.g. the start pontoon) are required to wear lifejackets and car park attendants are required to wear high visibility vests. Tentage and scaffolding are erected by staff trained in those skills and the collapse of either structure is not considered in this risk assessment. A plan of underground utilities on site is available from Dorney Lake's office.
Bar / catering tent:– CO ₂ cylinders, knives, broken glass, manual handling, LPG, etc.	N/A	N/A	N/A	Professional staff operating these outlets and they will have their own risk assessment and safe operating procedures.

A.b WATER-BASED RISKS

Event	Probability	Severity	Risk	Action
Competitor falling out of boat. Risk of drowning / hypothermia.	Likely	Moderate	Medium	As above. Coxes are required to wear appropriate life jacket or buoyancy aid. Launches to reduce wash when passing crews to minimise risk of swamping or capsize.

Event	Probability	Severity	Risk	Action
				Control Commission Umpires will check that deadweight is not attached to the coxswain of a crew.
Collision between crews training.	Unlikely	Moderate	Medium	Use Circulation Pattern. No crews to boat without a rescue boat present. No practice allowed at any time on the course on Saturday or Sunday.
Collision in boating area.	Unlikely	Moderate	Medium	Two dedicated pontoons for crews to use to boat and two for return. Swim line buoys used to enforce separation.
Collision in warm-up lake.	Unlikely	Moderate	Medium	Use Circulation Pattern. Marshals and two rescue boats dedicated to the warm-up lake.
Collision in start zone.	Unlikely	Moderate	Medium	Crews are supervised from the start tower and warned if a collision appears likely. If time is available, crews for that race may warm-up only in their own lane.
Collision between crews racing and crews warming-down.	Unlikely	Moderate	Medium	Circulation Pattern in force, designed to minimise collisions, enforced by Umpires afloat and Marshals on bank. Warming-down only permitted between finish and 1500m mark. Lane 8 is closed to provide separation.
Collision between crews during a race.	Unlikely	Moderate	Medium	Umpire's first duty is to ensure safety of crews and he will warn crews in accordance with the British Rowing Rules of Racing.
Collision between crew and powered boat.	Unlikely	Moderate	Medium	Umpire's launches to keep to lane 0 while returning to start. Rescue boats to idle in lane 0 when not on call. Drivers, all of whom are experienced, to be vigilant.
Collision between crew and temporary on-course obstruction.	Unlikely	Moderate	Medium	Umpire's first duty is to ensure safety of crews and he will warn crews in accordance with the British Rowing Rules of Racing.
Collision between crew and fixed object (e.g. bank, pontoon).	Unlikely	Moderate	Medium	Umpire's first duty is to ensure safety of crews and he will warn crews in accordance with the British Rowing Rules of Racing.
Injury resulting from collision.	Unlikely	Moderate	Medium	Safety equipment, including bow balls, may be checked by Umpires at Control Commission. Boats which fail will not be allowed to go afloat. Competitors and coaches are responsible for ensuring their boats meet British Rowing standards at all times, including during practice.

Event	Probability	Severity	Risk	Action
Crew member falling ill / sustaining damage whilst still in boat.	Unlikely	Moderate	Medium	Umpire attends initially and he or other official calls for Rescue Boat, which then conveys casualty to best place for medical attention – probably the boating pontoons at the finish. Rescue boats suitably equipped for the purpose and crews familiar with the course. British Rowing safety kit carried on all Umpires' launches.
Slip hazard on boating rafts.	Unlikely	Moderate	Medium	Any deposits from geese etc to be washed off boating rafts each morning prior to crews or Umpires going afloat.
Umpire, launch driver, staff and/or stakeboat operative falling into lake.	Unlikely	Moderate	Medium	All to wear lifejackets or buoyancy aids when afloat, including when on the start pontoon. Throw bags, life belts and boat hooks provided. Signs to this effect are displayed on the link to start pontoon. Spare lifejackets available, as are refill kits. Safety kits are carried on all Umpire launches.
Fire afloat	Unlikely	Moderate	Medium	Launch drivers trained about this risk and action required in the RYA Powerboat Course
Use of trainee Umpires.	Unlikely	Moderate	Medium	All operate under the supervision of a suitably qualified Umpire.
Failure of engine on powered vessel / vessel fouling its propeller.	Unlikely	Moderate	Medium	Radio, verbal and, if necessary, visual warnings given by those on board. Boat paddled, if possible, to nearest shore. Rescue boats to assist.
Sinking conditions.	Unlikely	Moderate	Medium	Race Committee takes decision to postpone and/or abandon racing. Crews told to return to rafts by safest lane, with Rescue boats in attendance.
Weil's disease.	Unlikely	Moderate	Medium	Competitors and others likely to come into contact with the water in the lake should cover any wounds and shower after exposure. Notices are displayed about symptoms.
Poor visibility (e.g. fog).	Unlikely	Moderate	Medium	Race Committee takes decision to postpone and/or abandon racing. NB Dorney limit is 350m visibility.
Lightning strike.	Very Unlikely	Extreme	Low	See precautions section.
Use of lane 8 as a racing lane.	Very Unlikely	Moderate	Low	Lane 8 is only ever used as a last resort and previously this has been the last race of the day and when no other crews are on the course.

Event	Probability	Severity	Risk	Action
				All officials advised by radio.
Radio network failure.	Very Unlikely	Moderate	Low	Multiple frequencies used, each with a back-up channel, cover the course. Engineer on site. Mobile telephone numbers of key personnel distributed in advance, but it is appreciated that the mobile network will be restricted/ busy in a major incident.
Severely hot / sunny weather.	Likely	Slight	Low	Marshals and Officials should wear sunscreen / hats for protection. Announcements made on PA to competitors. Bottled water carried on Umpire and Rescue boats for competitors in distress.
Car in lake.	Unlikely	Slight	Low	Depending on location, decide how to get boats around it. Post a marshal.
Contamination of lake water (e.g. petrol, chemical or effluent).	Very Unlikely	Slight	Very Low	Dorney staff to advise on course of action.
Trailing, launching and recovery of umpires' launches and rescue boats.	N/A	N/A	N/A	Such boats are on their owner's trailers and all drivers are experienced with the operation and will carry out their own risk assessments and will have their own safe working procedures.

A.c PRECAUTIONS

Substantial risks should be converted into items in the Safety Plan. The granularity of the basic matrix means that sometimes what is initially assessed as a Moderate Risk can in fact be more important than one assessed as Substantial.

A.d EXTREME/MODERATE RISKS

Serious illness among spectators or competitors	Probability outside the control of the Regatta. Severity reduced by having paramedics on site.
Collisions	The main emphasis is on reducing collisions. All Dorney regattas operate similar circulation patterns which must be enforced, with penalties for non-compliance
Illness / injury afloat	Probability either considered elsewhere or outside the Regatta's control. Rescue boat will assess the problem and decide where the casualty should be brought ashore. Ideally this is the boating rafts, but this may not be practical. Race Control to call paramedics if necessary. Paramedics to decide whether to call emergency services, unless a rescue boat has already decided it is necessary.
Person in water	As above.
Sinking conditions	Any Key Race Official to postpone and/or abandon racing. Lake to be evacuated.
Lightning Strike	Action Plan to be followed if lightning is likely. See Appendix G - Lightning Procedure [Page 28].
Major incident	Should any incident occur on site which is beyond the immediate resources of the on-site rescue services brought in by the Regatta, the incident shall be deemed to be a major incident and Race Control or any Official shall summon the emergency services by telephoning 999. Racing will be abandoned and the course evacuated as detailed above. Control of the incident will be handed over from the paramedics and/or rescue boats to the emergency services on their arrival.

A.e OTHER MODERATE RISKS

Most moderately severe risks are adequately covered above. The following items are noted:–

- Cycling rules for all Dorney regattas are similar to make compliance more likely.
- No cycling alongside course on the Enclosure side as this is where risk is greatest.
- Pedestrians should not be on the island.
- No vehicles of any description to follow races alongside the course on the Enclosure side of the lake.

A.f THIRD PARTY CONSIDERATIONS

It is appreciated that some scenarios are beyond the control of the Regatta and are therefore outside the scope of this document, e.g.:

- The boathouse at Dorney Lake is hired for the Regatta and their operators will have considered their own risk assessment and safe operating procedures for matters such as trip, slip, fire, manual lifting, cleanliness matters, etc.
- Mains electricity power failure; e.g. major failure in the Berkshire area for a variety of reasons (e.g. lightning, surge/overload, terrorists or industrial action by the utility company).
- Contamination of supplies to and/or from bars.
- Contamination of supplies to and/or from kitchen or food outlets.
- Dorney Lake being within an exclusion zone, for whatever reason (e.g. Foot and Mouth disease, Avian flu, major incident, civil disorder), on land and/or adjacent to the River.
- A major flood beyond the control of the EA.

- Industrial action by the Fire Brigade, for example, and fire and rescue cover being provided by the armed forces perhaps unfamiliar with the location of the Regatta and possibly resulting in correspondingly increased response times.

Interpretation:

Where necessary, in context, within this risk assessment:

- The singular shall include the plural and vice versa
- The masculine shall include the feminine
- Rowing shall include sculling

A.g GENERAL MATTERS

Instructions, circulation pattern and maps relating to the above are issued to competitors and officials and are also available on the Regatta's web site. Crews are not allowed to boat on the River Thames from the Regatta site to practise.

A member of the Regional Umpires' Commission is in attendance each day and one or more members of the Multi-Lane Umpires' Commission will also be in attendance and they monitor, amongst other things, the Regatta's safety arrangements.

Recently, the Regatta has been fortunate to have the Region's Water Safety Adviser in attendance too. The TRUC representative is issued with a radio on the Umpires' net.

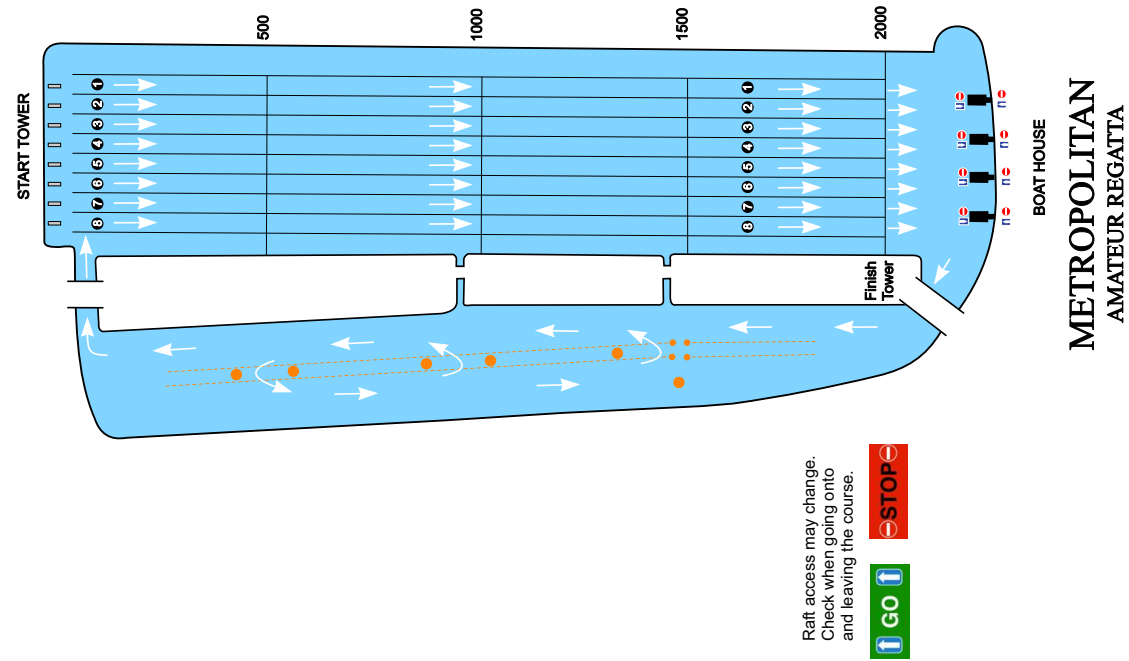
Details of the location of the course, the emergency access gate, the helipad, the event's URN and local emergency service telephone numbers are located at Race Control, crew Check-in, with various members of the Committee and with Dorney Lake Services. Local emergency services are all informed of the event in advance.

Appendix B. CIRCULATION PATTERN

B.a CIRCULATION PATTERN FOR NORMAL RACING

Traffic Rules

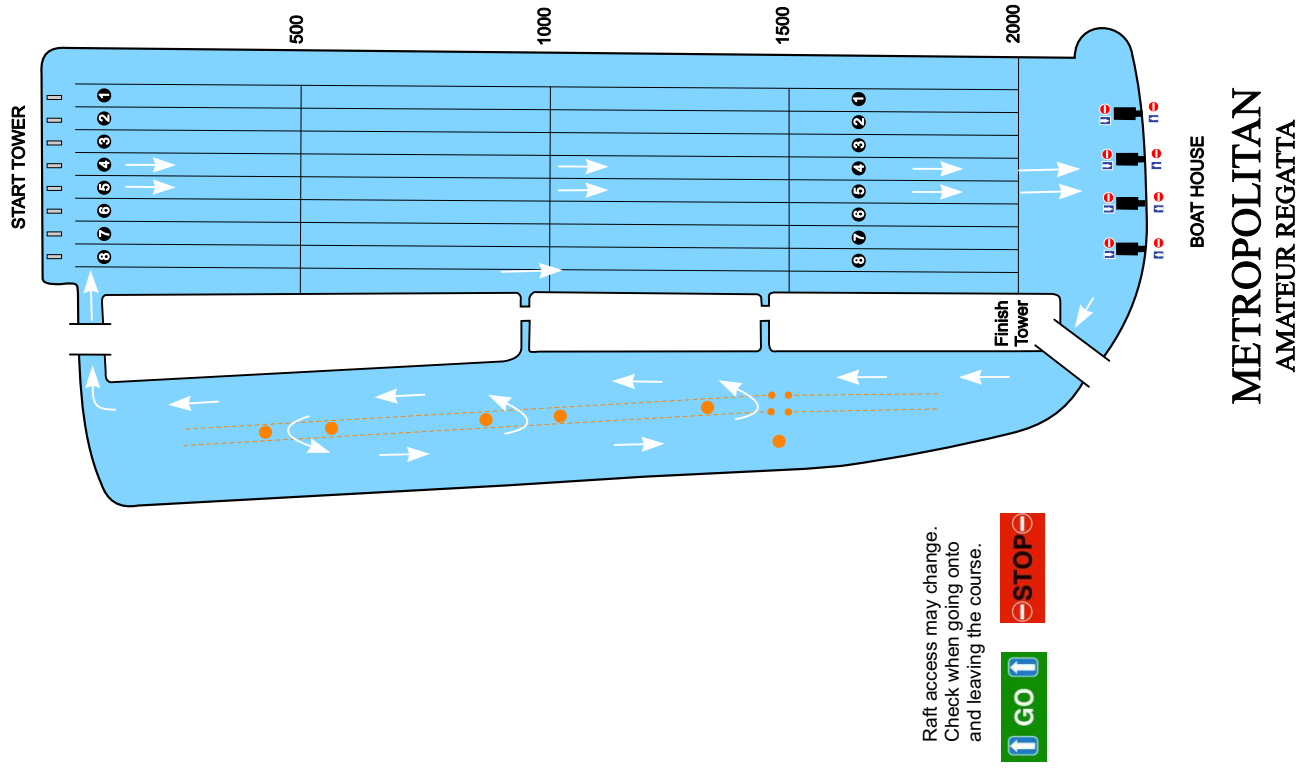
Racing



B.b CIRCULATION PATTERN FOR TIME TRIALS

Traffic Rules

Time Trial



Appendix C. SAFETY AND MEDICAL FACILITIES

- The First Aid point is located near Check-in and the boating rafts.
- A minimum of four Rescue Boats will provide safety cover across the main lake and warm-up lake. The Rescue Boats are manned by qualified first aiders and carry basic First Aid equipment.
 - Where five Rescue Boats are available, three Rescue Boats will idle in Lane 0 (start, 1000m and finish) on the spectators' side of the course and two will patrol the warm-up lake.
 - Where four Rescue Boats are available, three Rescue Boats will idle in Lane 0 (start, 1000m and finish) on the spectators' side of the course and one will be stationed at 1000m in the warm-up lake.
 - Where three Rescue Boats are available due to temporary factors, two Rescue Boats will idle in Lane 0 (750m and finish) on the spectators' side of the course and one will be stationed at 1000m in the warm-up lake.
 - Where fewer than four Rescue Boats are available on a prolonged basis, at least one Umpires' Launch shall be repurposed as a Safety Launch and the Safety Adviser and Honorary Secretary will convene to take additional action which may include suspension of racing.
- All Safety Boat Drivers shall hold at least a RYA Level 2 Powerboat Certificate.
- At least one Rescue Boat shall be in place prior to the embarkation of the first competitor and at least one Rescue Boat shall remain in place until the disembarkation of the last competitor.
- Umpires' Launches also carry basic rescue equipment.
- The designated helipad (area of grass beyond the boating area) must be capable of being cleared at all times. No permeant structures will be permitted.
- Safety equipment, including First Aid, will be located at the Start, Finish and in Race Control.
- Fire extinguishers are located in the Boathouse and Finish Tower
- Glasdon throw bags are provided at safety points around the Lake and are clearly marked
- The Paramedic Team shall provide, as a minimum, the following:
 - Two vehicles (including at least one ambulance)
 - Three personnel (at least 1 paramedic + 2 EMT, at least one of either gender) who are appropriately registered and insured HCPs
 - Basic and advanced life support
 - IV fluids
 - Emergency Injectable Drugs

- The Paramedic Team shall be in position forty-five minutes before the first scheduled race and shall remain in position until thirty minutes after the last competitor has disembarked.
- There are a further 5 First Aiders available who are either volunteers or members of the organising committee
- British Rowing Competition Medical Return forms shall be completed by the Paramedic Team for all injuries requiring their attention.
- Where available a regatta doctor will also be present who will support the event committee in making decisions as detailed in the rules of racing
- The regatta doctor will at their discretion QA the medical teams and will in support of the safety officer provide them with rowing relevant information to assist them in performing their roles.
-

Appendix D. REGATTA SAFETY CHECKLIST

Area	Item	Comments
Land	Are Emergency vehicle access routes left clear?	
	Is Control Commission in place before crews embark?	
	Are landing stages clear of debris?	
	Pedestrian access to the island prevented.	
	Cyclist movement.	
	Only authorised vehicles on the island.	
	Control Commission only allow crews to boat for their race.	
Rescue / Medical Services & Equipment	Are Paramedic services in position and available?	
	Are all appropriate personnel equipped with a functioning radio on the radio network including Paramedic Team / Rescue Boats?	
	Rescue Boats on the course before crews embark.	
	Are all Rescue Boats manned by two people?	
	Are launch drivers using kill-cords?	
	Do all points have the appropriate safety equipment?	
	Are rescue boats being used for the purpose for which they are intended and are they fully manned at all times?	
Course	Crews travelling in opposite directions are separated by at least one lane.	
	Are all crews following the circulation pattern?	
	Are bridges safely navigable?	
	Is the course clear of debris including misaligned buoys?	

Area	Item	Comments
Regatta Officials and Reporting	Are all personnel 'on the water' wearing buoyancy aids?	
	Have all officials been given full details of the Safety Plan and any relevant information at least three days before the event?	
	Is there a formal 'Accident Log' being maintained, together with blank 'Incident Forms' and guidelines for filling them in for use by all officials?	
	Are officials reporting all accidents, incidents and 'near-misses'?	
Weather	Are water and weather conditions being checked regularly?	

Appendix E. CHILD WELFARE POLICY AND PLAN

E.a POLICY

The Organising Committee of The Metropolitan Regatta believe that the welfare and wellbeing of all children is paramount. All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately. A welfare officer/coordinator for the competition will be appointed annually and will act as the point of contact for any concerns or allegations. Their contact number will be posted in the boating area throughout the duration of the competition and will also be known to and contactable via any official of the Regatta.

E.b PLAN

From March 2010 the welfare officer of the regatta is Mr Ben Helm, he will be contactable at for the duration of the Regatta by any official over the radio net or by mobile telephone should it be more appropriate. His telephone number is 07771 790 884. He will be determine appropriate action and will be responsible for reporting any incidents to the British Rowing Child Protection Officer and where appropriate to the Police. He will also inform the Chairman of the Regatta Committee of any incidents.

All coaches and other adults responsible for the care of junior members of their clubs are expected to ensure their welfare and security. The park will not be closed to the general public.

If any junior is found to be missing during the Regatta the Child Welfare Officer should be informed immediately via any official of the regatta, even if those responsible for the missing junior have already contacted the police. There will be an immediate public announcement that said participant should present themselves immediately to any official of the Regatta, said official will then inform the CWO or Chairman so that they may reunite carer and child.

The announcement will be repeated every five minutes. If after 20 minutes of the initial announcement the child has not been found the police will be called by either the CWO or the Chairman of the Regatta if the CWO is handling other duties. We will follow this procedure regardless of the views of the carer. A

description of the junior will then be broadcast on the public address system and over the Regatta radio net with a request for all those in the park who may have seen the junior to contact the nearest official. On arrival the police will be directed to the location of the CWO. If the carer has any concerns after the child is found to be missing they may call the police at any time.

If any child is reportedly involved in an accident the Regatta will immediately contact the crew contact details entered on the British Rowing Entry Form to contact the adult responsible for any junior reportedly involved in an incident. It is therefore incumbent upon the person entering the crew to ensure that a usable contact number is included in the entry. Any change in these details must be supplied to the regatta who will acknowledge receipt. This information will be kept at Race Control.

None of the Regatta's staff or volunteers will have direct unsupervised contact with juniors working at the competition. Juniors that are working for the regatta are there with their own organisation and will be under the supervision of that organisation's own responsible adults. All such juniors will also be made aware of the Regatta's CWO and contact details.

All those attending the Regatta may be photographed by amateurs, or professionals who sell their photographs and these photographs may be used for identification or publicity purposes. The Metropolitan Regatta cannot prevent this, as the park is open to the public. Not with standing this statement no cameras whether as standalone or as part of any device may be used in the vicinity of or in any changing rooms or changing tents being used by juniors. Any contravention of this rule should be brought to the attention of any regatta official to be escalated to the Child Welfare Officer.

Appendix F. PROTOCOL FOR THE SUSPENSION AND RESUMPTION OF RACING

F.a SUSPENSION OF RACING

In accordance with British Rowing Rules of Racing Rule 7-1-1, the Safety Adviser and the Chairman of the Race Committee shall monitor water conditions throughout the Regatta. If at any time either finds that conditions jeopardise the requirements of safety or fair racing, they shall stop or suspend racing, in total or by class of event, until such time as safe and fair conditions are restored.

In accordance with Rule 7-1-1, racing shall be postponed or abandoned if the Safety Adviser and/or Race Umpire decide that conditions are unsafe.

“Any umpire associated with a particular race, may and should halt racing if safety or fairness is compromised, and should involve the Safety Adviser and the Race Committee Chairman as soon as possible”

In accordance with RowSafe section 4.6 [Alternative Arrangements Plan], any decision to suspend or resume racing will be based upon the minimum standard of watermanship expected from crews entering a competition of this level. Crews and coaches should make their own decisions on whether they are capable of competing safely in the prevailing conditions.

Temporary Suspension

Any official may suspend racing if their ongoing monitoring of the course and conditions reveals any issue which may give rise to a safety issue.

Environmental Conditions

Officials will monitor the conditions over the course of the Regatta and take appropriate action as necessary.

Other Factors

Racing shall be suspended in the event of an accident or if appropriate levels of safety cover cannot be guaranteed.

Permanent Cessation of Racing

Any suspension of racing will be followed by a continual monitoring of the situation by the Race Committee. If it is anticipated that conditions will no longer allow a safe programme of racing within the hours of daylight, racing will be

cancelled.

F.b RESUMPTION OF RACING

Racing may resume when the Race Committee Chairman and Safety Adviser agree that conditions are safe. This may include changing the course or removing lower status or small boat events from the Regatta.

Following a suspension in racing, the ‘all clear’ to resume racing will be communicated by Race Control.

Appendix G. LIGHTNING PROCEDURE

A lightning storm is a possibility, although deaths and injuries from lightning strikes are rare. There is an increased risk in a boat, especially if standing up.

The Regatta has decided to adopt the following approach to monitoring the risk.

Level 0

Thunderstorms are not expected.

A Committee member will check the forecast each day. No other action.

Level 1

Thunderstorms are possible.

Officials are to be warned by Race Control. A Committee member will check forecasts regularly.

Level 2

A thunderstorm in the area. (It is accepted that forecasting could be wrong and that Level 0 might escalate directly to Level 2.)

If lightning is seen followed within 30 seconds by thunder, action is necessary.

The aim will be to evacuate the lake safely and efficiently. This will be co-ordinated by Race Control. Evacuation should follow the process documented in Appendix J - Emergency Lake Evacuation [Page 34] with the following addition steps

- Reading from a prepared scriptⁱ, the commentator using the main PA system and the Official using the local Check-in PA will warn those competitors and spectators on land of the specific danger of lightning.
- Crews will be told to carry their blades horizontally, not vertically, in order to reduce the risk of them attracting a lightning strike.
- Once umpires' launches and rescue boats have ensured that they have instructed all crews to return to the boating rafts, they also should make their way back, while checking that crews are following instructions. Everyone should be seated in the launches as this slightly reduces the risk.

- Start team to be advised to leave the tower. They should keep away from the tower itself. If they get into cars they should close the windows and avoid touching any metal parts. Stakeboat team to do likewise to clear the start pontoon.
- The safest place is likely to be indoors as long as individuals are not too close to metal objects such as the structure, plumbing or wiring.
- Once the evacuation is under way and all parties have their instructions, Race Control should ensure that they and everyone else in the tower keeps away from electrical apparatus. Computers should ideally be unplugged to minimise the risk of damage.
- If for any reason Race Control is disabled, the Safety Adviser, Secretary or the Chairman of the Race Committee will assume co-ordination of these duties from wherever they are located. If necessary, this may involve driving along the course side road and issuing the above instructions using a loudhailer should the radio network be rendered inoperative following a lightning strike to the aerials on top of the finish tower.
- The 'all clear' will be given by Race Control following consultation between the Safety Adviser and the Chairman of the Race Committee. This consultation will be based on there being no flash/bang occurring within 30 seconds of each other for at least 30 minutes.

ⁱ Appendix L - Emergency Public Address Broadcasts

Appendix H. RADIO PROTOCOL

H.a SUMMARY

The Regatta hires VHF radio equipment from a major communications company, familiar both with rowing events and the course at Dorney. RadioLinks has supplied radios and PA to the MET for some 20 years. A senior engineer from the company is on site throughout the Regatta in case of any problems and/or failures with the equipment, as well as to deal with battery changes during the 10 hours of racing each day. Directional aerials are used on top of the finish tower and repeater stations are also used in the configuration. Ear pieces and waterproof bags are available to users.

H.b RADIO FREQUENCIES

The Regatta uses four radio nets, each of which has a back-up frequency allocated to it in case of interference problems, etc:

- Umpires
- Management (switchable to other nets)
- Timing
- Stakeboats

A list of user names (which is also the station's call sign) is attached in Appendix I - Radio Call Signs [Page 32] for the Umpires', Management and Timing nets.

The five rescue boats are all equipped with marine band VHF radios as is the Hon Secretary, Safety Adviser and also the On-water Manager.

Dorney Lake Services operate their own private radio net on site using a separate frequency.

H.c STANDARD OPERATING PROCEDURES (SOP)

- Ensure radio is switched on and that the correct channel is selected.
- Hold radio so that aerial is vertical.
- Being at the bottom of the bank in the warm-up lake will reduce the range of the radio.
- Listen for other traffic using the frequency and don't just cut in over them
- Think about what you will say before transmitting and keep it short.
- Hold transmit (PTT) button down for two seconds before starting to transmit.
- Say the call sign of the station you are calling first BEFORE you identify yourself.
(e.g. Secretary wishing to speak to Race Control: "Race Control, Race Control, Secretary, over".)
- Release PTT button when finished transmitting.

REMEMBER, this is an open network and competitors and members of the public may be able to hear sensitive conversations.

H.d PROWORDS

Over	the invitation to the other station to reply to your transmission
Out	end of working with another station
Received	information received
I say again ...	information to be repeated for clarity
I repeat ...	information being stressed
Radio check	loud and clear / un-workable
Say again all after / before	[Race 17 <i>for example</i>]
Station calling	[Start for <i>example</i>] but only if you are sure that the call was addressed to your station.
I spell	spell words using phonetic alphabet if necessary for clarity.
In figures	if it is necessary for numbers to be written down by another station in figures rather than words.
Radio check?	answer, as appropriate: Loud and clear / Un-workable.

This is	Indicates the Station making the call
Over	Invitation to reply
Out	Indicates the end of working (Never say "Over and Out".)
Radio Check	Tell me the strength and clarity of my transmission
Wait	If a station is unable to receive traffic, it will reply "Wait ... minutes"
Station Calling	Used when a station receives a call but is unsure who is calling
I say again	I am repeating what I have just said
Say again	Please repeat what you have just said
All after / All before	Used after "say again" to request the repetition of a part of the previous message
Repeat	Used if a part of the message is important and needs emphasising
I Spell	I shall spell the next word or group. Use the phonetic alphabet
Received	Your message has been received and understood (Do not use Roger)
Break	I am going to continue to transmit but I am going to speak to another station
Mayday	This is a distress call
Silence Mayday	Announcement to impose radio silence during a distress situation
Distress fini	Announcement made to indicate the distress situation is now resolved

If you are not sure whether the call was to your station, do nothing and wait for the other station to call you again.

Spell words using phonetic alphabet if necessary for clarity.

As can be seen from above, the phrase "*over and out*" is meaningless and must **NOT** be used.

H.e EMERGENCY OPERATING PROCEDURES (EOP)

- Any Official who sees or finds an accident should radio Race Control.
- For anything other than a trivial incident, Race Control will announce that there is an emergency, that they assume control of the incident and instruct all stations to minimise further radio traffic. Race Control will then ask for details: location, type of incident, number of people involved, severity and whether additional resources are required.
- Thereafter, all transmissions should be sent to Race Control who will then re-broadcast to the appropriate rescue/paramedic unit. Race Control will record the incident.
- For a major incident, any Official or other person should telephone the emergency services using: 999.
- The Safety Adviser or his deputy will attend the scene.
- Should it be necessary to evacuate the finish tower for any reason, operators of the three base stations (Umpires, Management and Timing) are issued with hand held radios as a back-up. They will abandon the base stations and Race Control and Timing Control will re-locate to pre-determined positions according to the nature and duration of the incident.
- Once the incident has been dealt with, Race Control will announce this fact to all stations and allow normal radio traffic to resume.

H.f SAFE USE OF RADIOS

- Radios should be switched off when adjacent to the petrol store and/or switched off during the re-fuelling of launch fuel tanks.
- Anyone on the roof of the finish tower should not stand too close to the aerials located there. The personal risk is small but you may affect communications.
- Please look after the radios – they don't float, they don't like rain or drop tests and they cost about £400 each.
- It is possible that a close lightning strike could render radio equipment inoperative. This would have a major impact on the safe and efficient running of the Regatta.
- It should be noted that in the event of a major incident in the area, mobile phone usage may be severely affected with either a greatly reduced number of lines being available or the network being closed altogether.

H.g PREPARED ANNOUNCEMENTS FOR RACE CONTROL RADIO

See Appendix M - Prepared Announcements for Race Control Radio [Page 37].

Appendix I. RADIO CALL SIGNS

Umpires' Net	
LABEL	USER
Umpires	Race Control (Base Station)
US	Starter
SM	Start Marshal
SM1	100m Marshal
M1K	1000m Marshal
Recorder	Recorder/1500m
UA	Judge at the Start
U1	Launch Umpire 1
U2	Launch Umpire 2
U3	Launch Umpire 3
U4	Launch Umpire 4
U5	Launch Umpire 5
U6	Launch Umpire Spare
UF	Finish Judges
CC1	Control Commission 1
CC2	Control Commission 2
LC	Launch Co-ordinator
RC	Race Control
R1	Rescue 1
R2	Rescue 2
R3	Rescue 3
R4	Rescue 4
R5	Rescue Spare
P1	Medic 1
P2	Medic 2
TTM200	Time Trial Marshal 200m
TT Starter	Time Trial Starter
TTU400	TT Umpire 400m
TTU750	TT Umpire 750

Management Net	
LABEL	USER
Management	Race Control (Base Station)
LD	Luke Dillon (Secretary)
SD	Steph Day (Asst Secretary)
BH	Ben Helm (Race Committee Chairman)
TR	Tony Reynolds
PC	Phil Clements
KA	Kirsten Adams
AB	Alex Bennett
EA	Emily Ashford
JL	James Lees
JG	Jason Grey (Volunteers)
PL	Phil Ljubicic
RC	Race Control
JSM	Josh Sanmogan
JB	James Bruton
SP1	Spare 1
SP2	Spare 2
TRUC	TRUC Commissioner
JT	Jess Terrell
Management	Race Control (Base Station)
LD	Luke Dillon (Secretary)
SD	Steph Day (Asst Secretary)
BH	Ben Helm (Race Committee Chairman)
TR	Tony Reynolds
PC	Phil Clements

Start Net	
LABEL	USER
A	Aligner (boom headset)
AS	Assistant Starter (Boom Headset)
S1	Stake Boat - Lane 1
S2	Stake Boat - Lane 2
S3	Stake Boat - Lane 3
S4	Stake Boat - Lane 4
S5	Stake Boat - Lane 5
S6	Stake Boat - Lane 6
S7	Stake Boat - Lane 7
S8	Stake Boat - Lane 8
S9	Stake Boat - Lane 9 (Backup)
W1	Winder 1
W2	Winder 2
W3	Winder 3
W4	Winder 4

TTU1200	TT Umpire 1200
TTU1500	TT Umpire 1500
TTU1750	TT Umpire 1750
TTU1900	TT Umpire 1900
TTAdmiral	TT Admiral
COM	Commentary

A repeater station is in operation on Umpires' and Management channels. Users **MUST** depress and hold the 'Press To Talk' (PTT) button for **TWO SECONDS BEFORE** transmitting, otherwise the beginning of the message will not be heard by other stations.

Appendix J. EMERGENCY LAKE EVACUATION

In the event of a major incident or change in conditions (e.g. lightning) requiring evacuation of the lake, the following procedures should be followed.

- Race Control to advise all stations to listen to instructions and to try to minimise any other radio traffic. Reading from a prepared scriptⁱ, the commentator using the main PA system and the Official using the local Check-in PA will warn those competitors and spectators on land of the danger.
- All boating to cease immediately. Crews told to clear the rafts immediately.
- Any race in progress is to be allowed to complete normally, as this is the fastest way to get crews off the course. The starter may start a race already on the stake-boats if he thinks fit.
- Officials to be asked to go to rafts to assist getting crews off as quickly as possible.
- Crews warming down to be told to clear the course immediately, provided they do not get in the way of racing crews. Crews will follow the racing lanes and avoid Lanes 8 and 9.
- Crews in the warm-up lake to be told to go into the main lake at the 1,000m bridge or the start pontoon (whichever is ahead of the crew) by the Marshals at those positions and then to return to the rafts immediately.
- Returning crews to be told to use all 4 rafts for disembarking and to clear the rafts with all possible haste.
- Once umpires' launches and rescue boats have ensured that they have instructed all crews to return to the boating rafts, they also should make their way back, while checking that crews are following instructions.

ⁱ See Appendix L - Emergency Public Address Broadcasts

Appendix K. EMERGENCY RESPONSE PLAN

In the event of an emergency Race Control will receive all requests for advice and, in discussion with the Chairman of the Race Committee and/or Safety Adviser make decisions as to the level of emergency response required i.e. need for emergency services. See Appendix H Radio Protocol – Paragraph H.e - Emergency Operating Procedures (EOP) [Page 31] for correct radio protocol in the event of an emergency.

In all cases when an emergency is identified, the start should be paused until and understanding is gained if this will support or hinder the response to the incident.

It is important to note that, in any situation where it is believed that the attention of the emergency services may be required, the emergency services should be called without delay.

K.a ACCIDENTS ON THE WATER

Priority 1 – Full Lake Evacuation

- In the event of a major incident or a change in environmental conditions requiring the evacuation of the lake, the actions documented in Appendix J - Emergency Lake Evacuation [Page 34] must be followed.
- Where there is a risk of serious or life-threatening injury to an individual or group, refer also to the actions for a priority two accident on the water.

Priority 2 – Serious or Life-Threatening Injury

- Call for Rescue Boat(s) by radio via Race Control. Remaining Rescue Boats to redeploy to provide optimal cover
- Evacuate individual to the nearest land point:
 - Start pontoon.
 - Launch pontoon at the finish (this is near to the medical point).
 - If the evacuation needs to be mid-course, the land point chosen should be the island between the main lake and the warm-up lake as this will provide controllable access for paramedics and emergency services.
- Call for Paramedic Team to attend giving the location
- Call 999 where appropriate.
- Suspend racing following Appendix F - Protocol for the Suspension and Resumption of Racing [Page 27].

- Race Control to alert the Car Park team to the imminent arrival of emergency services, provide a point of contact at the main entrance and provide them with clear directions to the incident. This may also include the attendance of Berkshire Community First Responder Volunteers.

Priority 3 – Actual or Suspected Minor Injury or Precautionary Measure

- Call for Rescue Boat(s) by radio via Race Control. Remaining Rescue Boats to redeploy to provide optimal cover.
- Where appropriate, alert Paramedics to rendezvous at boating area
- Individual evacuation to boating area
- Alert start to temporarily hold racing where appropriate

K.b ACCIDENTS ON LAND

While the highest concentration of spectators & competitors on land is in the boating area and enclosure, it is recognised that a land-based emergency can happen anywhere in the grounds.

Priority 1 – Large Scale Evacuation

- Evacuation from boathouse, enclosure. Announcement to be made by public address and/or Regatta Official at the scene
- Race Control to contact emergency services where appropriate.
- Any potential action to deal with the incident prior to the arrival of the emergency services must not introduce further risk of injury.
- Where there is a risk of serious or life-threatening injury to an individual or group, refer also to the actions for a priority two accident on land.

Priority 2 – Serious or Life-Threatening Injury

- Call for Paramedic attendance by radio via Race Control.
- Race Control to contact emergency services where appropriate.

Priority 3 – Actual or Suspected Minor Injury or Precautionary Measure

- Where appropriate, alert Paramedics to imminent arrival of injured person(s) at the medical point
- Evacuate individual(s) to medical point in boating area

Appendix L. EMERGENCY PUBLIC ADDRESS BROADCASTS

L.a LIGHTNING

Here is an announcement:

Following the recent lighting flash and thunder clap, the Race Committee has decided, in the interests of safety, to suspend racing and to evacuate the Lake.

Competitors and spectators on the bank are encouraged to move indoors or to their vehicles and away from tents, metal poles and trees.

No further crews may boat and the rafts must be cleared immediately.

Oars should be carried horizontally to the ground and not up in the air.

Please keep clear of the rafts and in front of the boat house to make space for all returning crews.

Further updates will be announced.

Thank you for your co-operation.

L.b ALL CLEAR FROM LIGHTNING

Here is an announcement:

Following the absence of any electrical storm close to the Lake recently, racing will resume at xx.xx am/pm with race number x.

Regatta time will now be x hour xx minutes behind BST.

Thank you for your co-operation.

L.c RACING SUSPENDED DUE TO WEATHER CONDITIONS

Here is an announcement:

Due to the current weather conditions, the Race Committee has decided, in the interests of safety, to suspend racing immediately and at least for one hour.

No further crews may boat.

Please keep clear of the rafts and in front of the boat house to make space for all returning crews.

The Race Committee will keep the situation under review.

Please listen for further updates as they are announced.

Thank you for your co-operation.

L.d RESUMPTION OF RACING

Here is an announcement:

Following a meeting of the Race Committee, it has been decided that racing will resume at xx.xx am/pm [with race number x].

[A revised race time-table to take into account of what can best be made of the remainder of the day will be posted at Check-in as soon as possible.]

Regatta time will now be x hours and xx minutes behind BST.

Thank you for your co-operation during the suspension.

L.e ABANDONMENT OF RACING

Here is an announcement:

Regretfully, following the continued foul weather, the Race Committee has decided, in the interests of safety, to abandon racing for the remainder of the day.

A more detailed announcement will be made shortly.

Appendix M. PREPARED ANNOUNCEMENTS FOR RACE CONTROL RADIO

M.a RADIO SILENCE

(Race Control assumes control of an incident)

All Stations, all Stations, all Stations:

This is Race Control.

Due to an incident, all radio traffic is to be kept to a minimum to give emergency communications priority until further notice.

Race Control out.

M.b END OF RADIO SILENCE

All Stations, all Stations, all Stations:

This is Race Control.

End of radio silence;

I say again, end of radio silence.

Race Control out.

M.c EVACUATION OF THE LAKE

(e.g. for Lightning)

All Stations, all Stations, all Stations:

This is Race Control.

Due to [lightning / a major incident in the vicinity etc.] racing has been suspended.

Clear the Lake of all competitors afloat as fast as possible.

I say again, clear the Lake of all competitors afloat as fast as possible.

No further competitors are to be allowed to boat;

I repeat, no further competitors are to be allowed to boat.

Race Control out.

M.d ALL CLEAR

All Stations, all Stations, all Stations:

This is Race Control.

Following the absence of any electrical storm close to the Lake recently, racing will resume at xx.xx hrs with race number x.

Regatta time will now be x hour xx minutes behind BST.

I say again; racing will resume at xx.xx hrs with race number x.

Regatta time will now be x hour xx minutes behind BST.

Race Control out.

Appendix N. REGATTA SAFETY REPORT FORMS

N.a REGATTA INCIDENT REPORT FORM

Purpose

- Monitor safety incidents and near-misses during the Regatta
- Record and monitor safety action taken at the Regatta
- Compliance with Civil Liability Insurance requirements

Completed by

- Regatta Officials

Collected by

- Regatta Safety Adviser

Returned to

- British Rowing

N.b ROWING COMPETITION MEDICAL RETURN

Purpose

- Monitor health issues during the Regatta
- Record and monitor treatment given at the Regatta

Completed by

- Paramedic Team
- Regatta First Aiders
- Regatta Medical Officer

Collected by

- Regatta Safety Adviser

Returned to

- Chairman – Medical Committee, British Rowing
- Nil return required

N.c CONTROL COMMISSION REPORT ON EQUIPMENT FAILURES

Purpose

- Identify clubs failing / regularly failing Control Commission checks.
- Improve the standard of boat maintenance for competition and training
- Encourage regular checking of equipment by rowers and their club
- Reduce the number of boats failing Control Commission checks

Completed by

- Control Commission

Collected by

- Regatta Safety Adviser
- Race Committee Chairman

Returned to

- Thames Regional Water Safety Adviser

N.d HSE – REPORT OF AN INJURY OR DANGEROUS OCCURRENCE (F2508)

Purpose

- Record and report serious injuries
- Regulatory compliance

Completed by

- Regatta Safety Adviser

Returned to

- Health and Safety Executive



METROPOLITAN AMATEUR REGATTA

INCIDENT REPORT FORM

Please complete this form and return to the Regatta Safety Adviser to report any incident involving injury to persons or serious damage to equipment.

Person Reporting the Incident

Name		Role at the Regatta	
Telephone Number			

Incident Details

Date		Time	
Location of Incident			
Description	<hr/> <hr/> <hr/>		

Boats Involved *(where applicable)*

Boat Type and ID	Damage Sustained
	<hr/> <hr/>
	<hr/> <hr/>
	<hr/> <hr/>

Individuals Involved in the Incident

Name	Club / Organisation	Boat ID	Injury & Treatment <i>(attach medical return)</i>

Further Information (including witness names with addresses, damage to property)

Appendix O. COMMENCEMENT OF RACING, PREPARATION AND Go/No-Go CHECKLISTS

O.a COMMENCING BOATING

- Control commission present in the boating area
- Paramedics on site
- Marshalling presence in warm up lake equipped with radios
- Minimum of 1 safety boat on the water

O.b TIME TRIAL START

- As above plus:
- Safety cover present in main lake and return lake
- Paramedic cover on standby
- Timing Team present and ready at 100m mark
- Timing Team present and ready at Finish
- Timing Control confirms ready
- Finish "Admiral" in position in launch
- Start "Admiral" in position in launch
- Start Confirms Ready.

O.c REGATTA

- Minimum 2 person present on the start tower
- Minimum 1 person present in the aligners hut
- Minimum 1 judge present in the finish tower
- Stake boat Team in position and ready to receive boats
- Race former in position
- Timing team present in each of the timing boxes and at the finish
- Timing control confirm timing ready