



# Shrewsbury Regatta 2024

## Safety Plan

### Document approval

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## 1. Introduction

Shrewsbury Regatta is hosted by Pengwern Boat Club and takes place on the River Severn in Shrewsbury. The 2024 event will take place on Saturday 11<sup>th</sup> and Sunday 12<sup>th</sup> May.

Races will take place upstream over 900m on Saturday, and 550m on Sunday for Masters, Adults, and Juniors.

Races will be held at Junior, Senior and Masters levels, in fine boats.

The event will be conducted under British Rowing (BR) Rules of Racing.

A plan of the course is shown at Appendix A.

A map of the wider area showing routes to the trailer park, car park and camping areas is shown at Appendix B1, B2 and B3.

The Event Safety Adviser is supported by a team of Qualified RYA2 launch drivers and first aiders from Pengwern BC, Ironbridge BC, and Bridgnorth BC to ensure that knowledgeable and informed safety cover is in place throughout the two days of racing.

## 2. Event Organisation

### 2.1. Regatta Organisation Committee

- Chairperson of Race Committee      Seth Walker
- Event Safety Advisers                  Gary Dee & Stuart Nicholls
- Operations                                  Richard Barnes
- Regatta Secretary                        Helen Watkinson
- Entries Secretary                         Andrew Turner
- Event Welfare Officer                    Clare Davis

The main contact point for the Committee is Helen Watkinson (regatta.secretary@pengwern-rowing.co.uk).

Each member of the Committee has a full list of contact details for all Committee members.

#### Race Committee

- Chairperson                                Seth Walker
- Umpires                                      British Rowing Umpires
- Event Safety Advisers                    Gary Dee & Stuart Nicholls

## 3. Communications

### 3.1. Prior to the Regatta

The following documents will be accessible from website and sent to participants

- How to get here                            See Appendix B1, B2, and B3

- Land and water circulation plan See Appendix A
- Emergency phone numbers See Appendix H
- Notes for competitors See Appendix E
- Camping Risk assessment See Appendix D2
- Responsibility Entries Secretary

The **Regatta Secretary** will send notifications to Fire, Police and Ambulance Services, Royal Shrewsbury Hospital A&E, and Environment Agency, including directions to access points, and a copy of this Safety Plan.

Other river users, local organisations and other stakeholders will be informed of the event, including the following:

<b>Stakeholder</b>	<b>Responsible for notification</b>
Shrewsbury Town Council	Regatta Secretary
Shropshire Council	Regatta Secretary
Shrewsbury School	Regatta Secretary
RSSBC Boatman	Regatta Secretary
Pengrove Residents	Regatta Secretary
Sabrina Boat	Regatta Secretary

Publicity for the Regatta will be coverage in local media.

### 3.2. At the start of the Regatta

Copies of the course and circulation map, and emergency instructions will be given to all officials, and further copies will be available at Registration and Control Commission.

The umpires will be in position and ready – See Appendix A.

An evening within the week before regatta a Regatta Team Briefing will be held – which includes a safety briefing, all team leaders attend. The briefing will be led by the Regatta Secretary; details of the draw will be provided by the Entries Secretary.

### 3.3. During the Regatta

Radios are provided to the head of control commission, safety advisers, all umpires, start marshals, boat pairing, water safety and first aid station. Each user is given instruction in the use of the radios, and a document with the instructions including what to say in the case of an incident – see Appendix C1 and C2.

Fully charged spare batteries will be carried for each radio.

All officials carry mobile phones, and Control Commission holds a full list of all the numbers.

### 3.4. After the Regatta

Participants and Officials are encouraged to send any feedback or comments, on the competition safety cover, to the Club Safety Adviser(s) at [safety@pengwern-rowing.co.uk](mailto:safety@pengwern-rowing.co.uk)

A 'wash-up' meeting will be arranged to debrief after the regatta, which will review safety as well as other lessons to be learned or improvements made for future events.

## 4. Documentation

### 4.1. Risk Assessments

The Regatta Risk Assessment is at Appendix D1.

The Camping Risk Assessment is at Appendix D2.

### 4.2. The Course and Circulation Pattern

A map and circulation plan are shown at Appendix A (Course Plan).

Instructions for crews are shown at Appendix E (Notes to Competitors).

### 4.3. Access Points

Access for emergency services vehicles is on the Kingsland side of the Kingsland Bridge and from the Porthill side of the Porthill Road (A488).

Access for trailers is from Porthill Road, the A488. Trailers should approach from the west and turn right over the cattle grid just before the Boathouse Inn (see map at Appendix B1).

Car parking is at Burrs Field. From the roundabout on Roman Road turn into Longden Road. After approximately 0.75 miles take the sharp left turn into Kingsland Road, and then right into Pengrove (see maps at Appendix B2 and B3).

## 5. Safety Umpires

### 5.1. Race Marshalls, Monitors, and Umpires

Race Marshalls, Monitors, and Umpires (RMMU) will be located all the way down the course to provide visual surveillance for safety and racing infringements. Each RMMU will have specific responsibilities, but the overriding rule is safety and fairness. All instructions given by these people must be acted upon; otherwise, the offending crew may be penalised.

A list of RMMU positions with a brief outline of their responsibilities is shown at Appendix F.

## 5.2. Safety Boats

There will be two safety boats on duty each day, both with a suitably qualified driver and first aid person on board. The boats will be located to ensure that areas where incidents are most likely to occur can be reached quickly and in any case in less than 3 minutes.

**Not applicable for 2024:** For any adaptive event held, four safety boats will be on duty (one of which will follow the race and carry the race umpire).

# 6. Accident and Emergency Procedures

## 6.1. Land First Aid Cover

Cover will be provided by MW Medics from the land-based First Aid station shown on the map at Appendix A.

## 6.2. Emergency Services

The Royal Shrewsbury Hospital is located less than 2 miles (5 minutes) away, and for any incident requiring more than basic First Aid an ambulance will be called to transfer the injured to A&E.

MW Medics, who will meet and liaise with the ambulance personnel, will call the ambulance.

## 6.3. Emergency Equipment

The First Aid station will be provided by MW Medics.

All safety launches will conform to British Rowing RowSafe guidelines.

Umpires and marshals will have throw lines.

## 6.4. Pre-Boating Safety Checks

A description of the checks that will take place is included at Appendix G1.

## 6.5. Incident Reporting

Any incident or accident must be reported to one/both of the Event Safety Advisers.

Any competitor, official, coach or spectator is encouraged to log any incidents on the BR website.

## 6.6. Emergency Response Plan

### 6.6.1. Emergency Team

The Emergency Team will co-ordinate the response to any emergency. The team consists of the duty Safety Adviser(s), Head of Control Commission, and the Co-ordinating Umpire.

### 6.6.2. Emergency Instructions

Instructions as to what to do in a fire or other emergency are displayed outside the clubhouse, inside on the main notice board and within the bar and kitchen areas. Emergency telephone numbers (see Appendix H) are displayed inside and outside the clubhouse, and outside the RSSBC boathouse.

Emergency Instructions for Crews & Officials are included in the combined instructions to crews (Appendix E).

## 7. Measures for Specific Hazards

### 7.1. Weather and River Conditions

Some weather and water conditions may require the event to be changed. Any decision to alter or cancel the event will be made by a group including the Race Controller, Safety Adviser(s) and Regatta Secretary, and any such decision will be made as early as possible and communicated in a timely fashion to all competitors and officials, and other affected parties.

Condition	Comment	Risk Control Measures
River level high	River levels are mainly dependent on the amount of rainfall in mid-Wales in the preceding days. River level is monitored during the week of regatta.	Consider cancellation if level above 1.3m. Assess conditions 1 hour before start of racing for height/strength of stream. If considered unsafe <ul style="list-style-type: none"> <li>• reduce length of race to 550m for some or all competitors</li> <li>• limit entries to older/more experienced crews, larger boats</li> <li>• Cancel regatta</li> </ul>
Rain	RSSBC wooden pontoons can be greasy in wet weather	<ul style="list-style-type: none"> <li>• Instructions from PA system and marshals</li> </ul>
Wind	Squally weather can affect river conditions upstream of Kingsland Bridge. This can increase the risk of capsize particularly for novice crews and scullers	Safety Adviser(s) to monitor conditions and advise Race Committee if suspension of rowing required

Condition	Comment	Risk Control Measures
High temperature	Crews require plenty of fluids and sun protection	<ul style="list-style-type: none"> <li>• Clothing check at inspection point</li> <li>• Notes to competitors</li> <li>• PA announcements</li> </ul>
Low temperature	Crews require sufficient clothing to keep warm before racing	
Lightning	Follow British Rowing guidelines	Boating and racing suspended. Crews leave the water. PA announcements to all participants, including spectators, to seek safe shelter (substantial buildings or enclosed vehicles) and away from metal or carbon objects (boats, blades, etc.) until 30 minutes after last lightning or thunder.

## 7.2. Hygiene

Separate male and female toilets and showering facilities are hired in and serviced for the regatta.

If any utilities fail (water, sewerage, or electricity) Control will contact the appropriate utility or contractor to rectify the problem.

All food coordinators invited to operate at the Regatta must hold a current Food Hygiene (level 2), Certification.

## 8. Welfare

Pengwern Boat Club takes seriously its responsibilities under the British Rowing Safeguarding & Protecting Children Policy. The Club's Welfare Plan is regularly reviewed. A Welfare Officer is appointed to act as the point of contact for any concerns or allegations during the competition.

Volunteers should have no organised singular contact with children.

Child and vulnerable adult welfare incidents should be reported to the Welfare Officer, who will contact the representative of the relevant club and the Chair of the Organising Committee as appropriate.

A statement and contact details for the Event Welfare Officer will be displayed both inside and outside the clubhouse and is shown at Appendix I.

A missing person should be reported to a regatta official, and then onward to the Welfare Officer, who will act as appropriate.

Photographs and footage will be taken throughout the Regatta (which takes place on land open to the public). These will be used by Pengwern Boat Club for its website, social media and any relevant publications.



## 9. Failure of Safety Arrangements

For key risks, consideration has been given to what would happen should the planned safety arrangements fail.

<b>Risk</b>	<b>Normal Control</b>	<b>Back-Up Control</b>
Incidents on the water	Safety boat cover	Multiple boats available. Worst case, abandon racing
Crews and/or spectators hit by boats or blades at boating and finish areas	Boating and Landing Pontoon Marshals	Engage replacement marshal from reserve.
Emergency communications	Radio cover	Mobile phones, loud hailers
Emergency / accident / incident occurs	Regatta Safety Adviser(s) acting as focal point for control in an emergency	The Safety Team consists of a collaborative team between Pengwern, Ironbridge & Bridgnorth, comprising of RYA2 launch divers and 1st aid qualified personnel.
Sabrina, pleasure cruise, boating through the regatta	River Severn Byelaw – Section 55, Shrewsbury Corporation Act 1909, 18 (a) That a master of a vessel shall not obstruct the boat race/regatta or endanger the safety of persons assembled.  Buoy off the entrance onto the regatta course	Pause racing; restart racing when safe to do so.  Contact the police and/or the local council.

## 10. Appendices

<b>Reference</b>	<b>Name</b>
A	2024 Course Plan
B1	2024 Shrewsbury Regatta Trailer Parking
B2	2024 Trailer Park to Car Park
B3	2024 Shrewsbury Regatta Car Parking
C1	2024 Radio Protocol (British Rowing)
C2	2024 Radio Crib Sheet
D1	2024 Risk Assessment
D2	2024 Camping Risk Assessment
E	2024 Notes to Competitors
F	2024 Race Marshals, Monitors and Umpires (RMMU) Officials
G1	2024 Pre-Boating Checks
G2	2024 Report on Equipment Failures
H	2024 Emergency Telephone Numbers
I	Welfare Officer