

Introduction

The event will be hosted by Agecroft Rowing Club (ARC) on the River Irwell and Manchester Ship Canal between Victoria Road Bridge and BBC.

Any crew found leaving the marshalling area above the start without permission of the marshal in that area will not be timed.

Events will be offered in categories – Seniors, Masters, Adaptive and Juniors with no restrictions on fine boat type. Racing will be over 4 divisions during the day.

It should be noted that the Irwell is a navigable waterway and during the day other users will have the right of passage which might not be in the direction of racing. The river does carry flotsam and jetsam at all times.

A separate map that details how to get to the club is available. This safety plan complies with 'Row Safe: A Guide to Safe Practice in Rowing'.

The safety plan explains safety measures that have been introduced as a result of the event risk assessment and specific details linked to BR requirements.

The event will be conducted under British Rowing Rules of Racing

Event Organisation

Event Organising Committee

This event is organised by Agecroft Rowing Club.

The Organising Committee are:

Chair Organising Committee – Kayte Parlevliet (+44 7703 828309)

Lead Safety Officer – Matt Lord (+44 7730 002121)

Lead Welfare Officer – Kayte Parlevliet (+44 7703 828309)

Lead First Aider – Charlie Ford (+44 7447 420169)

Chair Race Committee – Paul Jackson (+44 7808 575249)

“Control” is in the first office to the right, at the top of the stairs in Agecroft Rowing Club – alternatively any emergency can be communicated to Registration at the top of the stairs in the Salford Watersports Centre

Communications

All umpires, marshals on the course and all launch drivers MUST collect radio before leaving control.

Competitors and organisers must be made aware of the safety arrangements before and during the event in order to prevent incidents and to enable incidents to be dealt with efficiently if they do occur. The following actions should be undertaken to ensure effective communication between all parties:

Priority will be always given to safety messages.

Prior to the event –

The following documentation will be sent and made available on the web before the Head. It is the responsibility of all participating clubs to make sure their crews are made aware of the content:

- o How to get to Agecroft Rowing Club
- o Circulation Pattern on and off water
- o Safety Plan
- o Course Map
- o All information is available on line on the NW rowing council web site
<https://www.nwrowing.com/nwjtt>

Marshals' Briefing will be carried out by Matthew Lord

A letter detailing the type of event, location, possible numbers and directions to access point/s has been sent to the following Emergency Services: Police, Fire, Ambulance and local Hospital A&E.

The Local Council and several local companies have given over the extra parking required.

The navigation authority is Peel Holdings

Other water users have been advised by the Users Forum, Facebook, Twitter and Peel Holdings

At the start of the event –

As this is a Head, a safety briefing video is available online at <https://youtu.be/cGoUx45WxIE> and must be viewed by all coxes and steerers. This video shows how to boat for each division and advises all of the hazards on the course. Copies of the Safety & Welfare Documentation will be available to view at Registration. The Safety and Welfare advisors will be available to discuss any matters arising.

Umpires will have copies of the Draw and Safety Plan, Each of the Rescue Launches has an aide memoire detailing what to do in an emergency, First Aid is provided by Competing Club First Aiders. First Aid room is in the WSC Ground Floor. (WSC is in the same building as Agecroft Rowing Club and is accessible from outside and inside, through Agecroft's entrance)

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During the event –

Communication will be via a Radio Net on channel one. Spare radios will be held in Race Control. Radio protocol used will be in line with the regional umpires committee Radio Protocol & briefing documents on radio protocol prepared by the regional umpires committee will be circulated to volunteers in advance of the event. A separate document on radio protocol and what to say if you have an incident will be supplied on the day. OC and Race Committee Chairs (Kayte Parlevliet and Paul Jackson) will hold key mobile phone numbers should other communication methods fail.

Post event –

Any feedback or comments on any aspects of the Event should be emailed to: kayteworrall@gmail.com or you can contact any one of the Event Officials listed on page 1 who will listen and note any points to bring to the Wash Up meeting. A Wash Up meeting will be held to review the running of the event and discuss any lessons learned that can be used to improve the safe and fair running of future events.

Documentation

Risk Assessment

The Risk Assessment is a separate document which covers both on and off water hazards. It is a live document with its content being reviewed and modified as and when required. The document covers potential hazards and those with the highest RPN (Risk Priority Number) are addressed as a priority.

The Course Map, Circulation Pattern Diagram

The course map is available on the web and has been shared with the coaching contacts.

Navigation/circulation patterns during racing and post finish line are included in the Instructions to Competitors that have been shared with coaching contacts.

Distances

The club has Marker points every 250m (approximately)

The event takes place over 1250m but could be reduced depending on weather conditions and other factors.

Note: Crews should double the distance as you must row out and race back!

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Access Points

Access points are limited along the course for removal of people from the water. As a result, this will be done using launches to take people to the landing stage at Agecroft Rowing Club (see course map) or at the steps opposite marshal zone B

53.470969,-2.2912177 OS Grid Reference, Postcode M50 3SQ.
What 3 Words: - Gift.Leave.Bright

Race Marshals and Umpires (RMMU)

Race Marshals and Umpires will be located all the way down the course to provide visual surveillance for safety and racing infringements at Bends, Bridges and major deviations in the bank - Umpire / Marshal – See Course Map

Each Umpire/Marshal 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 receive a penalty/s.

A list of Umpire/Marshals positions is available with brief descriptions of responsibilities to cover the key areas on and off the water i.e. Car Park / Road Way, Towpath, Launch positions, Embarkation, Disembarkation, Control Commission, Hazards (Fixed and Variable).

Safety boats

The Club will deploy with RYA 2 qualified drivers and First Aider, we will be using 4 launches as shown on the course map. Should we lose one launch then the launch at position 8 (the bay) will be replaced by a person on the bank with louadhailer/throwline and radio, and the Safety launch at position 7 (Knome Island wil reposition slightly to support navigation past the island and obstacles and with site of crews returning to the boathouse.

In the event that only 2 launches are available, the competition will be shortened or cancelled.(Rowsafe 7.4).

Launches will be equipped with the safety equipment detailed in Rowsafe. They will be positioned throughout the course. Any launch can be called to assist a crew in trouble by the nearest race official as they will be in radio contact and/ or hauling distance. Launches will inspect the course, clearing any significant debris and will patrol their area before each division.

The launch drivers have a separate aide memoire detailing how they will affect a rescue. Any crew in trouble are to stay with their boat and follow the instructions given to them by the Safety

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Boat Crew. They will get you to the side of the course, into the launch and back to the Landing stage as efficiently as possible.

Boat Pontoons

The club will utilise two floating pontoons, the main pontoon and the smaller pontoon located adjacent to the Holiday Inn.

The main pontoon is over 50m in length and is fixed to the bank via chains and rolling bank fixtures. The smaller pontoon is fixed via chain and rope. Both pontoons are manufactured by Poralu with a high friction / textured top surface to reduce slips and are maintained by the club or Salford Watersports Centre.

All pontoons will be inspected prior to the start of boating by the Safety Officer. Competitors should ensure that they are able to carry their equipment safely to the boating pontoons.

Emergency Equipment

In addition to the equipment present on the safety launches all Marshals and Umpires will have radios, loudhailers, and throw lines available. Should an AED be required, the radios should be used to contact "medic". An AED's will be located at the club (in the entrance to Water Sports Centre).

Pre Boating Safety Checks

The onus is on Clubs, Coaches and Crews to present all boats to the minimum standard laid down in the Rules of Racing including Rowsafe before being allowed to boat. Boats could be checked by Control Commission before boating and any failures reported to the Regional Safety Advisor.

The following must be checked – heel restraints, buoyancy, bow balls, Cox's lifejacket, boat ID number. The forward port and starboard riggers on all boats, other than single sculls, MUST be protected by a backstay.

Notes: Heel Restraints – As per latest BR Rules of Racing

Buoyancy - ALL boats competing in BR events must have integral full under seat buoyancy or additional buoyancy added by way of buoyancy bags or suitable alternatives providing a similar level of buoyancy.

Compromised bow / stern canvases must be repaired so are watertight.

Bow Balls must be securely fixed – not flex out of the way on impact, fixing must not be a potential hazard.

Boat ID must be displayed on all boats

Coxes must wear the correct type of life jacket for their boat, know how to use the life jacket and ensure it is operational.

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the Instructions for competitors highlights the LOCAL RULES from the North West RUC that apply to safe rowing

Incident Reporting

Any incident or accident must be reported to Event Organiser and the Competition Safety Adviser. The Competition Safety Adviser will record any incidents and submit them online to British Rowing.

If in doubt any competitor, official, coach or spectator can and is encouraged to log any incidents on the BR website.

Emergency Response Plan / Incident Response Plan

The key to a successful response is to have effective communication – be clear and concise with radio messages. Any communication in this regard should detail.

- a). Location
- b). Type of Boat (single, four, eight etc) and
- c). Nature of incident (capsize, collision etc)

All casualties will be given immediate first aid by the safety boat crew and moved to first aid room as soon as possible— the full details can be recorded and passed on later.

Water based incidents will be controlled initially by the Umpires / Marshals on duty, before the nearest Safety Launch and first aider take over responsibility.

Off Water Incidents can be controlled initially by those finding the incident until the nearest First Aider takes over responsibility.

In the event of an emergency

Contact Kayte Parlevliet by Radio or Phone ((+44 7703 828309)

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Alternative Arrangement Plan

The head race is undertaken on a wide navigable river and canal. The only conditions that would cause racing not to take place would be severe winds, fog or high flow. All other conditions would see some form of racing taking place.

If the event is to be abandoned in its entirety the intention is to cancel on the Thursday before the event so that all clubs are made aware before they travel.

At the start of the race day an assessment will be made by the Race Committee based on the fixed and variable aspects of the event i.e. Age, Experience / Category, 1x, 2x, Coxless, Front Loader, No under seat buoyancy, Weather, the course, Water Conditions, Other External Factors etc as to what categories are deemed able to race. Any restrictions will be advised to all Club coaches.

An ongoing assessment will be made during the day by the Race Committee based on the fixed and variable aspects of the event i.e. Age, Experience / Category, 1x, 2x, Coxless, Front Loader, No under seat buoyancy, weather, the course, water conditions, other external factors etc as to what categories are deemed able to race. Any restrictions will be advised to all club coaches.

Shortening the Course

Should conditions not conducive to racing affect the upper river (casino bridge and higher), the race committee may shorten the course by moving the Start to Woden Street Footbridge ("the Green Bridge"). This should provide a marshalling area clear of the wind effects from the tall residential buildings. The Finish may also move 250m downstream to the Media City bridge.

One permanent and one removable landing stage will allow multiple options to boat as conditions dictate.

These arrangements have been made based on experience of previous events, feedback from NW Umpires' audit reports and will continue to be reviewed as situations develop.

Note for Club / Coach / Individual

The Competition / Event will endeavour to provide a safe environment in accordance with British Rowing "Row Safe", although competitors, coaches and clubs are specifically reminded that every person attending the event, including those competing, or officiating, do so entirely at their own risk and are solely responsible for:

- their own safety;
- ensuring that their boats are safe and are prepared to the standards required by British Rowing "Row Safe" and the British Rowing Rules of Racing. Any boat found failing to meet the standard shall be excluded; the strict

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observance of the circulation pattern and British Rowing, "Row Safe"; deciding, together with their coaches, whether or not they are competent to compete in the prevailing weather and stream conditions;

- and ensuring 'a responsible adult' accompanies each junior competing in the event to assist them 'in loco parentis' with their responsibilities and assume responsibility for their welfare.
- All competitors should be dressed appropriately for the current and forecast weather on the day. As a reminder that hoodies and dry robes are not to be worn on the water.

Slips and trips

The boating and trailer areas should be kept free from blades, shoes, trestles, etc.

Wet surfaces can be slippery. Take care.

Manual Handling

Launches onto water

Movements of equipment

Car Park and Trailer Area

Car park marshals will be present to help people decide where to park. If in doubt the following applies:

Cars are to be parked outside of the trailer area.

Towing vehicles must be moved to the designated areas.

Camping

No camping at this event.

Hygiene

Separate male and female toilets and washing facilities are available in the WSC on both levels

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

Litter bins are to be provided.

Competition / Event area is to be inspected during and after the event.

Normal hygiene procedures apply and ensure washing facilities are available to people serving food.

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Welfare Plan

The welfare and well-being of all is paramount - regardless of age, sex, sexuality, ethnicity, religion or ability. All have equal rights to safety and protection. The event committee believes that special care is needed for children and vulnerable adults.

The British Rowing Welfare Plan has been adopted by the Competition Welfare Officer. Should any welfare issue arise during the event, the chair of the organising committee and/or Welfare Officer will report the matter to the British Rowing Child Protection Officer and the relevant authorities.

Accident and Emergency Procedures

First Aid Cover, Race control will hold contact numbers for all First Aiders

A qualified First Aider will always be at the club. At all times at least 1 of each will be within the clubhouse in the refreshments area. Mobile defibrillation equipment is in the WSC and at the start. First Aid Kits are located in Agecroft RC and WSC and on each of the launches.

In Event of Life Threatening incident

1. Identify the Location on the Map if possible, Radio for the nearest safety boat to carry out a rescue (informing them of the location) if the incident is on the water.
2. If an incident is life threatening radio Race Control calling MAYDAY MAYDAY (Commission), providing details of the incident.
3. Race control will confirm the Location on the Course Map, Radio for the nearest safety boat to carry out a rescue (informing them of the location) if the incident is on the water.
4. If the casualty is mobile, Race Control will call 999 and request the and ask for the emergency services to meet the casualty and attend the incident at the specified Emergency Access Point (see below) and identify type and nature of the incident involved, the number of people involved and how the patient will be moved to the access point.
5. Unless radio users are directly involved in managing the incident, radio silence should be maintained, until safe for Race Control to call the ALL CLEAR.
6. If necessary call for the competition to a stop, preventing further congestion or collision
7. Race Control (Commission) will telephone 999 and ask for the emergency service to attend at the appropriate Emergency Access Point.
8. Race Control will confirm to the request holder that the appropriate Emergency Service has been requested and if possible provide an approximate arrival time and any additional instructions.

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9. In the event of a competitor having a seizure or becoming incapacitated and stops breathing. Those in attendance should contact the Emergency Services directly by dialling 999 and the instructions followed. The casualty should be moved to the river bank immediately and given deep chest compressions (CPR) until an AED arrives. If possible, Race Control should be kept informed of the situation.
10. If it's safe to move the casualty. The safety launch shall transport the casualty to the allocated Emergency Access Point. If necessary, the casualty should be kept warm and care should be provided until the ambulance arrives. This could involve transporting the First Aid Team to this location.
11. If the Request Holder is unable to contact Race Control Commission and relaying messages is not working or has difficulty confirming the request, they should dial 999 themselves if this is practical. Ask for the appropriate Emergency Service. Speak clearly and listen to and respond to the operator's requests carefully.
12. In the event of a land based seizure or someone becoming incapacitated and stops breathing. Those in attendance should contact the Emergency Services directly by dialling 999 and the instructions followed. If necessary, the casualty should be moved to a safe location, given deep chest compressions (CPR). The First Aid Team should be requested to attend with their AED. If possible, Race Control should be kept informed of the situation.
13. In the event of a fire, evacuate the area immediately and wait at the assembly point. For Grosvenor Rowing club the assembly point is on the lower steps and towpath at the front of the Boathouse.
14. When calling 999, Tell them that: 'Agecroft Rowing Club requires an Ambulance/Fire Service at an Emergency Access Point on the River Irwell' and give details of the appropriate access point as below. You will also be asked to provide details of the nature of the incident and any special needs.
15. All accidents requiring emergency services will be taken to the Salford Royal Hospital

Emergency Access Points:

Finish Area: Salford WaterSports Centre Postcode M50 3SQ.

53.470969N, 2.2912177W

What 3 Words: - Gift.Leave.Bright

Start Area: Ordsall footbridge, Trinity Way, Salford

53.28418N, 2°15'35.4"W

What 3 Words: - Resort.Task.Range

Access to the river is available along the main straight, emergency services should be directed to Fairbrother Street to access the towpath

What 3 Words: - Remit.Drank.Burn

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In Event of Fire

Break glasses are located throughout the building and at all exits/doors to both the ARC and WSC. Alarm will sound. Please vacate building and return to your trailer and wait until a roll call from your club officials and remain there until dismissed by event safety advisor.

If the fire incident involves a Boat on the water, **follow the procedures from item one above.**

Emergency Services

The nearest A&E unit is at the following location:

Salford Royal Hospital

Stott Lane, Salford **M6 8HD**

It will take about 8 minutes to reach.

Any Emergency Services called will be asked to attend Salford Water Sports Centre, 15 The Quays

OS Grid Reference 53.470969N, 2.2912177W

Postcode M50 3SQ.

What 3 Words: - Gift.Leave.Bright

A person, assigned by James Harris or Matt Lord, will meet and direct them to the Emergency.

If you do not have a mobile phone ask the nearest person to ring for an ambulance. Emergency mobile telephones are also held at Salford Watersports centre and Registration. Useful Numbers

Emergency Services: 999 (or 112 from Mobile)

Local Police 0161 872 5050

(non emergency)

Accident & Emergency 0161 789 7373 option 1
(Salford Royal Hospital)

Docks Emergency Number 0151 327 4638
(Peel Ports - Eastham)

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Measures for Specific Hazards

Weather and water conditions

There will be some weather and water conditions that may require the event to be changed. The committee and umpires will all use the Met Office app to monitor conditions before and during the event

Conditions and Possible Prevention and Mitigation Measures.

Lightning - Suspend racing and stop boating until storm blows over. Umpires and Marshals to use 30/30 rule to assess the risk

Flooding (fast current and/or debris in water or on bridges) - Cancel event. Limit entries to older and more experienced crews and larger boats

Heavy rain - Ensure appropriate clothing is worn at boat inspection and control commission. Delay boating if necessary

Strong Wind – Cancel event or shorten course. Ensure appropriate clothing is worn at boat inspection and control commission. Limit single and double crews.

Snow/ ice/very low temperatures – Cancel event if severe; otherwise ensure appropriate clothing is worn at boat inspection point. Consider limiting entries to older and more experienced crews and larger boats.

Arrange for salt to be spread round boating area.

Water Level - water level too low – Cancel event

Failure of safety arrangements, Contact James Harris (07801 501449)

In the event of:

- The loss of a safety boat / multiple launches; will see a shortening of the course to maintain a 2-minute pick up time and / or operation of a batch system;
- loss of Umpire support; will be covered by extended shifts by allocating experienced club members to act as Marshals
- loss of Safety Adviser; will be replaced by James Harris of Agecroft RC.
- loss of medical cover within ARC; will be covered by Salford Watersports Centre First Aider
- loss of radio communications; will be covered by use of mobile phones;