



COMPETITION INFORMATION:

LOCAL RULES

SAFETY PLAN

RISKASSESSMENT

WELFARE

CIRCULATION PATTERN

SITE MAP

MILTON KEYNES ROWING CLUB

Saturday 17th September 2016

(Please visit www.mkrowing.org for further information regarding the regatta)

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1. INTRODUCTION

Welcome to Milton Keynes Regatta 2016. We hope that you enjoy the day, and that we see some competitive and exciting races. In order that we can all participate in the regatta in a safe manner this information and the safety plan (Appendix A) has been prepared and circulated to all participating clubs. It is the responsibility of the clubs to ensure that the competitors are given access to the plan prior to the event.

Competitor information has been compiled to complement British Rowing's requirements of a regatta event, and not to either replace or rewrite them. The safety plan explains local safety measures that have been introduced as a result of the event risk assessment and specific details linked to British Rowing requirements.

A risk assessment has been undertaken for situations on both the land and water including the welfare and safeguarding of juniors and vulnerable adults (presented in Appendix B and C respectively). The course is prepared in advance to ensure the safety of all competitors, officials and members of the public during the course of the event.

2. RULES APPLYING TO THIS EVENT

As an affiliated event, the annual Milton Keynes Regatta is run in accordance with the British Rowing safety guidelines, 'Row Safe: A Guide to Safe Practice in Rowing'.

3. VEHICLE ACCESS AND PARKING

Details of access to Milton Keynes Rowing Club can be found on our website: <http://www.mkrowing.org>. Please also review the site map (Appendix E) with regard to trailer parking. Trailers and towing vehicles only will be permitted access to the MKRC site. All other competitor vehicles will be directed to park in an adjacent facility. Please follow direction from MKRC marshals at the entrances to the event.

Trailers will be directed to park close to the footpath on the left-hand side of the car park or directed to the South end of the lake. (Appendix E). Boats can be unloaded and rigged adjacent to trailers in both areas. Please do not station boats where they could obstruct access to emergency vehicles. Drivers with trailers are advised to take extra care when driving into the trailer park. Please do not obstruct public footpaths. The compound fence restricts vision at this point, so please proceed with caution.

ALL VEHICLES ARE PARKED AT THEIR OWNERS' RISK.

4. CIRCULATION PATTERN

Boating and circulation patterns are provided in Appendix D. The circulation pattern and site map will be available in the race programme that will be available from Registration, free of charge, on the day.

Boating

Crews are required to boat at least 30 minutes before their race time.

Before boating, crews should take oars and sculls to the 'Blades Area' (Appendix E). Crews should then proceed to the grass bank area where they will be directed by marshals to the boating pontoon. The Blades Area is located on the grass bank. Crews should take their oars to the bank before pairing with their opposition at Boat Check. Please be aware that the pathway to the Blades Area and Boating is a public footpath. Care should be taken when manoeuvring blades and courtesy shown to other users.

Crews must pair with their opponent and proceed to the boat check area together; crews without opposition will not be allowed to proceed to the boating pontoons. Once cleared by the boat check marshal boats must proceed either down the grass bank or footpath as directed, marked 'Boat Entry Only' toward the lake.

Please note that the pathways around the car park and boating area are open to the public (pedestrians, runners and cyclists frequently use this path).

8s will boat from the larger of the two sailing pontoons. Crews should be aware that the sailing pontoons are positioned higher than usual rowing pontoons. Crews should also be aware of the sailing cleats that are attached to the sides of the 8s pontoon and take care not to trap blades or riggers beneath the cleats. Inexperienced crews might require assistance in boating from the 8s pontoon.

Once boated, crews should proceed towards the south end of the lake and then around the perimeter of the lake towards the start (by the bridge) keeping all large yellow buoys to bow side. No warm-up space is available. Crews are not permitted to turn and row southbound on the far side of the lake. Crews are also not permitted to row beyond the bridge onto the North Lake.

Bank marshals will hold crews at the top end of the south lake, before the bridge, and crews will only be allowed past this marshal point when instructed to do so. Crews will approach the start with the opposition. When called forward, crews should spin in front of the bridge and back onto and attach to the stake boats as quickly as possible. Buoys mark the line between the two lanes. Lining up can be difficult if there is a crosswind. Please listen to and comply with the instructions you are given by the bank marshals and start umpire.

Racing

Crews must keep within the buoyed lanes through to the end of the course. The race umpire will follow the race down the course and all umpire instructions must be observed.

Finishing and Returning

At the end of the race, crews should turn to towards the shore and move away from the finish. The crew should keep the marker buoys to stroke side as they progress back to the landing stage adjacent to the slipway. Crews should be aware of other crews leaving the boating stage and wait until the landing stage marshal advises them that it is safe to land.

Eights should turn to bow side and move away from the shore. Follow the perimeter of lake as if they were proceeding to the start. When level with the boat house the crew can turn away from the shore and cross the racing lanes in order to return to 8s pontoon. Crews should wait until the race on the course and the umpire launch have passed before proceeding.

Please observe the circulation pattern (Appendix D) and ensure you are familiar with the pattern and potential hazards before you boat.

De-boating

Before removing the boat from the water ensure that all oars or sculls have been placed alongside the wooden retaining wall at the back edge of the pathway. Do not leave blades across this pathway to cause a hazard.

To exit the boating area, boats should be carried up the slipway marked 'Boat Exit Only' and back towards the trailers. Care should be taken when crossing the public footpath.

Please ensure that crews collect blades promptly after returning the boat to the trailer park.

5. HAZARD POINTS

Slips and Trips

The boating and trailer areas should be kept clean and free from blades, shoes, trestles etc. that will cause a trip hazard. The marshals working in these areas will monitor these and arrange for equipment to be removed. Marshals will be located at the steps to co-ordinate and help crews leaving and returning.

Bridge and buoys

When travelling to the start line all crews must be aware of the large yellow buoys and one blue barrel in the lake. Coxless boats are reminded to be extra vigilant. Crews should take care when spinning near the bridge, especially in windy conditions.

Leptospirosis

Due to the possible risk from leptospirosis it is requested that race winners are not thrown into the lake. Buckets are available in the boathouse if a dousing is appropriate!

6. CHILDREN AND WELFARE

A welfare plan has been devised (Appendix C), highlighting child and participant welfare including child lost and found procedures.

The Regatta Organising Committee accept that the welfare and well-being of all children is paramount. All children have an equal right to safety and protection. Any concern or allegation of harm reported will be taken seriously and responded to swiftly and appropriately.

The Club Welfare Officer will be present at the Regatta and is the point of contact for any concerns or allegations. They can be contacted via Race Control. In the event of a concern being raised the Club Welfare Officer will liaise with the Safety Officer and Regatta Chair in order to determine the most appropriate course of action, including contact with the police.

Photography

As the event takes place in open public areas, control of photography or filming is unfeasible. An MKRC nominated person will be taking photos of the racing and winning crews throughout the day and these may be used for publicity purposes.

Additionally, and weather permitting, aspects of the racing and regatta will be filmed by an airborne drone. Footage from the drone will be shared via MKRC social media e.g. via Facebook and the Club website.

All efforts will be made to ensure that photography and/or recording will be non-intrusive.

All helpers are briefed to respond to any inappropriate photography and to report concerns to the CWO.

APPENDIX A
Safety Plan

Milton Keynes Regatta 17.09.16

Safety Plan

Thank you for entering the MKRC Regatta and MKRC Explore Rowing Event. In order to make the event safe and enjoyable for all the regatta will be run according to British Rowing's 'Rules of Racing' and 'Row Safe'. The priority of officials at all times is the safety of competitors and spectators.

General safety instructions

1. All participants are specifically reminded that persons using the lake do so entirely at their own risk and are solely responsible for:

- their own safety, remembering that they have a duty of care to themselves and any third party both on the water and on land
- ensuring that any equipment (e.g. boats, blades, buoyancy aids etc.) are safe
- the strict observance of the circulation pattern and of the provisions of 'Row Safe'
- deciding whether they are competent to row in the prevailing weather conditions
- ensuring that they can swim in accordance with the provisions of 'Row Safe'

2. When in the boating area, extra care should be taken so as not to cause distress or injury to third parties.

3. First Aid cover is provided and can be accessed through race control. This includes access to a defibrillator.

4. All parts of the course are under observation by at least one official, all of whom have radio communication with Control.

5. There will be a safety launch at all times able to respond to any incident on the water. Marshals are equipped with loudhailers, throwlines and basic safety equipment.

Emergency response

1. Any accident should be drawn as soon as possible to the attention of the nearest Official, who will be able to summon assistance.

2. Any official seeing an incident must deal with this as their first priority.

3. Race Control should be notified as soon as possible.

4. If needed, and preferably, emergency services will be called by race control. However, any official should do so immediately if the circumstances require it.

5. In the event of a capsize, stay with your boat. The nearest official will contact the safety launch to assist, if not already in attendance.

Communications

1. All marshals and launch crews will be issued with radios and loudhailers.

2. Copies of safety procedures will be circulated before the regatta and discussed at the regatta briefing.

Cancellation of Racing

1. The decision to abandon the regatta due to adverse weather conditions or any other reason, will be taken by the Safety Officer, in discussion with the Chair of the Regatta Committee, Chair of the Organising Committee and the Club Captain.
2. In the event that the regatta is cancelled, all crews should obey the instructions of marshals and leave the lake as soon as possible.
3. Conditions and possible response:
 - Lightning: Suspend racing and boating, if thunder or lightning. Participants are to seek safe shelter until 30 minutes after last thunder or lightning event
 - Heavy rain: Ensure appropriate clothing worn at boating and care taken when boating
 - Strong winds: Consider altering course to mitigate worst of wind. Withdraw events for smaller or less experienced crews. Cancel regatta if necessary.
4. Failure of safety arrangements: In the event of loss of safety launch cover, first aid cover or communications breakdown, the regatta may be suspended or cancelled to reduce risk as deemed necessary by the Safety Officer in conjunction with the Chair of the Regatta Committee and the Chair of the Organising Committee.

Emergency action plan:

1. In the event of an emergency, notify Liz Fryer, Safety Officer, as soon as possible, via radio at Race Control or on mobile 07836 245921, who will coordinate the response. Please clarify where the incident has taken place, what has happened, the number of casualties, the severity of injuries, support required and if racing should be suspended.
2. All officials should keep radio communication to a minimum, as per the radio usage protocol, in order to allow the incident to be dealt with effectively.
3. Emergency services will be contacted if needed by the Safety Officer or by any marshal if they deem this to be immediately necessary.
4. Other officials are expected to assist as required and ensure the safety of other participants.
5. Specific roles and responsibilities in the event of an emergency

Race control:

- Coordinate response
- Pass on essential information to other officials
- Call emergency services if required
- Make a decision if required to suspend or cancel further racing.

Launch drivers:

- First response to incidents on the water
- Alert race control to the situation
- Provide immediate first aid and transport any casualty to the landing stages
- Other drivers to ensure the safety of other boats on the water

First aiders:

- To be contactable via race control and respond as necessary
- Communicate with race control as to further actions required

Boating marshals:

- In the event of a serious incident, prevent any further crews from boating
- Ensure landing stages are kept clear for launch access

Start, finish and lake marshals:

- Hold any boats near you at that point
- Await instructions from race control as to whether boats should proceed or return to landing stages
- Take appropriate steps to ensure safety of yourselves and any crews on the water

Commentary:

- Announcements to competitors and spectators as advised by race control

Emergency contacts

In the event of an emergency, contact the emergency services on 999 and request ambulance, police or fire service and give details as requested.

Direct them to:

Milton Keynes Rowing Club
off Monellan Grove
Caldecotte,
Milton Keynes
MK7 8BH

N.B. Send someone to the top of the driveway to meet emergency vehicles.

A&E services are located at Milton Keynes Hospital, Standing Way, Eaglestone, MK6 5LD.
There is a Walk In Centre on the hospital site.

GP services or health care advice can be obtained by contacting NHS direct on 111.

Liz Fryer is Safety Officer and is contactable via Race Control or on mobile 07836 245921.
Kelly Alexander is the Chair of the Regatta Organising Committee and the Club Welfare Officer and is contactable via Race Control or on mobile 0784 1406889.

APPENDIX B
Risk Assessment

MILTON KEYNES ROWING CLUB



COMPETITION RISK ASSESSMENT

Milton Keynes Rowing Regatta 2016

SATURDAY 17th SEPTEMBER 2016

All Boat Movements on the Water are covered by Row Safe: A Guide to Safe Practice in Rowing as published by British Rowing. The code applies to all participants, who are responsible for self-policing the code. Marshals, coaches, umpires and all regatta officials will enforce the code.

Hazard	Circumstances / issues	Assessment / Control Measures	Severity	Likelihood	Risk Level
Drowning	Competitor falling out of boat into water	Rescue crews and marshals have good visibility of whole course. Rescue crews have throw lines to assist in rescue. Rescue crews in radio contact with control centre. Marshalls on bank to observe entire course to prevent unsighted capsize. Marshalls in radio contact with control and have throw lines to assist in rescue.	Extremely Harmful	Highly Unlikely	Tolerable Risk
Hypothermia	Competitor falling out of boat into water	Quick response and rescue to minimise risk. Blankets available in launches and club-house. Thermal exposure blankets available when casualty is warm and dry.	Harmful	Unlikely	Moderate Risk
Weil's Disease	Competitor falling into water	Advice available. No throwing people in the lake.	Slightly Harmful	Highly Unlikely	Trivial Risk
Blue/Green Algae	Competitor failing into water or being in contact with water	Wash down competitors and boats on exit from water to minimise contact No throwing people in the lake	Harmful	Unlikely	Moderate Risk
Collision between boats	Between racing boats	Under the control of the umpires.	Harmful	Unlikely	Moderate Risk
Collision between boats	Between racing boat and non racing boat	Non-racing boats are marshalled up to the start and will be directed accordingly. Buoys will mark the edge of the racing course. Non-racing boats will only cross onto the racing course under the instruction of a marshal.	Harmful	Highly Unlikely	Tolerable Risk

Hazard	Circumstances / issues	Assessment / Control Measures	Severity	Likelihood	Risk Level
Collision between boats	At finish	Marshals on pontoon / bank provide direction and guidance to boats that have finished. Boats must continue across lake after finish, towards pontoon. Assistance on pontoon to help de-boat quickly to prevent backing up.	Harmful	Highly Unlikely	Tolerable Risk
Collision between boats	Between rescue boats and racing boats	Rescue boats to maintain sufficient distance from rowing boats. Rescue boat personnel to maintain awareness at all times.	Harmful	Unlikely	Moderate Risk
Collision with stationary objects	Sailing buoys (Yellow buoys)	Circulation information will warn of sailing buoys. Red marker buoys used along race course to highlight these Marshals on course entry provide direction and guidance on hazards to boats preparing to start.	Slightly Harmful	Unlikely	Tolerable Risk
Collision with stationary objects	a. Road Bridge b. Algae raft	a. Participants should possess sufficient competence to maintain distance from road bridge. b. Participants should check the location of the algae raft on their row to the start and be aware of its position. Marshals on course entry provide direction and guidance on hazards to boats preparing to start.	Harmful	Unlikely	Moderate Risk
Snagging course buoys.	Buoy lines not taught or not at sufficient depth	Ensure the lines are weighed down to the correct depth.	Slightly Harmful	Unlikely	Tolerable Risk
Aggravation of incident by poor	Boat sinking, more sever injury if head	All boats inspected for compliance with BR safety standards before being allowed to boat –	Harmful	Highly Unlikely	Tolerable Risk

Hazard	Circumstances / issues	Assessment / Control Measures	Severity	Likelihood	Risk Level
equipment	on collision	bow ball, stretchers, buoyancy.			
Boating incident	Inexperienced crews, scullers getting in or out of boat	Boating marshal to provide guidance and assistance to rowers and scullers into and out of their boats	Slightly Harmful	Highly Unlikely	Trivial Risk
Rope cleats on sailing pontoons (used by 8s)	Catching the loom of the blade under the cleats	Marshalls on pontoons to point out the cleats and to avoid catching them when pushing off.	Slightly Harmful	Unlikely	Tolerable Risk
Inexperienced or junior rowers	First regatta for some young competitors	Onus on guardians for competence of participants. All juniors required to be BR registered. Above controls also indicate regatta suitable for Juniors.	Harmful	Unlikely	Moderate Risk
Competitor injury or ill health	As above or rowing injury	Medical Adviser appointed to oversee arrangements. Good communication for umpires and officials. Equipped first aid area provided in clubhouse. Evacuation arrangements – Dial 999.	Harmful	Highly Unlikely	Tolerable Risk
Slip or trip incident	Pergola/marquee guys and pegs etc provide trip risks	Guys, pegs and steps etc. in high traffic areas marked for increased visibility.	Slightly Harmful	Unlikely	Tolerable Risk
Adverse Weather	Very high winds	Monitoring of weather conditions. Regatta cancelled if wind levels too high	Slightly Harmful	Unlikely	Tolerable Risk
Adverse Weather	High winds blowing boats and equipment off	Competitors responsible for safe storage of their equipment. PA advice will be given out in the event of high	Slightly Harmful	Unlikely	Tolerable Risk

Hazard	Circumstances / issues	Assessment / Control Measures	Severity	Likelihood	Risk Level
	racking	wind.			
Adverse Weather	Rain and or wind	Once regatta started, umpire in control of decisions over safety of racing. Racing suspended, scrapped (e.g. no junior racing)	Slightly Harmful	Unlikely	Tolerable Risk
Adverse Weather	Extreme Cold	Monitoring of weather conditions	Harmful	Highly Unlikely	Tolerable Risk
Extreme Good Weather	Extreme Heat, Heat Stress and Dehydration	Monitoring of weather conditions Provide area of shade inside clubhouse building. Provide ample drinking water and washing facilities	Harmful	Unlikely	Moderate Risk
Food Poisoning	Poor Food Hygiene	Hygiene guidance issued to those preparing or serving food.	Harmful	Unlikely	Moderate Risk
Consumption of Alcohol	Increased risk of incident due to alcohol.	Competitors not allowed to row after alcohol consumption. Alcohol not to be server to under 18s, ID to be requested if needed	Slightly Harmful	Unlikely	Tolerable Risk
Traffic accident	Traffic movements in car park. Footpath crosses end of car park	Appropriate signage to be posted in car park to warn drivers of pedestrians. Also signage to warn pedestrians of increased traffic in and around the rowing club car park.	Harmful	Unlikely	Moderate Risk
Boating trailers	Unloading boats from trailers.	Participants should posses sufficient competence to unload trailer safely	Slightly Harmful	Unlikely	Tolerable Risk
Spectators and general public	Inexperienced general public around car park and lake in collision with boats being carried at shoulders.	General vigilance in addition to appropriate signage to be posted in car park and on lakeside to warn pedestrians of boats and competitors. Marshals in car park, on pontoons and by the lakeside to provide direction and guidance on	Slightly Harmful	Unlikely	Tolerable Risk

Hazard	Circumstances / issues	Assessment / Control Measures	Severity	Likelihood	Risk Level
		hazards to pedestrians.			

Prepared by: Kelly Alexander	Position: Regatta Lead	Date: 7 th September 2016
Updated by: Liz Fryer	Position: Safety Officer	Date: 8 th September 2016
Reviewed by: Christopher Wilson	Position: Club Captain	Date: 10 th September 2016
Approved by: Lou Rivett	Position: Club Chair	Date: 10 th September 2016

Risk Estimator – Source; British Standard 8800 2004

	Severity of Harm		
Likelihood of Harm	Slight Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Tolerable Risk
Unlikely	Tolerable Risk	Moderate Risk	Moderate Risk
Likely	Moderate Risk	Moderate Risk	Substantial Risk
Very Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Risk Level	Tolerability; guidance on necessary action and timescale.
Trivial Risk	No action is required other than to ensure that the controls are maintained. These risk are considered acceptable.
Tolerable Risk	No additional controls are required. Consideration may be given to more effective solution or improvement.
Moderate Risk	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the moderate 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.
Substantial Risk	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.
Intolerable Risk	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced

	to a tolerable or acceptable level. 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.
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APPENDIX C
Child Welfare Plan

Child Welfare Plan

The MKRC Regatta Organising Committee accepts that the welfare and well-being of all children is paramount. All children have an equal right to safety and protection. Any concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.

The MKRC Club Welfare Officer will be present at the event and will act as the point of contact for any concerns or allegations. They can be contacted via Race Control.

Who is responsible for welfare issues?	First point of contact: Kelly Alexander, Club Welfare Officer. Alternate point of contact: Liz Fryer, Club Safety Officer. They, along with the Race Chair, will make a joint decision as to whether a matter needs to be reported to the police and BRCPO.
How to contact them?	Via Race Control
Code of conduct	Participants, coaches and supporters are asked to abide by the rules of the competition and by the principles of good sportspersonship.
Medical provision	This is provided by Jenny Searle at the First Aid Station at Race Control. If a child has an accident a representative of their club will be contacted using the emergency contact details provided. Contact numbers for MK Hospital and Walk-In Centre will also be available from the First Aid Station.
Child lost/found	A lost child should be reported Race Control. Race Control should contact the CWO and gather the following information from the person reporting (or parent/guardian): 1. Name of the child 2. Description of the child e.g. age, gender, ethnicity, distinguishing features, clothing 3. When/where the child was last seen 4. Contact number for the parents/guardian. DO NOT ANNOUNCE THE MISSING CHILD OVER THE TANNOY Race Control and the CWO will co-ordinate a search using regatta officials. In the event of a lost child not being found within 20 minutes the police will be contacted.

Competition Information

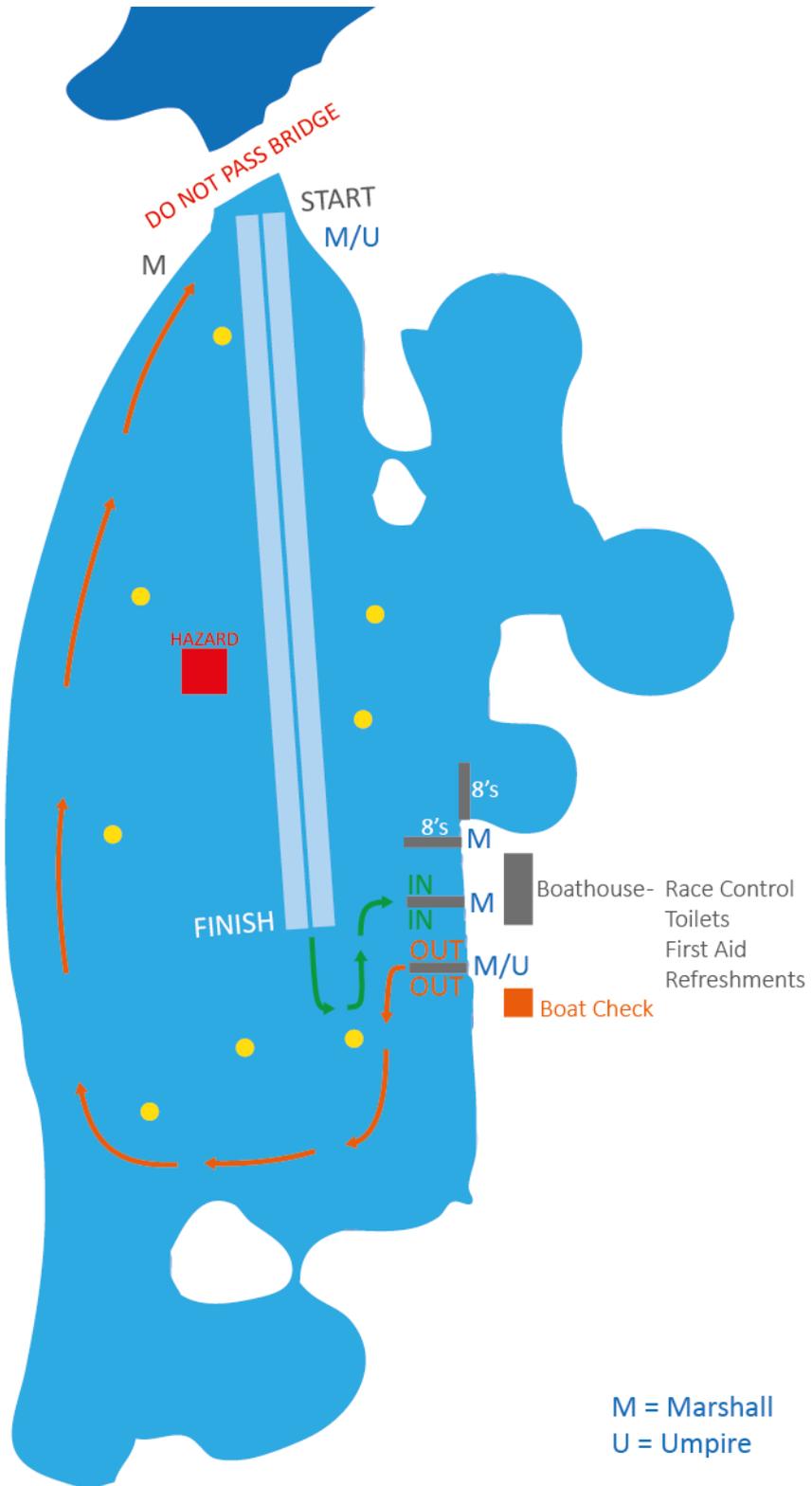
<p>Child Found</p>	<p>Any lost children should be taken to Race Control and the Club Welfare Officer should be contacted. The Welfare Officer should 'sensitively' interview the child to find out information regarding their parent/guardian. A child found can be announced over the tannoy and that parent/guardian should report to Race Control.</p> <p>In both instances, child lost and/or found, the Club Welfare Officer should assess that the child is happy to be reunited with their parent/guardian and complete an incident report form.</p>
<p>Access to young people or their contact details</p>	<p>The person responsible for stake boat boys/girls and their contact details are to be CRB checked and made aware of BR's SPCG Policy.</p> <p>Individual clubs will be asked to provide the name and telephone number of at least one representative assuming responsibility for their junior athletes. These details will be requested at the point of registration on the day of the event and not used for any other purpose. It is the responsibility of the individual clubs to check that their representative is CRB checked and aware of BR's SPCG Policy.</p>
<p>Appropriate level of security</p>	<p>Volunteers are briefed to be vigilant and report suspicious behavior with regard to junior athletes, especially in changing areas and including the taking of photos, to the CWO.</p>
<p>Photography</p>	<p>As the event takes place in open public areas, control of photography or filming is not feasible.</p> <p>An MKRC nominated person will be taking photos of the racing and winning crews throughout the day and these may be used for publicity purposes.</p> <p>Additionally, and weather permitting, aspects of the racing and regatta will be filmed by an airborne drone. Footage from the drone will be shared via MKRC social media e.g. via Facebook and the Club website.</p> <p>All efforts will be made to ensure that photography and/or recording will be non-intrusive.</p> <p>All helpers are briefed to respond to any inappropriate photography and to report concerns to the CWO</p>

Competition Information

APPENDIX D

Circulation Pattern

Competition Information



Competition Information

APPENDIX E

Site map

Competition Information

