

Carrow Cup December 9th 2017



Emergency Action Plan

Site location:

This event is organised by NRC, Whitlingham Lane, Trowse, Norwich, NR14 8TR, Grid Reference TG 25031 07697.

Introduction:

This Emergency Action Plan is designed to act as an aide memoire for officials dealing with any incident should it occur during the Carrow Cup on Saturday December 9th 2017.

First Aid Incident:

Anyone requiring first aid should be directed to the Clubhouse. The NRC appointed Medical Support (See Officials Roster) will advise whether the individual requires further treatment at A & E and if the casualty can be taken by a family member or colleague or if an Emergency Ambulance is required. If the individual is not mobile, the Medical Support will need to be advised and will decide whether to attend on foot or by vehicle. If the incident occurs after the start of the race, the Medical Officer will be on the water (see below) and should be summoned to the Clubhouse by radio or mobile phone.

Incident or injury on the Water:

In the event of an incident or accident on the water the nearest Marshal will determine the requirements and summon the rescue boat/Medical Support via FM radio communication or mobile phone. Marshals will also make use of throw lines/space blankets where necessary. Other NRC members will support as appropriate. Race Control may suspend racing if appropriate by radio contact with Start and Boating Marshals.

Serious incident:

In the event of a serious incident such as multiple casualties on the water, fire or other incident in the Clubhouse, or a serious incident on land the following course of action will be taken;

- Race Marshals, umpires, safety boat and other Officials will have FM radio communications and will advise Race Control of any incident. Race Control will co-ordinate any response.
- Medical Support will be dispatched to the scene.
- Emergency Co-ordinator will attend the scene and direct support from Marshalls, Umpires and other NRC members.
- Race Control will become the Incident Control Centre.
- Race Control in liaison with the NRC Club Water Safety Advisor will manage the incident including -
 - Contact with emergency services and other external agencies
 - Dispatch individuals to direct any incoming Emergency Services and to control vehicles leaving the site
 - Identify a safe location and dispatch individuals to direct competitors and the public to safety
 - Announcements
 - Suspension or cancellation of racing
 - Dealing with enquiries from family and colleagues of those involved
 - Tasking members of NRC with actions
 - Maintaining a log of actions

- Dealing with the media
- Prompting an initial enquiry into the incident and reporting to interested parties
- In the event of a major incident at Whitlingham Boathouses (such as a fire) all personnel will be evacuated according to the designated emergency plan

The following are relevant emergency contact numbers on race day:

- **Emergency services (Ambulance, Fire, Police):** 999
- **Accident and Emergency: Norfolk and Norwich University Hospital, Colney Lane, Colney, Norwich NR4 7UY (Tel: 01603 286286)**
- **Police (non 999):** 101
- **Broads Authority (Broads Control 24hr):** 01603 756056
- **Environment Agency: 0800 807060 (Freephone, 24hr service)**
- **Race Committee Chairman:** David Bolton (07860 742440)
- **Emergency Co-ordinators:** Roger Croome (via radio link – will be located at the boathouse)
- **NRC-appointed medical support:** Division 1 – Maarten Derks; Division 2 – Olly Negus; Division 3 – Ian Williams (via radio link)
- **NRC Club Water Safety Advisor:** Olly Roe (07584 254288)
- **NRC welfare officer:** Sam Wheatman (07899 033940)

Emergency Access Points

In the event of a serious incident and assistance being required, there are several places where vehicular access is possible between the Trowse Eye bends and Broadland Boat Club. Road access along this section is limited to the following locations:

South bank locations –

- Norwich Rowing Club Whitlingham Lane, Trowse, Norwich NR14 8TR, Grid reference- **TG 25071 07511**)
- Whitlingham Boathouses, Quay Heading (Post Code NR14 8TR, Grid reference - **TG 24981 07692**)
- Whitlingham Outdoor Education Centre (Post Code NR14 8TR, Grid reference- **TG 25140 07901**)

North bank locations -

- Pulls Ferry, Norwich (Post Code NR1 4DZ, Grid reference - **TG 23966 08998**)
- Broadland Boat Club (Post Code NR7 0HE, Grid reference - **TG 26438 08221**)
- Carrow Bridge, Carrow Road (Post Code NR1 2BT, Grid reference - **TG 23917 07754**)



Safety Plan

Introduction:

This safety plan describes the arrangements and controls in place to ensure that the Carrow Cup is successful and proceeds (as far as possible) without incident. The plan also details arrangements that are in place should an incident occur.

The Safety Plan comprises the following:

- Responsibilities and General Arrangements
- Risk Assessment- Water Safety
- Risk Assessment- Land Safety
- Competitor information
- Emergency Action plan

Race Officials:

Race Secretary	Katherine Trehane
Race Committee Chairman	David Bolton
Club Water Safety Advisor	Olly Roe
Welfare Officer	Sam Wheatman

Responsibilities:

Race Secretary:

- Race planning and co-ordination
- Allocation of responsibilities detailed in Safety Plan
- Notify interested parties
- Ensure sufficient signs in accordance with Land Safety Risk Assessment
- On race day check that NRC is ready and prepared for the race
- Liaise with Club Water Safety Advisor and Race Controller in the event of an emergency

Club Water Safety Advisor

- Prepare race Safety Plan
- Oversee safety management of racing and related activities during the event
- Advise Race Controller on safety issues that affect the conduct of racing - in particular any need to suspend racing
- Advise Competitors to complete BR Incident Report forms arising during the event (*N.B. this is not a BR event but BR procedures still have to followed in the event of an accident*)
- Coordinate where necessary any Emergency

Marshalling Coordinator:

Brief Marshals in the following -

- Issue Officials Instructions and roster prior to the event
- Providing assistance to crews boating and landing
- Encourage crews to promptly depart from landing stage and to make adjustments on the water
- Encourage crews that have returned to landing stage to promptly remove their boats from the landing area

Race Controller:

- Take decisions, with advice as appropriate from NRC and race officials on safety issues that affect the conduct of racing - in particular the need to suspend racing
- Control the disposition and use of safety boats
- Ensure that prior to the event race control assistants are briefed on their responsibilities and the use of FM radios
- Confirm serviceability of race control equipment (loudhailers, finish horn, safety bags)
- Control the issue of and return of radios, loud hailers, safety bags to Marshals
- Take the decision on disqualification of a crew if it is late for the start
- Monitor the weather conditions
- Implement the Emergency plan

Refreshment and Bar Co-ordinator:

- Ensure that food hygiene measures as identified in the Land Safety Risk Assessment are adhered to and brief staff accordingly

Registration Co-ordinator:

- Provide safety information to clubs and to the club's website

Safety Boat Co-ordinator

- Ensure that prior to race the safety boat crews are briefed on the use of safety boats, safety measures and use of FM radios
- Ensure safety boats are appropriately equipped
- Ensure safety boat cover is in place prior to the first boat going afloat
- Brief race control of any problems on the river

Start Marshals:

- Ensure start marshals and assistants are briefed on their responsibilities and use of radios
- Ensure Race Control and boating Marshal is aware of any issues that prevent the next division/course to start

General Arrangements:

The following general arrangements have been put in place following the Water Safety and land Safety Risk Assessments.

Vehicle and Trailer: Area adjacent to WBH (see map) - directed down track and to suitable parking place (as required but unlikely for the Carrow Cup).

Access and Parking: Visitors should use the **Pay and Display** in the Whitlingham Country Park.

Boat launching: All crews will be informed of boating times. Once in the launching area they are under the control of the Control Commission and Boating Marshal who will direct them to the launch site, and arrange for boat safety checks, and instructions to launch. Assistance with launching will be given. Race control under the guidance of the Boat Marshal reserves the right to disqualify any crew for late attendance or failure to meet any of the race safety criteria.

Traditional boats will launch from Carrow Yacht Club, Broadland Boat Club and other safe and accessible slipways (e.g. Griffin marina). Crews will be responsible for making their own launching arrangements, in liaison with the traditional boat coordinator. He/she will be based at Carrow Yacht Club (opposite the NRC launching area) and will be in contact with the race committee / organisers by mobile phone.

Capsize: In the event of capsize the crew should proceed to the nearest point on the bank. Course Marshalls, on bank or afloat, have sight coverage of whole course. Radio contact will be made to Race Control and start/finish where necessary.

First Aid: Medical Support will be provided by Ian Williams/Maarten Derks/Ollie Negus either at the boathouse or on the water during racing.

Safety Equipment: The following safety equipment is provided: safety boats; throw lines; loud hailers; radio communications; safety blankets to marshals.

Cancellation or suspension of the Race: If an incident occurs or adverse weather conditions such as extreme cold, or high winds make the event unsafe, the Race Controller in consultation with the Race Secretary and Club Water Safety Advisor will at his/her discretion suspend or cancel the race. This will be announced over the radio and updates given appropriately.

In the event of a major incident the Emergency Action Plan will be put into effect.

Food hygiene: Food will be kept chilled. Uncooked food meats will be kept sealed or separate from other foods, food handlers will ensure appropriate hygiene measures are strictly observed.