

# Event Safety and Organisation Plan r2 26-08-19

## North of England Sprint Rowing Championships 2026

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### Introduction

The North of England Sprint Rowing Championships will be held on Hollingworth Lake on Saturday 22nd August 2026. The competition offers a three-lane buoyed course approximately 500m long across the lake. It has a stakeboat start with a stern on start.

The competition is held under British Rowing Rules of Racing and the British Rowing Row Safe Guide and offered in Senior, Masters and Junior classes for open, women and mixed crews. The event covers most racing boat classes except for coxless fours and octuple sculls.

The regatta has proven popular in recent years with entries growing to 455 containing some 555 competitors, many of whom enter 2 or 3 events. 900 people are expected to attend the event. We have over 30 clubs from the Northwest, North, Yorkshire and East Midlands regions. Last year there were 207 races between 8.30 am and 6.48 pm at 3 minute intervals.

The event is run by and from Hollingworth Lake Rowing Club, with the club premises being the focus of catering, toilet facilities and race management. The Rochdale Borough Council-owned car park immediately opposite the Club is booked exclusively for the day, providing most of the space for approximately 25 trailers that come and a boat rigging and storage area. The foreshore of the Lake – particularly in recent years provide a firm sandy area where a few trailers are placed and crews boat and return to. The rowing club's landing stages being well above the water level. There are two public car parks around the lake, and these are where the bulk of competitors park.

### Safety Considerations

Unusual considerations from the risk assessment are:

- Unfamiliarity of competitors with rowing on an open lake – with no obvious up & down sides and potential obstacles scattered across the lake.
- Unfamiliarity of competitors with stakeboat starts and particularly attaching and remaining straight.
- The development of rough water conditions and the influence of wind direction. Conditions that even when perfectly safe are not “easy” for those clubs not experiencing these conditions normally.
- In low water conditions, the need to boat directly into the water by wading out.
- The sheer scale of the event with races at 3 minute intervals

### Scope

The safety plan relates to the physical spaces described above associated with the regatta race day itself, which will start at around 6.00 am and conclude at 7.30 pm. Racing is planned to commence at 8.30 am and conclude at 6.00pm at 3 minute intervals with some 30 minutes of gaps introduced. This reduces the racing by 1 hour and 20 minutes when compared to last year. The safety plan addresses the content of the associated risk assessment, all of which embrace the requirements of British Rowing Rules of Racing and the British Rowing Row Safe Guide.

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This document explains safety measures that have been introduced because of the Competition Risk Assessment and specific details linked to British Rowing Row Safe requirements.

## Organisation

### Organising Committee [OC]

|                   |                                                     |
|-------------------|-----------------------------------------------------|
| Nigel Price       | (Regatta Secretary) – Race Control during the event |
| Christopher Anton | (Race Committee Chair) [RCC]                        |
| Conrad Hemingway  | (Deputy Race Committee Chair)                       |
| Jason Hardman     | (Club President)                                    |
| Graham Haworth    | (Captain)                                           |
| Craig Diver       | (Event Welfare Officer) [EWO]                       |
| Tim Booth         | (Event Safety Advisor) [ESA]                        |
| Tom Swithenbank   | (Race Manager)                                      |
| Paddy Ibbotson    | (Entries Secretary)                                 |

### Location

The location of key officials on race day is identified on the Course Management Map and Regatta Facilities and Boating Map. These are made available to all competitors and officials.

### Safety Advisor

The Role of the Event Safety Advisor is described in Row Safe section 4.4. The Safety Advisor will complete the online Advanced Risk Assessment Training available from British Rowing.

### Race Manager

The new role of Race Manager has been created to directly manage all aspects of race organisation not directly controlled by umpiring and to provide a focus on this activity. The Race Manager will work in conjunction with the Event Safety Advisor and the Race Committee Chair on the day.

## Insurance Cover for Regatta

### Club's own policies

Professional Indemnity: Management Liability cover £250K (protects professionals against claims arising from errors, omissions, or negligence in their work that cause financial loss to a client or third party).

### British Rowing Policies

Registered competitors, umpires and registered coaches have the following cover:

Competitors: Public Liability Insurance: £15m, Personal Accident Insurance a range of incident related cover.

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Umpires & Coaches: Public Liability Insurance: £15m, Personal Accident Insurance a range of incident-related cover, Professional Indemnity Insurance £5m.

The competition organisers receive £15m Public Liability and £10m Employers Liability for the event.

The Organising Committee will ensure that the event is compliant with British Rowing Rules, RowSafe and is approved by British Rowing.

Individual competitors will hold a valid race licence at the time of competition by way of having entered the event via British Rowing online entry (BROE2).

### Notification to other parties

#### Lake Users to be notified are:

- Hollingworth Lake Sailing Club
- Hollingworth Lake Adventure and Water Activity Centre
- Hollingworth Lake Country Park (fishing permits)

#### Other parties to be notified are:

- United Utilities
- Rochdale Borough Council
- North-west Ambulance Service
- Greater Manchester Fire & Rescue Service
- Greater Manchester Police

### Safety and Welfare Documents

The Event Safety and Organisation Plan and Risk Assessment will be reviewed annually, against the latest version of Row Safe and the nature of the planned event. The Welfare Plan reviewed against the latest version of Handbook 3. All three documents will be submitted to the Regional Rowing Safety Advisor at least 4 weeks in advance of the competition in accordance with British Rowing's Rules of Racing section 5.2.2.

### Decision to proceed

#### Water level related

A formal go/no go decision based on anticipated water level will be made two weeks prior to the event by the ESA in discussion with the OC and an assessment made by the Race Manager, and the officials involved in course installation. Alternative arrangements may be considered for the event to run.

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#### Weather related

All weather affected risks will be considered, loading and trailering boats, unloading, rigging, handling and launching and retrieving boats. The management of the regatta – in particular on-course equipment, support staff and boats. The age and experience of the competitors. Conditions that may need consideration include severe winds, lightning, flooding, dense fog or low water levels. There may be alternatives which could include a reduced racing programme – excluding age groups or boat classes or a modified course in terms of location and length or even a different race format. These are covered in the Alternative Arrangements Plan.

A formal go/ no go decision or alternative arrangements based on anticipated weather conditions will be made on Wednesday evening prior to the event by the ESA in conjunction with the OC. This is because that boat loading may well be undertaken on Thursday evening prior to the regatta and trailering from Friday morning. The decision will balance this risk and inconvenience against the desire to delay decisions to get a clearer understanding of the race weather. A further review will be undertaken Friday evening.

Continuous review will be made during race day by the Race Manager and any change to the event made in conjunction with the ESA and Regatta Secretary. The Met Office forecast, Windy.com, conditions recorded on the Club anemometer and visual appreciation will be used to guide decisions. The Alternative Arrangements Plan will be used.

Prior to the event, decisions and any necessary changes will be advised to all competing clubs and regatta volunteers. Cancellation of the event will be communicated to visiting clubs using British Rowing BROE2 contact information by telephone or email.

Key decision times are:

- Wednesday evening
- Friday evening
- Saturday morning one hour prior to racing commencement
- Continual assessment through the day

#### Pre-event Course Preparation

The following aspects of course preparation will be managed by the Race Manager and Course Installation and Dismantling team.

- Clearing rocks, glass, nails etc. from boating areas.
- Moving Sailing Club Buoys.
- Installing 4 x 500m Albano buoy lines.
- Installing Finish markers.
- Installing any hazard markers.
- Installing any circulation or marshaling markers.
- Installing 3 x start pontoons.
- Installing moveable jetty – for ferry and on-course boat use.
- Installing boating and de-boating matting – where required.

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- Boat management lanes and trestles for pre-boat marshaling.
- Start and Finish installations – gazebo's, tables, chairs, communications etc.

## The Competition

### Competition Navigation Arrangements.

The Regatta Course is approx.500 metres long, 3 lanes, with a stern-on stakeboat start. The start is between Queen's Bay and Square Bay on the southern lake shore, extending NNE across the centre of the Lake to finish to the east of the Water Tower.

Lanes will be as close to parallel as can be achieved at a minimum of 13.5m wide. They will be marked with Albano buoys at 5m intervals. They will be anchored, to the lakebed and lakeside as appropriate to stop them moving. The course is set out by the Race manager and assistants in compliance with the 2026 British Rowing Rules of Racing. The circulation pattern and race layout together with relevant landmarks, course hazards, markers etc. are detailed on the Circulation and Hazard Map. The Course Management Map provides details of more interest to race officials and volunteers rather than competitors.

The North of England Sprint Rowing Championships 2026 will have sole use of Hollingworth Lake during the event.

### Documentation

The following documentation will be made available by the Regatta Secretary on the website and circulated to competing clubs' contacts before the event as part of the draw information. It is the responsibility of all participating clubs to make sure their crews are made aware of the content:

- Event Safety and Organisation Plan. (This document)
- Alternative Arrangements Plan
- Competitors' Instructions
- Competitors' Instructions: Quick Read
- Stake Boat Starts
- Circulation and Hazard Map
- Regatta Facilities & Boating Map
- Trailer and Car Parking Map
- Event Welfare Plan

Other event documentation will have a more restricted circulation to those officials and volunteers that require it:

- Competition Risk Assessment
- Course Management Map

A document circulation list identifying recipients, documents and quantity will be used to ensure that all documents get to the correct personnel.

Other water users will be advised in writing.

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### Communications

Competitors, race officials and volunteers will be made aware of the safety arrangements before and during the competition to prevent incidents or to enable them to be dealt with efficiently should they occur.

The race commentary team will be briefed with routine safety messages to pass to participants and be used for any race related announcements.

### Radio Communications

All umpires, safety boats, marshaling boats together with key land-based marshals, the start and finish team and Race Control will be issued with radios.

Radio procedures will comply with Row Safe section 2.3. Priority will be always given to safety messages. Two channels will be used, one for direct race related information – principally by the umpires and another for crew marshaling activities. Radio training will be given to all race-related volunteers by the Race Manager.

### Vehicles

Only trailers and cars carrying boats will be allowed in the trailer park area and their movement will be supervised by marshals. Umpires will take their cars through the first entrance to gain access to the Sailing Club Car Park. Towing vehicles will be parked elsewhere. The Trailer and Car Parking Map provides instruction on where to park vehicles.

### Boat Storage

Clubs will bring their own trestles for boat storage and setting between races. The boating area will be cordoned off from trailers and boat storage.

### Number Collection and Boating

All competitor related information will be included in the Competitors Instructions and Competitors Instructions Quick Read.

Race numbers comprising a unique vest number and an Empacher slot number with race letter/lane designation (A1/A2/A3, B1/B2/B3 etc.) with a colour change every 5 races may be collected 40 minutes before the race time at the numbers tent marked on the Regatta Facilities and Boating Map. Cox weigh-in is also undertaken here.

### Pre-Boating Safety Checks

It is the responsibility of participating Clubs, Coaches and Crews to present all boats to the minimum standard laid down in the RowSafe Guide and British Rowing Rules of Racing before being allowed to boat. A selection of boats will be checked by an Umpire before boating and any failures reported. Umpires may prohibit a crew from launching.

The outcome of the report will be submitted to British Rowing's Incident Reporting System by the Safety Advisor

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### On course Umpiring, Safety and Management

Umpires are allocated and appointed by the Chair of the Race Committee and will either be trainees under direct supervision or hold current umpiring licences appropriate for the event – managed by British Rowing.

### Keeping to Time

All crews are advised via information on the draw and on their race number their boating time and race time. The boat check marshal will keep a record of boated crews and follow up with the Race Manager or his deputy. All crews will be advised to boat 20 minutes prior to their race time, with a club specific boating schedule issued at the time of the draw and race numbers issued with boating times. Boating will be managed by HLRC volunteers, and they will buddy up crews for boating together at the correct time.

Safety matting may be used to assist crews wading into the water and instruction will be provided in the competitors' instructions on appropriate footwear.

### Prizegiving

Medal presentations will take place in the clubhouse some time after completion of each division's races. A schedule will be provided and displayed.

## Water Safety

### Safety Boats

Safety Boats will comply with the requirements of Row Safe section 4.7 Competition Safety Boat Requirements.

All Safety Boat crews will include a RYA Powerboat Level 2 qualified driver and crew assistant who have water safety and first aid skills. Boat crews will be familiar with requirements of Row Safe section 5.2 Launch Driving. They will be competent and capable of assisting in the recovery of people in the water and ferry them to the designated point of extraction safely. If an emergency extraction is required, this will be dynamically assessed as each incident occurs.

Safety Crews shall be briefed in advance by the Safety Advisor on the emergency procedures, radio procedure and protocol, circulation pattern, hazards and extraction points. Drivers and crew will wear life jackets, carry safety documents, a radio and megaphone and be familiar with their designated area to patrol.

The Safety Boat driver should ensure the boat is equipped with the required Launch Safety Kit as in Row Safe section 7.4.1.

Water safety will be provided by Hollingworth Lake Rowing Club, Hollingworth Lake Sailing Club and Hollingworth Lake Water Activity Centre. Key documents are the Circulation and Hazard Map and the Course Management Map. These identify what boats are where, their occupants and duties.

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### Umpire Briefing

Umpires will receive the competition documentation and be made aware of alternative arrangements in advance. Any local rules will be agreed in advance. An umpire briefing will be conducted by the Chair of the Race Committee and will take place before racing commences.

### Marshal Briefing

On water marshals and volunteers shall be briefed in advance of the event, this will include:

- Their roles, use of throw lines, radio procedures and protocol, use of a life jacket, checking kill cords and the overall organisation of the day.
- Understanding the Circulation and Hazard Map, the Course Management Map and the Alternative Arrangements Plan.
- Who they should respond to.
- The Emergency Procedures, particularly complying with radio silence during a Mayday incident.

All marshals will wear High Vis Jackets.

### Suspension of Racing

See Alternative Arrangements Plan

### Minor Incidents

St John Ambulance will provide two qualified First Aiders throughout the day, one of whom will have a First Response Emergency Care (FREC) qualification or equivalent. They will be based in the Clubhouse or the boating area depending upon weather conditions. Contact can be made to them by radio if required. First Aid Kits are in the boathouse and club kitchen. When Juniors are treated, there may be times when the EWO will be in attendance.

### Emergency Equipment

In addition to the equipment present on the safety launches all marshals and umpires will have throwlines and thermal blankets available for them to use as and when required.

### Boat Safety Equipment

Launch Safety equipment checks shall be completed by the Safety Advisor.

- Number of Safety Launches
- Throw lines
- Fire Alarms and Fire Extinguishers
- Number of Life Jackets
- Thermal Safety Blankets
- Engine and Life Jacket servicing
- Two-Way Radios
- First Aid Boxes

As a result, of on the day risk assessments of weather and water conditions further equipment may be added.

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## Emergency Response Plan – Water based incidents

### Safety Equipment

All safety equipment is held in Hollingworth Lake Rowing Club and will be distributed to Regatta Committee members, their designates and Umpires prior to race commencement.

Two automated External Defibrillators (AED) are accessible – one is in the rowing club boathouse; the other is in the Water Activity Centre (adjacent premises with shared water access). These premises will be open and occupied during the regatta by staff (employees) qualified for launch driving, water rescue and First Aid. Their location will be marked on the Regatta Facilities and Boating Map and physically shown to the St John Ambulance personnel on the day.

In addition, two qualified St. John Ambulance personnel will be on site and will have access to the Water Sports Centre and its equipment, including the AED and an emergency casualty room. In the event of an incident (land or water), and prior to any ambulance arriving (if called), it will be the responsibility of the St. John Ambulance personnel to stay with the rower (s) involved and administer CPR (if necessary), or attend to their needs as dictated by their condition.

Prior to the competition beginning, safety boats, rescue boats and umpires / officials will be fully briefed on the equipment for an emergency and the procedures for their use.

In the event of a serious incident that requires the attendance of emergency services (999 calls) the CWO will be responsible for close liaison with Race Manager / First Aiders / Race Committee Chair / St. John Ambulance personnel and will make the call to the appropriate service. There is a phone located in the boathouse in the weights area around the corner from the small boathouse door. Details of the exact location of the club are located on the wall near the phone and on the Safety Notice Board. The location details, the address and postcode, grid reference and the 'what3words' code of the club may be given. Extraction points are marked on the Course Management Map.

The entrance to the car park outside the club and the space directly in front of the club will always be free of trailers, cars and any other obstacles to allow immediate access.

### Capsize

Capsizes will be handled by safety boats positioned along the course and circulation pattern. Umpires or Marshals boats may also be used if expedient. Instructions to competitors and their helpers by club personnel who are on duty will be that they should not attempt to swim to the shore if they capsize. Further, they will be told to climb on top of their boat and get as much of their body out of the water as possible. They will then await rescue. Personnel on the water are positioned at strategic points on the regatta course to ensure quick rescue and each is supplied with a two-way radio for contact (see Course Management Map). The use of air-horns can also be used to alert others of the incident such as crews waiting to race etc. Every person that is in a safety boat on the water has undertaken the qualification required to both drive a launch but also to undertake a rescue.

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#### **Collision**

If a collision occurs, safety personnel on the water will check that no one is injured, boat damage and whether a boat is rowable or not. The crew will either be sent back to shore, or a safety launch deployed to help them off the water. Any injured person will be taken to First Aid (see above) and assessed for injuries etc. If colliding boats are damaged to the extent, they are sinking then the above capsize procedures will apply. Racing will be stopped if it is deemed appropriate and will not commence until the Race Committee Chair authorises a re-start. Boats about to launch for their races will be stopped and the boating area cleared.

#### **Hypothermia**

The symptoms of hypothermia depend on how cold the victim is and how long they been exposed to the cold. Severe hypothermia needs urgent medical treatment in hospital. Should an incident occur during the regatta that may involve hypothermia the procedures that will be followed are the same as those detailed above under 'serious incident'.

#### **Dry Drowning**

This is when water does not enter the lungs but is inhaled and causes muscle spasms in the airway, which blocks the airflow. This is usually immediately after the incident. Again, the procedures to check for and provide first aid will rest with the personnel of St. John Ambulance who will have any potential rower referred to them immediately.

#### **Communication in Emergency**

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.)
- c) Nature of incident (capsize, collision)

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

Water based incidents will be controlled initially by the umpires / marshals on duty before the ESA takes over.

Radio silence is needed. Reference Row Safe section 8.7

### **Emergency Response Plan – Land based incidents**

Land based Incidents can be controlled initially by those finding the incident until the ESA and or First Aider takes over responsibility.

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#### Fire

During the regatta there are designated club members with the duty of Fire Wardens. These personnel are trained in the event of fire and understand what is required to ensure the safety of people in the building. A high viz vest will be worn to identify them in the event of fire. A fire escape leading from the second-floor function room will lead members and visitors to the area to the side of the club and then into the public car park thereafter (through the club gates which will be open during the regatta). Anyone on the club house ground floor boat store will be able to immediately leave via large double doors onto the concrete hardstanding adjacent to the Lake. This gives access to the public car park. If a fire is discovered the Fire Wardens will:

- Ask members and visitors to leave the building by the nearest safe exit
- Dial 999 and ask for Fire & Rescue Service.
- Ask members and visitors to move to the assembly point in the car park (At the front of the club house)
- Insist that members and visitors do not attempt to fight the fire unless exit is blocked by fire

#### Fire Extinguishers, Fire Alarm Points

There are two fire extinguishers in the boathouse, another two in the gym / function room, and one behind the bar. In the club kitchen there is an extinguisher and a fire blanket.

During the regatta the main access gate will always be open.

There are four fire alarm points, one in the gym / one in the function room, one near the front door and one in the boathouse.

#### Emergency Services

Local hospital with A&E facilities is Royal Oldham Hospital (0161 624 0420), Rochdale Rd, Oldham, Lancashire, OL1 2JH. (6.9 miles.). It will take approximately 20 minutes to drive.

Any Emergency Services called will be asked to attend at an appropriate location as advised at the time and met by a designated person to direct them to any Emergency. As the event covers a large area, we recommend downloading the What Three Words app to allow you to provide an accurate location of any incident.

#### Club Address / Grid Reference / What 3 Words / Useful Numbers.

In the event emergency services are called the club location is:

Address: Lake Bank, Smithy Bridge, Rochdale, OL15 0DQ.

Grid reference SD 93370 14997

W3W ///mini.goad.engage

Note: There is a landline at the Club and there is good mobile reception along the Lake bank.

Ambulance 999,            Police 101,            Club landline 01706 377 261

Event Welfare Officer    Craig Diver            07956 397968

Event Safety Advisor    Tim Booth            07811 288033

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Regatta Secretary      Nigel Price      07818 036672

### Incident Reporting

Any incident or accident must be reported to the Race Committee Chair and the Event Safety Advisor. The Event Safety Advisor will record incidents and submit them on British Rowing's Incident Reporting System within two days of the incident. If in doubt any competitor, official, coach or spectator can and is encouraged to log any incidents on the British Rowing website.

### Pre and Existing Health Conditions

Participating clubs are asked to inform the Organising Committee of athletes with any relevant existing health conditions. Clubs are also requested to ensure athletes are competent to row in the prevailing conditions.

### Radio Procedure

Effective use of the radios relies on keeping transmissions short and to the point, speaking clearly and following basic internationally recognised procedure. The following guidelines are based on standard VHF radio procedure.

Only one radio can transmit successfully at a time so if you talk at the same time as someone else one of you will not be heard. Radios provided come with a Radio protocol card which should be followed.

Sometimes it is important to tell everyone something e.g., that the lunch break has just started. To pass a message to everyone, call "All Stations".

"All Stations" this is Control, be aware that the lunch break has started, and the next race is due to start at 13:00. Out."

The word Mayday is derived from the French m'aidez (help me). It is only to be used when there is grave and imminent danger of loss of life, or a vessel and immediate assistance is required. "Mayday" calls take precedence over all other transmissions. Radio silence should be observed by all other users.

The message prefix "Pan-pan" is used when there is a matter of urgency, but where there is no imminent danger of loss of life or a vessel.

"Pan-pan" messages take precedence over all except "Mayday" messages and, although they do not impose radio silence automatically, further transmissions not associated with the incident should cease until the urgency has ended.

### Failure of safety arrangements

In the event of the:

- Loss of a safety or other on-course boat will cause redeployment to maintain a reasonable cover of key points.
- Loss of Umpire support will be covered by extended shifts or other qualified personnel.
- Loss of Safety Advisor will be replaced by the Assistant Safety Advisor.
- Loss of medical cover will be covered by a qualified Event First Aider.

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- Loss of radio communications will be covered using mobile phones.
- Changes to racing arrangements may see the length of the course being shortened or restricting racing to larger boats and/or competent crews. These are covered in the Alternative Arrangements Plan.

#### Measures for Specific Hazards

Please see Alternative Arrangements Plan.

#### Cold / Heavy rain

Ensure appropriate clothing is worn at boat inspection.

#### Low Water Level

See decision to proceed section.

#### Dehydration

Water is freely available in the Clubhouse, and an external tap has been fitted in the boating area for competitor use.

#### Hygiene

Male and female toilets and washing facilities are available in the boathouse and watersports centre. A club volunteer will check the adequacy of the provision through the day.

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

Litter bins are provided. The event area is to be inspected during and after the event.

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

#### Welfare

An Event Welfare Plan covers policy and procedures. This will be made available to all regatta attendees.

Safeguarding and Welfare will comply with British Rowing's latest guidance and national legislation.

The Event Welfare Officer will be available throughout the event for any relevant discussion or involvement.

#### Incident Reporting

It is the ESA responsibility to ensure all relevant incidents are reported to British Rowing, and all race officials and competitors are encouraged to report incidents to the ESA and report to British Rowing.

#### Regatta Review

The Event Committee will organise a regatta washup meeting and canvas participants for comments on what went well and badly. Any conclusions from this review will be carried forward to next year's event.