

# Christ Church Regatta 2021

## Safety Plan

### Opening Remarks

Christ Church Regatta is a **novice regatta**, which takes place **on the Isis**. The dates for this year's event are **24-27 November 2021** (the traditional dates of Wednesday to Saturday of 7<sup>th</sup> week). Racing will be scheduled to take place from **12 pm to dusk on Wednesday to Friday**, and **11 am to dusk on Saturday**. The **course** to be rowed is from **Longbridges** (Hertford, Mansfield, St Catherine's and St Hilda's boathouse) **to the Finish Stone** (half way between Pembroke boat house and the Head of the River public house). The **first round and repechage will race over a shortened course, from across Christ Church boat house to the Finish stone. As with all water-based events, safety is the regatta's primary concern.**

Conducting a safe Christ Church Regatta presents far fewer problems than an event such as Summer Eights or Torpids. There are fewer crews racing at any one time, the style of racing is different (i.e. side-by-side racing instead of "bumps" racing), the course is much shorter, and the number of bystanders is significantly less. This document provides a comprehensive safety plan for the event, concerning the participants, organisers and spectators.

The organisers are aware of the high profile of Oxford rowing safety at the moment, and are revising the safety plan every year based on previous experience in anticipation of making safer an event that has always taken safety very seriously.

### Responsibility for Safety Planning

The regatta organisers, who are responsible for all aspects of risk assessment and safety plan implementation for Christ Church Regatta 2021, are Mr Peter Watson, Miss Anna Betteridge, and Mr Benjamin Nabnian, at least one of whom will be present at Christ Church Boat House (Race Desk) at all times. They will be equipped with a radio to contact both marshals and other important personnel, and mobile telephones for emergency use at all times.

A **risk assessment** has been conducted and is included as an appendix to this document.

The duties of the "Safety Advisor" as defined in the BR rules of racing are contained within the duties of the Regatta organiser and the Water Safety Advisor of the club.

<i>Contact numbers:</i>	<i>Mr Peter Watson</i>	07554204648
	<i>Miss Anna Betteridge</i>	07827918787
	<i>Mr Benjamin Nabnian</i>	07891848127
<i>Safety Advisor:</i>	<i>Mr James Bracey</i>	07785252874

### Safety Awareness

#### Swim Tests

It has been decided that **all competitors (including coxswains) must have passed an OURCs swim test** before being allowed to compete. Competitors who have failed to pass a swimming test will not be allowed to compete (the wearing of a lifejacket will not be accepted in lieu of a swim test: this is above and beyond guidance in the BR water safety code "RowSafe").

#### Coxswains

It is **compulsory for all coxswains to attend the Christ Church Regatta safety briefing** which will be held in conjunction with OURCs approximately a week before the event. The date will be circulated to all boat clubs as early as possible. In cases of illness or academic clashes, exemptions may be given by the OURCs

Captain of Coxes. Exemptions have to be requested via email no later than 11am on the day the briefing will take place. However, exemptions, if at all, can only be given to coxes who are X or S status and have coxed a regatta on the Isis for which they attended the briefing within the last year. Coxes who have been exempted from attending the briefing are responsible to watch the recorded briefing, and review the relevant information, especially the circulation pattern, which will be made available on the regatta web page and circulated to all boat clubs via email. **ALL coxswains are required to wear life jackets.**

### **First Aid**

A **First Aid Unit** will be present at all times during racing, and will have uninterrupted access to a dedicated safety launch. There shall be **two first aid posts - one at the Boathouses and one in a dedicated safety launch, with access to all parts of the course**, which will have complete priority over any racing crews. The Unit shall consist of at least two people dedicated to First Aid at the event and trained to at least the standard of Emergency medical technician.

The first aiders shall be informed, through their agents, of the nature of the event, and will have the risk assessment made available to them. Furthermore, they will be required to hold liability insurance of their own or through their employer, and will be issued a copy of the schedule.

First aid this year will be provided by Epione Medical Services.

### **Emergency Access**

In case of an emergency, the **emergency services, in particular the ambulance service, shall be made aware of the regatta and all access points.**

In the event of a 999 call, **emergency service access is through Christ Church Meadow**, where the access barrier will be in the raised position and the rising bollard in the down position for the duration (on the regulation of the Proctors). Both of these are positioned at the entrance to the Meadows, in the north-west corner by Schools Quad of Christ Church. Permission for all access will be requested from Christ Church prior to the event.

The **Lodge Telephone No.**, should any incident arise needing their help, is **01865 276150**.

**Other points of emergency access are from City of Oxford Rowing Club, and Univ Boathouse (accessed via Abingdon Rd)** as emergency service access may be required upon either bank of the Isis. Access from Donnington Bridge or Folley Bridge is via the Public Highway. **In case of an accident around Donnington Bridge, any casualties should be transported to Riverside Centre 01865 248 673 to allow them to be reached by an ambulance.**

In case they need to be contacted, the phone number for **City of Oxford Rowing Club** is 01865242576.

### **Marshals**

**Marshals will be selected from experienced rowers and coxes**, especially for the first day of racing. All marshals **have to attend the pre-regatta marshalling meeting held online at 7pm on Monday 22nd November** to be fully briefed on their duties, **and a second marshalling briefing will occur on race days before each shift to practice mock river checks, radio and klaxon testing.** The klaxon test has two functions: (1) to ensure all marshals know how to klaxon, and (2) that the klaxons work. Experienced marshals will be placed at critical points, such as the crossover.

On race days, there are **two marshalling shifts each day**, with a second marshalling briefing before each shift, which will occur at Univ raft before the marshals will be send off to their stations (Boathouse Marshals A and B and Meadows Marshal may catch a ride from Launch 2 to the other side of the river. Marshals with bicycles may be send to posts further away on county side to reach them in time for the change over).

In line with the current guidance, boathouse marshals will be strongly recommended to wear a face covering.

**Marshals shall be equipped with:**

1. a two-way radio
2. a high visibility bib
3. a klaxon
4. a clipboard, with a sheet of paper summarising their duties and the procedure in case of an emergency, including emergency phone numbers in case of radio failure; a list of blade colours.
5. crew list for identity checks (for boat house marshals); schedule (for marshals assisting crews to pair up)
6. a megaphone (for marshals at key positions)
7. their private mobile phone, whose number will be noted down at the briefing before their shift.

**There will always be a chief marshal with a mobile phone for emergency use.** Emergency telephone numbers are to be displayed at the boathouse.

**Marshals will be present at the locations shown on the enclosed map to assist all crews. They will have radio contact with the Race Desk to report emergency situations.**

***In addition to the Regatta Captain, there will be the following 18 marshals:***

1. **Chief Marshal:** Responsible for running marshalling briefings and assigning marshalling positions on race days and being on hand to answer any question or assist in marshalling-related matters.
2. **Donny Bridge Marshal:**  
[1<sup>st</sup> round/repêchage] Absent  
[2<sup>nd</sup> round/finals] They are responsible for liaising with other river users, asking them to hold and await the end of the race in progress. Instructs crews where to spin, i.e. between City of Oxford boathouse and the turning post Ensures that crews are moving to the start in good time and are at the correct stations to ensure that no collisions occur in the gut.
3. **Gut Marshal:**  
[1<sup>st</sup> round/repêchage – at mooring point B] Ensures that no crew goes into the gut, assists crews to spin and sends them down to pair up. Ask river traffic to tuck in at holding point B if necessary.  
[2<sup>nd</sup> round/finals – in the middle of the gut] To send paired crews down towards the start when it is clear, on the correct stations. To ensure there are no collisions in the gut. Ask river traffic to tuck in at holding point B if necessary.
4. **Longbridges Marshal:**  
[1<sup>st</sup> round/repêchage] Advising crews in transit for landing at Univ. Performs “Boathouse marshal” tasks.  
[2<sup>nd</sup> round/finals]. Performs “Boathouse marshal” tasks. Liase with river users to show them holding point B.
5. **Start Marshal\*1: (Senior Umpire)** Decides the stagger according to stream conditions on the day and gives the starting commands (“Attention! Go!”). They will also award a row-over to crews whose opponents are late without good reason. May disqualify any crews who start before the command is given. Conducts river check before each race starts, or asks his assistant to do so.
6. **Senior Umpire Assistant** – Responsible for listening to all radio traffic, alerts Senior Umpire about an urgent or important situation, and hands out bank rider bibs and checks their bikes/helmets. Conducts river checks on the Senior Umpire’s command.
7. **Greenbanks/Crossover Marshal on towpath side\*:**  
[1<sup>st</sup> round/repêchage - At Greenbanks, about halfway between Univ and Longbridges boathouses]. Assisting crews to pair up before the start, ensuring crews are on the correct side (city/county). Advising crews in transit for landing at Univ, holding them back if race in progress.  
[2<sup>nd</sup> round/finals – closer to ChCh boathouse (see map)] Will inform crossover marshal at Christ Church Boathouse that it is safe to cross the racing line into the transit lane.
8. **Crossover Marshal at Christ Church Boathouse\*1:**  
[1<sup>st</sup> round/repêchage] Absent  
[2<sup>nd</sup> round/finals] Instructs crews (on the towpath marshal’s instructions) when to cross from Christ Church Boathouse. Responsible to liaise with river users coming from the Cherwell.
9. **Univ Marshal\*:**  
[1<sup>st</sup> round/repêchage] Performs “Boathouse marshal” tasks, see below. Holds crews that want to boat from Univ and sends them up in transit once the current race has gone past, but with sufficient

distance (in case the boat racing on County station catches a crab or runs into other boat-stopping trouble).

**[2<sup>nd</sup> round/finals]** Performs "Boathouse marshal" tasks. Informs Crossover marshal at St John's Boat House via radio that it is safe for crews returning to Univ boat house after racing to cross the racing line

**10. Crossover marshal at St. John's Boathouse\*<sup>1</sup>:**

**[1<sup>st</sup> round/repêchage]** Absent

**[2<sup>nd</sup> round/finals]** Informs crews (on Univ Marshal instructions) that it is safe to cross back to Univ boat house from the city side transit lane.

**11. Meadows Marshal\*:** Positioned on the meadows side, half way between Boathouse Marshal B and the Finish Marshal. Responsible to liaise with river users coming from the Cherwell.

**12. Finish Marshal\*:** Determines who has won the race and sounds the finishing clacker when the bow of the winning boat passes the finishing line. Also ensures that crews are well clear of the finishing line before spinning. Will note coxing protests and relay results to race desk.

**13. Head of the River Marshal:** Liaises with other river users, asking them to move to Holding Point A and await the end the race in progress. Instructs crews who have finished to spin and return to the boathouses (via transit lane). Will note coxing protest and relay to race desk.

**14. Boathouse Marshals A\*:** See "Boathouse Marshals," below.

**15. Boathouse Marshals B\*:** See "Boathouse Marshals," below.

**16. Launch Marshal 1 (driver: RYA2 qualification):** Dedicated first aid launch. Transports first aiders to emergency sites.

**17. Launch Marshal 2(driver: RYA2 qualification):** Transports additional first aiders or marshals and equipment if required

**18. Haystacks/Warmup area Marshal:**

**[1<sup>st</sup> round/repêchage]** absent.

**[2<sup>nd</sup> round/finals]** Overviews the warm-up area, radios race desk in case of emergencies.

\* These marshals will also be responsible for ensuring the racing course is clear before a race is started and once a race is underway. They will be equipped with klaxons and will be ready to stop racing if required in the interests of safety.

<sup>1</sup>These marshals shall also be equipped with loudhailers as a matter of course at all times.

<sup>†</sup> Start Marshal is for the purpose of this event the Senior Umpire and responsible for the overall coordination of river checks and the starts from opposite Christ Church. **River checks** will be issued by the Senior Umpire at the beginning of each marshalling shift and at the SU's discretion.

### **Marshals' Responsibilities:**

Marshals will be instructed to **pay attention to the safety of the public** in addition to their other tasks.

#### ***Boathouse Marshals (Boathouse Marshal A&B; Longbridges Marshal, Univ Marshal):***

Will remind bystanders and competitors of the hazards associated with boats being carried on the bank. In accordance with OURCs equipment rules ([https://ourcs.co.uk/media/filer\\_public/a9/f1/a9f1b7f1-b544-4386-9667-3acd814ec0db/equipment\\_checks.pdf](https://ourcs.co.uk/media/filer_public/a9/f1/a9f1b7f1-b544-4386-9667-3acd814ec0db/equipment_checks.pdf)), and the general practice at Torpids and Eights, marshals will conduct **equipment checks for every boat** that the crews are using, and also **check the identities of the rowers and coxes.**

Checks will pay special attention to the following:

- Heel restraints – heels must not lift more than 7cm
- Bow ball is firmly secured (screw or glue), cannot just be taped
- All backstays are in place
- All hatch covers are in place
- Coxswain must be wearing a life jacket
- Switched-on 360° static white lights at front and rear, if race takes place later than 1 hour before sunset (*i.e.* 15:00 for this year's regatta)
- Check University Cards ("Bod Cards") of all crew members with the crew list
- Check the Coxswain's License Number (To ensure that the coxswain is registered with OURCs/OUCS, and has attended the coxing meeting).

Crews who do not meet all the above will not be allowed to push off, or if the check takes place after racing, may be disqualified.

The Regatta Organisers can be phoned, contacted at ChCh Boathouse, or via any marshal's radio. However, if using a marshal's radio impedes him or her from ensuring the safety of competitors and the public at large, this will be denied. The organisers will be contacted by radio for safety matters.

**All marshals will be instructed to carry mobile phones in case of radio failure and a directory of marshals' telephone numbers will be kept at race control.**

Marshals at the start and at crossover points will be equipped with loudhailers to ensure that they can be heard by crews at all times and in all conditions.

### **River Checks**

River checks will occur at the beginning of each marshalling shift and after long pauses in rowing, at the discretion of the Senior Umpire. When changing marshal shifts, the check will include every marshal, whilst those occurring during racing will only include those necessary to ensure the course is clear.

### **Lights**

**All crews racing later than 1 hour before sunset (15:00) must have switched-on white lights at the front and rear of their boats visible through 360 degrees at all times**, to ensure that they will be seen if the weather suddenly changes and sight is impaired. **Failure to use lights will result in disqualification. Racing will finish by 15:30** to ensure that all crews leave the water before one hour after sunset. In case of a delay in racing, some races might be postponed until the next day.

### **Scheduling**

Racing will take place approximately every three minutes, and crews are required to follow the schedule closely, otherwise appropriate action will be taken by the Regatta organisers. In anticipation of a high volume of entries, crews will be required to submit their clashes with their entry, and to expect that alterations to the published draw will be extremely limited.

### **Circulation**

The **circulation pattern** is included in the appendices to this document. Each crossing lane will have a marshal on either side. These marshals confer via radio to ensure that it is safe to allow boats to cross. Coxswains shall be instructed to follow marshals' commands.

The racing takes place on a **buoyed course** (as shown by the maps in the appendices), with buoys separating the two racing lanes from each other. In addition, the transit lanes will be buoyed, and the buoys separating the two racing lanes will be a different colour/design to those marking the transit lanes in order to make it clear to the coxes which path to follow, which will be explained at the coxing briefing. **Crews must stay in their lane during racing.**

Following a trial in 2006, **the first round and repêchage races will be rowed over a shortened course (See appendix 3)**. This will reduce the risks to the worse coxswains and crews by limiting the time they have to spend on the water and the distance they have to move to and from races (as well as during the race itself).

In order to further improve lane discipline and reduce the possibility of incident, crews are required to **boat from the downstream half** of the Boathouse Island, and **land on the upstream half** in order to reduce boat traffic in the transit lanes (See Appendix 5). This will reduce the requirement for boats to overtake in the transit lane and ensure the racing course is kept clear. This is in greater accordance with practise at external regattas.

Furthermore, for the 2010 regatta, we proposed to have a simplified circulation pattern with no crossovers in the 1<sup>st</sup> round and repêchage stage. This means a reverse circulation along Green Bank, and no crew will be allowed to go into or through the gut during 1<sup>st</sup> round and repêchage (see Appendix 3). This was a huge success and so will be the plan for the 2021 Regatta.

The issue of circulation will be heavily emphasised at both the coxswains briefing and the marshal briefing, in order to ensure that the circulation patterns are obeyed. The circulation patterns have worked in previous years, and we see no reason to doubt that they would continue to work safely.

### **Spectator Safety**

The total number of bystanders expected is significantly lower than the number attending Torpids and Summer Eights during the spring and summer. Previous experience suggests that the weather conditions in November do not attract bystanders, and the majority of bystanders are those competing in the event, or members of an Oxford Boat Club, and that they therefore have an awareness of the dangers posed at a regatta of this nature. In addition to this, the course raced is much shorter than in bumps racing, and therefore requires a slightly smaller marshalling commitment.

**Marshals** will be positioned along both sides of the river and will be **instructed to pay particular attention to the safety of the public. Signs to warn members of the public that a regatta is in progress will be positioned at both ends of the towpath.** If a member of the public suffers injury as a result of the Regatta on Christ Church land, we are insured for public liability.

The spectator situation at the boathouses will provide far fewer problems than at Summer Eights or Torpids, and we do not anticipate the need for stewards at this event, as marshals will be overseeing proceedings at the boathouses. However, the system of launching and landing that will be in place during the regatta does mean that there will be a considerable number of boats being carried up and down Boathouse Island at certain times. Thus, **Boathouse marshals will have to be aware of boats being carried up and down boat house island and alert both bystanders and rowers alike when it is necessary.**

### **Cyclists on the towpath**

The purpose of allowing cyclists on the towpath is that crews are supervised at all times. This task is performed by the coach of each crew, who is responsible for the safety of that crew whilst it is on the river. Novice crews are not allowed on the Isis without a coach/bankrider according to OURCs rules, and in the event of urgent assistance (e.g. medical) being required, the coach/bankrider is better placed than their crew to immediately notify a marshal, and via radio to contact rescue and first aid teams. Bankriders shall be constantly reminded via the rules of the regatta and via signs placed on the towpath that they must give way to the general public at all times.

We do not expect particular congestion on the towpath (unlike that seen on Saturday of Summer Eights). However, in the interests of safety, **only one bankrider per crew will be allowed**, and they **must wear a bib** (handed out by the Senior Umpire assistant stationed on the Towpath across from Christ Church boat house for the first round and repêchage, and at Longbridges boat house for all other rounds). **Bank riders are not allowed to use handheld cameras. Bankriders must have a roadworthy bicycle with properly functioning brakes, and follow the same rules as boats regarding lights (i.e. switched on after 15:00).** Bankriders are strongly advised to wear helmets and have a bell affixed to their bike.

**The boat clubs will be notified if a marshal observes dangerous cycling or if a member of the public complains, appropriate action will be taken by the organisers.**

**CYCLISTS WILL NOT HAVE RIGHT OF WAY OVER PEDESTRIANS OR OTHER TOWPATH USERS AT ANY TIME.**

### **Safety of other river users**

Any boats passing through the area will be asked politely by the nearest marshal to wait in one of the two holding areas indicated in the later diagrams until the end of the current race. They can then proceed along the course (during which time racing will be halted). Upon consultation with the lock keepers and with the Environment Agency, we may explore the possibility of telling river users beforehand through information leaflets or flyers. There will be signs at either end of the course to alert other river users that there is a regatta in progress.

### **Emergency Procedure**

**In the event of a dangerous incident occurring whilst a race is underway - such as a rower in the water, specific injury, the impairment of the race line or the breaking down of the safety launch etc. - marshals will be instructed to stop racing by sounding a klaxon immediately. If their klaxon doesn't work, they must say KLAXON! KLAXON! KLAXON! into their radio.** All marshals on the racing course will be equipped with klaxons and on the sounding of the first klaxon (or the respective radio call) will also sound their own. It will therefore be possible to hear the klaxon from all parts of the racing area and the warm up area. To ensure that any klaxon can be heard as soon as it is sounded, coaches will be banned from using loud hailers - only marshals will be permitted to use them.

**All coxswains will be briefed at the obligatory coxing meeting to instruct their crews to halt as soon as safely possible on the sounding of the klaxon.** There will be a **dedicated safety launch** based at Christ Church Boathouse to enable swift access of first aiders to the scene if this is necessary.

The **Incident Controller** will take charge of the incident, liaising with First Aid personnel, marshals, EMS, look after the injured party (accompany him/her to the hospital if necessary; inform the college if he/she is a student, OR inform a family member/friend if a non-student; OR accompany him/her back home if necessary), witnesses, ensure all reports are submitted to the appropriate bodies (e.g. British Rowing, Sabbatical Officer, Sports Safety Officer, University Sports Office.)

**If it is decided that the river has become unsafe for novices during racing the following procedure will be implemented by all marshals in relevant positions:**

All racing will be suspended / abandoned until the conditions become safer. However, this presents problems in itself:

1. There will be up to 30 crews on the river and ensuring their safe return to the landing stage quickly is a top priority.
2. Coxes may panic if they are told that the conditions have become too dangerous for them.
3. Coaches, who often seem to think that they know best, may start instructing their crews to do things not set out in this plan.

Should the organisers decide that racing must stop, the following things must happen, in this sequence:

1. Crews in their boathouses will be informed that they must not boat.
2. The senior umpire is to be informed that no more races are to start.
3. Once the current race is ended, the klaxons will be sounded, informing everyone that racing and boat movement has been suspended.
4. The head marshal then tells the two boats which have finished to spin and return to the transit lane.
5. All boats in transit lane are then to stay in single file and follow the racing circulation pattern, including crossing under the direction of the Christ Church Boathouse Marshal when required.
6. Crews who boat from University College Boathouse can land in downstream direction immediately after crossing in the transit lane if there is no risk of collision with any boats landing upstream. If there is a conflict priority is to be given to the boats landing in upstream direction if they are already close to the raft, and the downstream boats may have to row past and complete a full circulation in order to clear the transit lane. The University Boathouse Marshal's decision in that situation shall have precedence. If possible the boats coming upstream from Longbridges should be held there until the transit lane has been cleared to allow for boats landing downstream at University Boathouse to land first.
7. Crews who boat from Longbridges (who will have raced) are then to land in downstream direction as they go past.

8. Once all the boats are in the transit lane, the Gut and Start Marshals will instruct the crews waiting in the gut to proceed down the course, as safely as possible. There will be a gap of about 90 seconds between each pair to prevent huge queues for spinning at the Head of the River.

If conditions become unsafe, boats should land upstream to get off the water as soon as possible.

9. The crews that have come up to the gut through the transit lane are to spin, and join the back of the queue, and move down the course when their turn comes. When there are crews waiting to cross to Univ and back to Longbridges, the crossover marshal will inform the gut marshal to stop sending crews down to enable them to cross.

The whole process should take approximately 20 minutes. If necessary, crews will be held below the crossing point, then allowed up to cross to land in small groups. Sticking to the circulation plan means that the risk of crews hitting each other is minimised. All marshals are to be briefed on this procedure in full prior to taking up their duties.

### **High Stream Conditions**

In the event that the river is running faster or higher than might normally allow for a full program of racing, the race organisers liaise with the Iffley lock keeper and the EA to decide how to proceed. The EA Waterways Duty Officer can be contacted for advice regarding river conditions via 03708 506506 Monday to Friday 8am to 6pm or 0800 807060 24 hours. Should the river be at a level unsuitable for novice coxes (as registered with OURCs), they will not be permitted to race. This decision will be made in liaison with OURCs. Should the river be higher than this, a decision will be taken as to whether the Regatta will continue. The Regattas in 2000, 2002, 2006, 2009 and 2012 were all cancelled under such circumstances.

Rowing in high stream shall be in accordance with the OURCs flag system (OURCs rule 2.9.g, "Rules specific to the Isis: The Isis flag", available at <https://ourcs.co.uk/organisation/conduct/>). No restrictions will apply if no flag is raised. An Amber Flag means that only senior crews are permitted to race: under these situations, racing will cease.

### **High Stream Conditions Leading Up to Regatta**

If the river remains high and unsuitable for novice crews (in accordance with the OURCs flag system) for long periods in the lead up to the regatta, the rowing experience and ability of the crews may be far lower than normal. Such conditions occurred in the lead up to the 2012 regatta. In this case the first 2 days of the regatta will be replaced with a qualification time trial following the same plan as Torpids rowing on qualification. The fastest crews will then be placed into knock out rounds in the remaining 2 days following the original regatta plan.

The decision to run the time trial will be made at least a week before the regatta by the Regatta Captain. If the time trial does occur the event plan and risk assessment of Torpids rowing on (set out by OURCs) will be used.

### **High Wind Conditions**

In the event that high winds cause difficulty in buoying the course without requiring racing itself to be suspended (as occurred on the last day of the Regatta in 2003) the committee may decide to either suspend racing or to conduct racing in a processional time trial format in divisions of not more than 12 boats, over the racing course (as in 2003). This will ensure that there will be no non-racing crews on or around the racing course whilst racing is taking place negating the requirement for buoyed lanes. This would only take place once competition had reached the last 32 stage and would also require crews to use experienced status coxswains (as registered with OURCs).

Contingency plans have been devised for both these circumstances detailing firstly how crews will be moved if conditions deteriorate during racing, and secondly how the regatta may proceed in such circumstances (See Appendices 1 and 2).

## **Lightning**

In the event of an official sighting lightning, the guidance provided by BR will be followed. The weather will be monitored by the Race Desk and a decision on the suspension of racing will be made by the Senior Umpire in conjunction with Racedesk. The location of the storm will be approximated by counting the time between the thunder and the lightning and if this is 30 seconds or less, then competitors and officials will be advised to take proper shelter as soon as possible (i.e. within buildings and away from boats/trees).

## **COVID-19**

Whilst the regatta itself will be conducted according to all appropriate guidance on COVID-19 (including, but not limited to, British Rowing, the Government, the University, and colleges), it cannot be ruled out that this guidance may change. Wherever possible, the intent will be for the regatta to take place in as close a format to the original, although more stringent safety requirements may be adopted. Such policies could include moving to a time-trial format, or reducing the numbers or removing spectators entirely (as in Summer Torpids 2021). Without knowing the potential restrictions that may come into place, it is not possible to detail all workable outcomes. The final decision on the format and viability of the regatta lies with the regatta organisers.

## **Contingency Plan For Cancellation**

If safety concerns (e.g. high water, increasing cases in Oxford) lead to the cancellation of the entire regatta, there might be the possibility of an indoor erg competition being run instead, as in 2019. If no such event is run, refunds will be made as stated in the regatta rules. The decision lies with the regatta captain.

This concludes the Safety Assessment for Christ Church Regatta 2021.

Mr. Peter Watson  
Miss Anna Betteridge  
Mr. Benjamin Nabnian

## Appendix 1 - Contingency Plans for Pre-Regatta Bad Weather

IF THE ISIS IS UPGRADED TO BLUE, AMBER OR RED FLAG PRIOR TO THE REGATTA OR A DAY'S RACING.

This is a sliding scale contingency plan for advanced changes to the regatta in the event of bad weather. Note: this is NOT to be used if weather turns bad during racing. The emergency contingency should then be used.

**Red/Amber Flag** – Racing suspended.

**R/A on Day 1** – scrap repêchage and start the regatta as normal on Day 2 with the draw thus cut-down.

**R/A on Day 2 or 3** – scrap repêchage and shorten the race course on the Saturday if necessary.

**R/A on two days out of Days 1-3** (i.e. two days' racing) – Convert to a head race with no repêchage.

**R/A on three days** (i.e. one day's racing) – only A crews in a head race.

If there is four days racing yet the flag status of the Isis changes from green to blue the following should be implemented:

Racing may still continue, but:

**Blue Flag** – S/X coxes only and notify entrants by 4pm the day before.

The Regatta Organisers should be in consultation with the Iffley Lock Keeper and the Environment Agency.

The Tel. No. of Iffley Lock Keeper is 01865 777 277

The Regatta Captain may choose to replace some or all days of the regatta with an on-land/indoor competition if the conditions do not seem to improve. This will have to be communicated by 4pm the day before.

**Fundamentally the decision of the Regatta Captain is final.**

## Appendix 2 – Major Incident Reporting

If a major incident occurs during racing, the committee should ensure that any injured person(s) receives emergency first aid from the First Aid Unit, and that a decision is made by Race Desk on advice of the First Aid Unit to contact the relevant emergency services.

**The details of any incident or accident are not to be discussed with any person outside of the College/University, apart from BR officials.**

The University Security Services are to be contacted by calling (01865) 289999. This facility operates 24 hours a day, 7 days a week. Furthermore, the relevant College Porter's Lodge should be contacted.

Security Services will **require** the following information:

- Your name;
- The group you are with;
- A brief description of the incident;
- Location of the incident;
- The telephone number from which you are calling;
- Your location (It is important that you stay at this location);
- Any other information which you feel is useful.

You may be asked for:

- The name(s) and number(s) of people involved.
- Details of any injuries and/or fatalities.
- The name of the hospital where any casualties have been taken.
- Brief details of any vehicles involved if a road accident has occurred.
- The name and number of any Police Officer involved with the incident with their contact telephone number

It is imperative that all relevant people are contacted as soon as possible, and that **a record is kept** of all bodies/persons contacted.

The University Security Services will then offer advice on the best course of action, contact the 'Press Office' where required, inform College Bursars where required and contact key members of the Sports Department staff.

If not present at the event, the Rowing Sabbatical should be informed of the incident. The Rowing Sabbatical will in the event be present for a considerable amount of the regatta, in varying capacities.

As soon as is sensibly possible the Race Secretary should complete a BR incident form, and an accident form and near miss report form. These should be submitted to the Rowing Sabbatical Officer and Sports Safety Officer. These forms will then be forwarded to the University Safety Office.

### **Please Remember:**

If University Club members require advice or help with a particular situation, then they have the opportunity to contact the Director of Sport and every effort will be made to assist.

All enquiries from the media are to be directed to the University Press Officer on (01865) 280528. E-mail enquiries can be sent to: [press.office@admin.ox.ac.uk](mailto:press.office@admin.ox.ac.uk)

The details of any incident or accident are not to be discussed with any person outside of the University until a full investigation has taken place.

### **Contact Details**

Mr Peter Watson	07554204648
Miss Anna Betteridge	07827918787
Mr Benjamin Nabnian	07891848127

*Regatta Committee*

James Lucas ??  
*OURCs Rowing Sabbatical Officer*

Appendix 3 – **Circulation Pattern (1<sup>st</sup> Round & Repêchage) - Marshal Points labelled as given above.**

[Please see additional document – ShortCourseMarshalPlacementChChRegatta2021]

Appendix 4 – **Circulation Pattern (2<sup>nd</sup> Round & Final Stages) - Marshal Points labelled as given above.**

[Please see additional document – LongCourseMarshalPlacementChChRegatta2021]

**Appendix 5 – Boathouse Island Rafts Diagram**

[Please see additional document – BoathouseIslandRaftsDiagramChChRegatta2021]

## Appendix 6 – Important Phone numbers

### Regatta Committee

Mr Peter Watson 07554204648  
Miss Anna Betteridge 07827918787  
Mr Benjamin Nabnian 07891848127

### Christ Church Boat Club Water Safety Advisors

James Bracey 07785252874

### Senior Umpires

Joe Hitchens ??  
Scott Houghton ??

### First Aid

Epione Medical Services  
0845 544 0829

### EA Waterways Duty Officer

**03708 506506** (*Mon - Fri, 8 am - 6 pm*)  
or 0800 807060 (*24 hours*)

### Iffley Lock Keeper

01865 777 277

### University Security Services

01865 289999

### Christ Church Porters Lodge

01865 276150

### University Press Officer

01865 280528

### City of Oxford Rowing Club

01865242576

### Incident Controller

?? (previously Ole)

## Appendix 7 – Emergency Action Plan

### Christ Church Regatta 2021

#### Introduction:

This Emergency Action Plan is designed to act as an aide memoire for officials dealing with any serious incident should it occur during the Christ Church Regatta on Wednesday 24 through Saturday 27 November 2021. Regatta Captain and Race Desk will be based at Christ Church Boat House on Boat House Island.

#### **IN A MEDICAL EMERGENCY/SERIOUS INCIDENT, INCLUDING ANY CREW MEMBER BEING TAKEN SERIOUSLY INJURED OR BECOMING UNRESPONSIVE, IMMEDIATELY:**

Marshal(s) to sound klaxon to stop the race in progress.

Marshal to inform Race Desk. Race Desk to send launch with medical personal and Incident Controller.

If incident is on the water, move all parties involved to river bank at earliest possible opportunity.

Race Desk to use mobile phone to dial 999 for emergency assistance. In the event of no mobile phone coverage there is an emergency (999 calls only) landline phone at the back of Longbridges Boathouse (Race Desk to radio Longbridges Marshal or Senior Umpire).

**For incidents between Head of the River and the Start Line** (on the river, Boat House Island and Tow Path), advise emergency services that the designated point for EMS vehicles is Boat House Island via Christ Church Meadow.  
Race Desk to call Christ Church Lodge on 01865 276150 to gain access.

**For incidents downstream of the Start Line** (on the river, Longbridges Tow Path) the emergency access point is the public slipway accessed via Meadow Lane, past the Riverside Centre. In the event of an emergency a marshal will be sent to the junction near Oxford Sea Cadets to meet and guide EMS vehicles. Unlike previous years, Falcon Boat Club will not be accessible to EMS vehicles due to scaffolding and security fences.

Incident Controller to ensure incident reported to appropriate bodies/persons, including College if student is taken to hospital.

The following are relevant emergency contact numbers on race day:

Police, Ambulance, and Fire Service:	<b>999</b>	
Incident Controllers:	<b>TBC</b>	
Senior Umpires:	<b>TBC</b>	
Regatta Committee:	07554204648	(Peter Watson)
	07827918787	(Anna Betteridge)
	07891848127	(Benjamin Nabnian)
Christ Church Lodge:	<b>01865 276150</b>	
City of Oxford Rowing Club:	01865242576	
Sports Safety Officer (David White):	01865611478	
Iffley Lock Keeper:	<b>01865 777277</b>	
Oxford University Security Services:	<b>01865 289999.</b>	

List of Mobile phone numbers (appendix 6) to be held at Race Desk and given out to Senior Umpires, launch drivers, First Aid units, Incident controllers, RowSab, and Christ Church Porter's Lodge.

**Appendix 8 – Risk Assessment**

[Please see additional document – Please see additional document RiskAssessmentChChRegatta2021]