



*UCD rowing at Blessington by Niall Farrell*

# Metro Regatta Safety Plan

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(Dublin Metropolitan Regatta Council)

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Proposed Regatta to be held at  
Poulaphouca Reservoir,  
Knockieran, Blessington  
on 29<sup>th</sup> /30<sup>th</sup> May 2023



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## 1. Introduction

Welcome to **Metro Regatta**. We hope that you have an enjoyable, safe and successful regatta. This year's regatta requires participating clubs, coaches and the athletes themselves to maintain an emphasis on safety planning and make a greater contribution to safety management at the regatta on May 29<sup>th</sup> and 30<sup>th</sup>.

If the weather holds, we expect to be able to hold the regatta provided we have our standard cadre of umpires, launch drivers, and volunteers particularly from those clubs attending.

We are requesting your help and co-operation, so that we can manage the foreseeable challenges that may emerge. If we can work together, we aim to provide a competitive and safe regatta.

This Safety Plan incorporates the key aim that all competitors, officials and visitors will uphold the Good Practice that exist in Rowing. Please follow public health advice and do not travel to the event if you suspect you have symptoms of, or have been confirmed as having Covid 19 in the days leading up to the event. Our intention is to make the safety of the competitors, spectators and regatta officials our highest priority in the organization and running of Metro Regatta

A copy of this Safety Plan is to be shared in advance with Rowing Ireland, the local Garda Síochána, Wicklow County Council and our volunteer first aiders and all competing clubs.

Ambulance personnel will be on site during the Regatta.

Safety and umpire launches crewed by experienced volunteers will be on the course throughout the regatta, some new volunteers will also be in training on the day.

Umpires are equipped with loudhailers and basic safety equipment in their boats including emergency blankets, etc.

Safety boats, umpires and other regatta officials are provided with two-way radios operating on the Umpires' channel for communication.

The continued use of Poulaphouca Reservoir, the car park and the facilities at the boathouse in Knockieran at Blessington is conditional on its proper care and use as a shared amenity. Please treat the entire area with respect and leave the car park, boathouse area, toilets and shore tidy for others. **Please** use the bin stations provided and bring your rubbish home with you if you cannot find a bin or if they are full.

## 2. Safety Procedures & Preventive Measures

### 2.1 Safety Instructions & Information for Competitors

#### **Equipment:**

It is the responsibility of each crew to ensure that the equipment that they are using is safe and compliant with the requirements of Rowing Ireland's rules. All boats must have secure bow balls, heel restraints and watertight buoyancy chambers.



If water levels or weather conditions warrant any change of circulation pattern this will be communicated to all participating clubs and will be discussed at the captains/coxes meeting prior to racing. It is the responsibility of the club management to pass on this information to their crews.

Please note that the lake has infrastructure in place in terms of starting platforms, slipping areas, cables, buoys, the bridge and ancillary equipment. All of these present hazards of entanglement and should be considered appropriately for avoidance by rescue personnel, launch drivers, umpires and competitors.

## **2.3 Course Layout and Circulation Pattern**

### **Slipway**

The crews and coaches are asked to help with the flow of incoming and outgoing crews by ensuring boats are ready to launch and all adjustments are made before approaching the slipway. Remove all footwear and oars from the area immediately and stack oars well out of the way of crews walkways (e.g. against hedges or on grass away from slip areas).

Crews are advised to wear appropriate footwear when using the slipway. There will be slip marshals in place during the regatta.

As you observe the course from the boathouse

- Outbound crews will launch to the right towards the start. All final adjustments should be made off the slip.
- Inbound crews will pass through the arches and when the coast is clear approach the slips from the left-hand side.

Oars should be removed from the slipway and surrounds as quickly as possible.

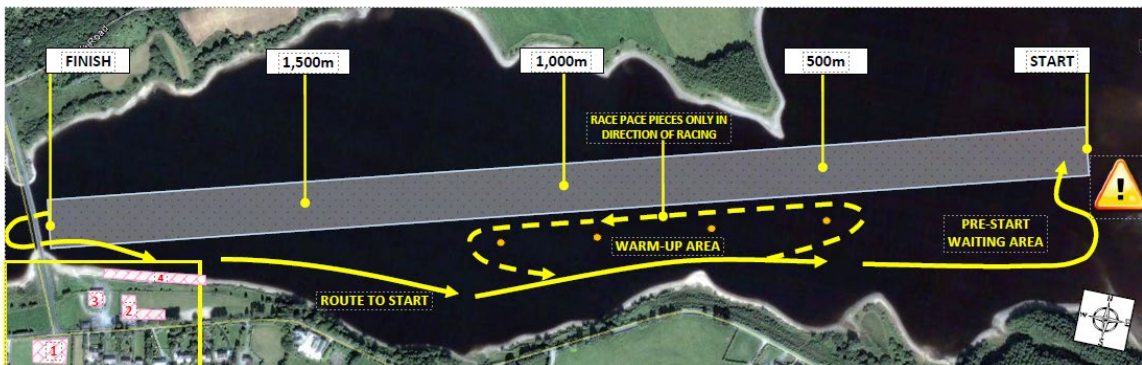
Crews once finished their races should proceed to the warm down area off the course or return to the slip.

Crews should ensure they do not drift into the racing lanes when returning to the slip.

Crews should not gather together or bunch up on the approach to the slip.

## DUBLIN METROPOLITAN REGATTA

COURSE LAYOUT and CIRCULATION PATTERN



| At the Finish  | The Regatta Enclosure   | Going to the start  | Warm-up Area  | Pre-start Waiting Area  |
|--|---|---|---|---|
| <ol style="list-style-type: none"> <li>All crews must row through the bridge and return to the slip through the south arch (Lane 1 of the course) when clear.</li> <li>Crews may warm down by proceeding towards the start in lane 0 and turning into lane 1 at 500m and row through the bridge in racing lane No. 1 taking care not to interfere with racing or with crews going to the start.</li> </ol> | <p><b>Area No.</b></p> <ol style="list-style-type: none"> <li>Parking for spectators and competitors</li> <li>Parking for boat trailers, towing vehicles only</li> <li>Boathouse / First Aid and Ambulance Station</li> <li>Slipping area</li> </ol> <p>Please observe all safety and directional signs</p> | <ol style="list-style-type: none"> <li>Crews should leave the slips in good time and be in the start waiting area at least 10 min before their race time.</li> <li>Crews going to the start must keep off the course and out of the warm up zone.</li> <li>Crews must not do race pace pieces while rowing towards the start.</li> <li>Crews are only permitted on the course when racing.</li> </ol> | <ol style="list-style-type: none"> <li>This is located between the 500m and 1250m points on the course, south of the course (i.e. the boathouse side).</li> <li>Circulate anti-clockwise around the 4 large orange buoys.</li> <li>Practice pieces at <u>race pace</u> are only allowed in the <u>direction of racing</u> and between the orange buoys and the buoys marking lane No. 1</li> <li>Do not go onto the course or interfere with races</li> <li>Do not warm-up to the north of the course.</li> </ol> | <ol style="list-style-type: none"> <li>Crews must be here at least 10 minutes before the start time of their race.</li> <li>Do not row behind the start as the water is shallow.</li> <li>When it is time for your race row across the course into the assigned lane and back boat onto the start.</li> </ol> |

### Racing

**In normal water level conditions** crews should make their way to the start staying off the course and following marshall's instructions.

Once into the holding area near the start - crews should pay attention to other boats in the area.

When the marshalls call the crews forward to the stake boats they should proceed as directed and follow instructions from the starter.

The whole course is visible by umpires and marshals. In the event of a capsize on the course please stay with your boat and listen to Umpires or safety boat instructions.

### Know the rules:

**Rowing Ireland rules** will be used. The marshalling rules are straightforward – see the Regatta circulation plan above - Give yourself plenty of time to boat before your race time, as it may take you some time to get to the start (allow at least 20 minutes) to get to the start from the main boating area. All boats must launch to the right of the slipping area. All boats must return after passing through the bridge coming in from the bridge side and only when it is safe to do so, there is no traffic ahead or race on the course. Slip stewards will assist docking.

Marshals will be positioned at nominated points on the course and at the start and the finish and will



- (a) ensure the safe passage of crews to the start zone, and
- (b) keep the course clear for races in progress.

Listen for start marshals' instructions – many are experienced in the job and know the event and the lake well.

### **If you see an accident:**

Please report to the nearest official immediately, who will act or alert the rescue services by radio as necessary.

All accident and near miss incidents should be reported to the regatta safety advisor and the appropriate Rowing Ireland documentation filled and submitted by the parties involved.

The Rowing Ireland iRowSafe system should be used at the first available opportunity to log any incidents and allow organisers of all regattas benefit from any unforeseen circumstances.

Umpires, marshals and officials will be the initial public contact points for reporting of emergencies. Marshals will wear a high visibility jacket for identification at all times.

This Safety Plan is distributed to umpires and other regatta officials by the Regatta Committee.

### **Safety Boats**

At least one Safety Boat will be available at all times, positioned in the middle of the course normally but may be positioned near the Start or Finish dependant on conditions or specific needs at that time. This vessel shall be equipped with competent people, radios, throw lines, safety blankets and first aid equipment.

### **First Aid**

During the regatta First Aid cover is provided at the top of the boathouse where an ambulance will be parked.

## **3.0 Key Telephone Numbers**

***Emergency: Fire, Police, Ambulance: 112 or 999 from any telephone.***

Blessington Gardaí +353 45 857620

Tallaght Hospital (A&E) +353 1 4142000 (Eircode D24 NR0A)

Naas General Hospital +353 45 849500 (Eircode W91 AE76)





### 3.1 Emergency Key Contacts

|                                       |  |
|---------------------------------------|--|
| Person in charge on the day:          | Regatta Chairman contact via office or mobile:     |
| Safety Advisor:                       | contact via office or mobile :                     |
| Chief Umpire                          | contact via regatta office or mobile:              |
| Regatta First Aiders:                 | contact via regatta office or hand portable radio: |
| Traffic queries/ site access/ parking | Contact Traffic manager                            |

All positions are in radio contact with control, the rescue services and the Chief Umpire.

|                         |                                 |                     |
|-------------------------|---------------------------------|---------------------|
| <b>Contact numbers:</b> | <b>Chairman Mobile:</b>         | <b>086 333 4781</b> |
|                         | <b>Safety Officer Mobile</b>    | <b>086 247 6280</b> |
|                         | <b>Traffic Marshall Mobile</b>  | <b>086 857 6086</b> |
|                         | <b>Chief Umpire Mobile</b>      | <b>086 336 6007</b> |
|                         | <b>Regatta Secretary Mobile</b> | <b>087 682 2006</b> |

**Please ensure you do not park on the main road.**

**Please do not impede access for an ambulance** to the car park(s) or the trailer park.

### 3.2 Incidents – Collisions & Capsizes

At the start/below the finish: Get any boat that is damaged and unable to proceed to the nearest side of the reservoir.

On the course: Get any boat that is damaged and unable to proceed to the nearest side, either side is ok with the boathouse side preferred.

Umpires and marshals: Shall pay particular attention to any incident on the reservoir. Should a crew be involved in a collision or suffer any injury that requires assistance, or a crew member falls out of a boat, the official shall summon a safety launch by radio. The rescue launch will only be called if assistance is required, if the marshal/umpire can deal with the situation themselves the safety launch should not be requested. If the course is blocked, the official shall also advise the start that no further races shall be started. This should happen automatically when the start tower hears the “Rescue, Rescue, Rescue” call on the radio.

Capsize: The whole course is visible to marshals. Every marshalling position is equipped with a radio to inform Race Control. **STAY WITH THE BOAT!**

Please note that the reservoir has permanent infrastructure in place in terms of the starting area, stake boats, slipping areas. cables, buoys, and ancillary equipment as well as buried structures and the bridge. All of these present hazards of entanglement and should be considered appropriately for avoidance by launch drivers and competitors.



### **3.3 Incidents – Extreme weather conditions & other threats**

Clubs should consider the suitability and capability of those being volunteered as stake boat holders. The clubs should consider the forecast weather conditions when recruiting stake-boat volunteers, who must be physically strong enough to carry out the duties of a stake boat holder in any raceable weather conditions. The regatta organising committee has a duty of care to all volunteers including the stake boat holders and clubs must advise of any risks or particular concerns with any volunteers offered.

Starter and regatta control shall arrange for sun-protection, water and relief stake-boat volunteers in excessively hot or cold weather.

Where extreme weather conditions or other situations that could require the cancellation or postponement of racing, either for the day or until the conditions change, the decision will be the responsibility of the Chairman under advice from the racing committee which includes the Safety Advisor, Chief Umpire and Secretary. The Regatta Chairman or the Safety Advisor also reserve the right to amend this plan if weather or competition conditions on the day make this necessary. Amendments, postponement or cancellation will be published at Race Control and announced over the public-address system.

In the case of lightning, a risk warning will be broadcast advising participants already on land to avoid moving boats and oars during the period of the storm. The message shall make clear whether racing could be resumed if conditions improve and whether crews already on the water should return immediately or complete their race first. As soon as the decision is made, every effort will be made to get all competitors, umpires, volunteers and Safety boat crews ashore and safe as quickly as possible.

As for determining when things are safe, the Regatta will use the 30-30 rule. After you see lightning flash, count the number of seconds it takes until you can hear thunder crack. If the time is less than 30 seconds, you are still in danger and should stay in a safe place. Similarly, a person should wait 30 minutes after seeing the last flash of lightning as it may linger after a storm.

### **3.4 Pre-inspection**

Approximately 1 hour before the start of the race the Safety Advisor along with if possible, the Chief Umpire or Regatta Chairman will inspect the course and surrounding areas for any obstructions or likely problems and assess the weather conditions. Decisions on postponement or cancellation will be considered.

### **3.5 Instructions**

Marshals, Safety Boats and other officials will be issued with this document and any newly advised information as relevant safety documentation prior to the event. Specific safety information may be issued on the day verbally if required.

Competitors will receive details of the arrangements and instructions prior to the event.





### **3.6 Advice to all regatta attendees**

- Do not attend the regatta if you have any symptoms (fever, cough, loss of taste/smell) or if you are feeling unwell
- Practice good hand hygiene and practice it regularly
- Practice good cough etiquette, Only dispose used tissues and wipes **into a bin**
- Observe physical distancing where possible.
- Do not share drink bottles or food and utensils
- If using a bus on the day, you must wear a mask and follow instructions with regard to social distancing on the bus
- Do not attend the regatta if you are in a vulnerable category (for age or health reasons)

## **4.0 Communications**

For clarity Regatta organisers, Marshals, Rescue, Control & Umpires shall be on the same channel. Because of this, strict radio discipline should always be maintained.

The PA system shall also be used to make emergency and public announcements if necessary. Back up is provided via megaphones/loudhailers.

## **5. Traffic & Road Access**

This section advises all attendees of the regatta on the Road Traffic Plan and access arrangements.

All clubs are advised to use main roads to get to Blessington and from there to access the regatta location by travelling across the bridge at Knockieran. Boat Trailers will use the Count Council car park which is on the north side of the boathouse. Trailer drivers will follow car park marshal instructions and park safely within the designated trailer parking area.

Please park considerately, chock your trailer wheels and allow room for boat assembly and the next club attending.

Individual cars may be directed to a field on the southeast of the boathouse, please pay attention to the marshalls as you cross the bridge.

## **5. Emergency Action Plan**

This Emergency Action Plan sets out mitigation and procedures in relation to an emergency which represents a general threat to Regatta participants.

### **5.1 Responsibility**

Responsibility for actions in the event of an emergency rests with the Race Committee. These individuals will carry radios at all times.



## 5.2 Actions in the event of a medical emergency

For all emergency not involving crews on the water the following procedures should be observed. The nearest radio equipped Race official on the scene will take initial control and will assess the situation. (If necessary, he/she will call emergency services.) As soon as immediate life saving measures are in hand Race Control (if not aware) will be notified. If emergency assistance is required, the Official will call **Code-Red** (urgent medical issue) and **Code-Blue** (non-urgent) on his radio and all other radio users will observe radio silence and follow instructions given by that official. For any other situation (obstacles, debris etc) normal radio protocol should be used.

The initial incident report for a **Code-Red** should briefly include;

- What is needed (first aid or higher or safety boat).
- Location on lake or shoreside that the service is needed.
- What has happened.
- The number of casualties.
- The severity of injuries or illness.
- If racing needs to be suspended.

As soon as an incident is reported, all stations on radio are to minimise their communications. Absolute priority is to be given to Race Control and those responding directly to the incident.

In the event of any accident or emergency beyond that detailed in the safety plan and outside the capabilities of the regatta first aid and safety facilities, the emergency services will be called using 999 or 112 by mobile phone.

Emergency services not familiar with the location and requiring detailed information about an incident location can contact Regatta Control for grid references & post codes. The Traffic Manager and security/access control team should be informed of the emergency and notified that the emergency services are on route. The Traffic and security personnel should have the exact location and directions to incident site. All traffic movement should cease when emergency services arrive on scene.

***For water-based emergencies involving crews on the water during practice or races the following message should be used.***

## 5.3 Emergency Radio Messages

Emergency radio messages should be given slowly, clearly and repeated once. When other radio users hear the words **“ALL USERS, RESCUE, RESCUE, RESCUE”** radio silence **MUST** be adhered to. Start with the words **“ALL USERS, RESCUE, RESCUE. RESCUE”** followed by location, type of incident, numbers in the water, if any crew are trapped or are all crew clear. Followed by responding launches and required assistance. The message should be repeated and ended with the word **“OVER”**, **only the emergency assistance required to attend the location should reply and then the Safety Adviser should acknowledge the emergency call.**

**It is important not to overwhelm the responding crews with messages as they will have their hands full with the actual rescue.**



## Emergency Radio Message for on the water emergencies “Example Message”

“All Users”

“RESCUE, RESCUE, RESCUE”, FOLLOWED BY LOCATION AND SITUATION

Example

*All Users*

*“RESCUE, RESCUE, RESCUE, 500 METER MARK, COXED QUAD OVERTURNED, ROWERS IN THE WATER, ALL ROWERS CLEAR, SPARE UMPIRE RESPONDING, RESCUE LAUNCH REQUIRED.*

*I repeat*

*RESCUE, RESCUE, RESCUE, 500 METER MARK, COXED QUAD OVERTURNED, ROWERS IN THE WATER, ALL ROWERS CLEAR, SPARE UMPIRE RESPONDING, RESCUE LAUNCH REQUIRED.*

*OVER*

### 5.4 Fire

If anybody discovers a fire in the area of the boathouse or surrounding carpark they should raise the alarm and inform the nearest official/marshall and he/she will assess the situation and tackle the fire ONLY if they are confident to do so and initially order local evacuation. If the emergency may require the stopping of racing or general evacuation, he/she will inform the Regatta Chair through the nearest marshal, and they will agree appropriate action.

### 5.5 Equipment failure

Should there be a Radio failure during the event, Safety Boats and marshalls etc shall use mobile phones & loudhailers to raise alarm, providing the radio is to be replaced hastily. If this is not possible Race Control shall be informed and racing shall be halted.

In the event of Safety Boat failure during the event then this must be reported to Race Control straight away to consider if racing should be halted.

### 5.6 Capsize

Capsize

In the event of a capsize during a race the umpire will call “Rescue, Rescue, Rescue” and state where the incident has occurred and whether additional assistance is required. New races should not start until the all clear has been given by the onsite assistance dealing with the incident. All unnecessary radio traffic should be discontinued until the event is declared over by the designated person.

### 5.7 Floating Hazard

Any significant floating debris or “hazard” seen on the water shall be reported to Race Control immediately. A Safety Boat, (or if more expedient a Marshall or Umpires launch) may be deployed to clear the water and racing shall be suspended.

### 5.8 Anti-Social Behaviour

A serious public disorder or violent behaviour shall be reported to Race Control immediately. If necessary, racing shall be suspended, and the Gardai shall be called.



## **5.9 Terrorist Threat**

Any news that could be deemed a serious threat to life should be reported to the Gardai immediately. Evacuation of any area believed to be in threat shall be organised in the first instance by Regatta officials.

## **6. Reporting of incidents**

Any witnessed incidents should be reported to Race Control for recording purposes and followed up using the iRow safe system.

## **7. Emergency Services Access**

Emergency vehicle access to the regatta area is via the main gates, the emergency services will be met by the traffic marshall at the gate and directed to the location of any incident. An incident at the starting area will be managed by the nearest available umpire.

It is very important that the access road from this main gate is kept clear and free of obstructions at all times from two hours before the regatta, during the regatta and for a reasonable time after the regatta.

If parked vehicles are causing an obstruction it will be announced once over the public PA system and if the vehicle causing the obstruction is not moved in a reasonable amount of time, the vehicle will be removed by the regatta organisers or by the Gardaí or Wicklow County Council on request. The regatta organisers will use a local car removal service to remove the vehicle and all cost incurred will have to be paid by the vehicle owner.

Rowing Ireland, Wicklow County Council and the Metro Regatta Committee accept no responsibility for damage caused to vehicles parked in such a way as to cause an obstruction to emergency vehicle access.

Similarly, Rowing Ireland, Wicklow County Council and the Metro Regatta Committee accept no responsibility for damage caused to vehicles or equipment used: travelling to/from; in attendance at; or, participation in, the regatta.

## **8. Feedback**

If you have any comments that may help us improve the plan for future events, then please let us know via Rowing Ireland. Further information that makes up the full Regatta safety plan is contained in separate documents sent to all clubs competing and available on the Rowing Ireland tracker website, namely circulation plan, access and parking arrangements.



## Appendices



## Appendix 1: Accident report form

# Template Accident Report Form



|                                  |  |
|----------------------------------|--|
| <i>[Name of Club]</i>            |  |
| <b>Coach name in attendance:</b> |  |

|                      |  |
|----------------------|--|
| <b>INJURED PARTY</b> |  |
| <b>Name:</b>         |  |
| <b>Club:</b>         |  |
| <b>Home address:</b> |  |

|  |  |
|--|--|
| <b>ACCIDENT DETAILS</b>                      |  |
| <b>Form Completed By:</b>                    |  |
| <b>Date:</b>                                 | <b>Exact Location:</b>   |
| <b>Time:</b>                                 | <b>Time Reported:</b>  |
| <b>Reported by, name:</b>                    |  |
| <b>Nature of Injury:</b>                     | <b>How accident happened:</b><br>Describe what activity was taking place, for example training/event/getting changed |
| <b>Name and contact details of witnesses</b> |  |
|  |  |
|  |  |
| <b>First Aid Involved?</b>                   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |





|   |  |
|---|--|
| <b>Were the following contacted:</b>  | <b>Police</b> <input type="checkbox"/><br><b>Ambulance</b> <input type="checkbox"/>    |
| <b>Parent/Carer Informed?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No                       | <b>By whom:</b>  |
|   | <b>When:</b>   |
| <b>Referred to Designated Safeguarding/ Children's Officer (DSCO)?</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No                               |
| <b>DSCO Signature</b>   | <b>Date:</b>   |
| <b>Any further action to be taken?</b>  |  |
| <b>Has the injured person returned to the club?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Signature of Management Representative</b><br><br><b>Print name</b> <b>Position</b> |

All of the above facts are a true record of the accident/incident.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

(In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of Risk Assessment Form.



## Appendix2: Incident Report Form

# Rowing Ireland Incident Report Form

This form is to be completed by a rowing club, country or regatta organizer whenever there is an incident during a rowing activity involving injury to a person or damage to equipment not owned by the club/regatta organizer.

When completing this form or interviewing witnesses to determine what happened be extremely conscious of the need for a factual description without assignment of blame, explicit or implied, and without admission of fault. Attach extra sheets if needed.

The completed form should be sent immediately by E-mail: [info@rowingireland.ie](mailto:info@rowingireland.ie)  
Rowing Ireland, National Rowing Centre, Farran Woods, Ovens Co. Cork Ireland P31  
K704

Telephone 353 21 7434044 Fax 021 7434045

The Chief Executive Officer, Rowing Ireland, [michelle.carpenter@rowingireland.ie](mailto:michelle.carpenter@rowingireland.ie)

|   |
|---|
| Name of club/Country/regatta organizer reporting the incident: _____                                    |
| Contact person reporting the incident: _____  |
| Name: _____ Position/Role: _____  |
| Address _____<br>_____  |
| Contact No: Phone: _____ E-mail: _____  |
| Name and Type of session incident occurred in, for example. Competition/Head of River/Training<br>_____ |

|                                  |
|----------------------------------|
| <b>Event Organisers</b><br>_____ |
|----------------------------------|



Names of those involved in the incident (including third parties)

1. Name: \_\_\_\_\_ Club/Country \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Club/Country \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ Club/Country \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_ am/pm

Where did incident occur? \_\_\_\_\_

Did the incident occur during a regatta, training or otherwise (specify)? \_\_\_\_\_

Type of Boat/Boats? \_\_\_\_\_

Make of Boat/Boats? \_\_\_\_\_

Serial Number of Boat/Boats? \_\_\_\_\_

List any injuries, where they were treated and by whom: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any damage to boats and property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Please describe the incident. State only the facts of what was observed. Do not try to determine who, if anyone, might have been at fault (e.g., do not say that a crew “ignored” an official’s signals or instructions – the crew may not have seen or heard them). Include a description of the weather, visibility, water and current or tide conditions. Attach drawings, diagrams and photographs if these will aid in the description.

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|                |  |
|----------------|--|
| <b>Diagram</b> |  |
|----------------|--|

**List witnesses:**

1. Name: \_\_\_\_\_ Club \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Club \_\_\_\_\_



Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ Club \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

4. Name: \_\_\_\_\_ Club \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

5. Name: \_\_\_\_\_ Club \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Identify any investigating agencies contacted (e.g., police, harbour commission, coast guard)

1. Agency: \_\_\_\_\_ Officer's name: \_\_\_\_\_

Badge number: \_\_\_\_\_

2. Agency: \_\_\_\_\_ Officer's name: \_\_\_\_\_

Badge number: \_\_\_\_\_

### **Signatures**

#### **Club/regatta official:**

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

Date \_\_\_\_\_

#### **Person reporting the incident:**

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

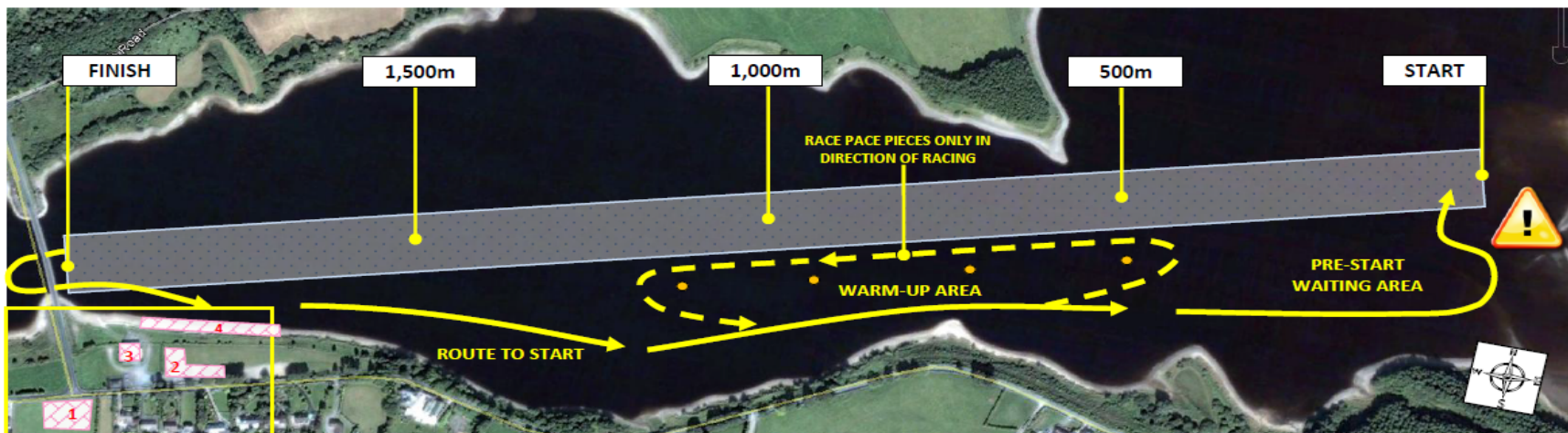
Date \_\_\_\_\_



## Appendix 3: Course Layout

# DUBLIN METROPOLITAN REGATTA

## COURSE LAYOUT and CIRCULATION PATTERN





| <u>At the Finish</u>   | <u>The Regatta Enclosure</u>  | <u>Going to the start</u>   | <u>Warm-up Area</u>   | <u>Pre-start Waiting Area</u>   |
|--|---|---|---|---|
| <ol style="list-style-type: none"> <li>All crews must row through the bridge and return to the slip through the south arch (Lane 1 of the course) when clear.</li> <li>Crews may warm down by proceeding towards the start in lane 0 and turning into lane 1 at 500m and row through the bridge in racing lane No. 1 taking care not to interfere with racing or with crews going to the start.</li> </ol> | <p><b>Area No.</b></p> <ol style="list-style-type: none"> <li>Parking for spectators and competitors</li> <li>Parking for boat trailers, towing vehicles only</li> <li>Boathouse / First Aid and Ambulance Station</li> <li>Slipping area</li> </ol> <p>Please observe all safety and directional signs</p> | <ol style="list-style-type: none"> <li>Crews should leave the slips in good time and be in the start waiting area at least 10 min before their race time.</li> <li>Crews going to the start must keep off the course and out of the warm up zone.</li> <li>Crews must not do race pace pieces while rowing towards the start.</li> <li>Crews are only permitted on the course when racing.</li> </ol> | <ol style="list-style-type: none"> <li>This is located between the 500m and 1250m points on the course, south of the course (i.e. the boathouse side).</li> <li>Circulate anti-clockwise around the 4 large orange buoys.</li> <li>Practice pieces at <u>race pace</u> are only allowed in the <u>direction of racing</u> and between the orange buoys and the buoys marking lane No. 1</li> <li>Do not go onto the course or interfere with races</li> <li>Do not warm-up to the north of the course.</li> </ol> | <ol style="list-style-type: none"> <li>Crews must be here at least 10 minutes before the start time of their race.</li> <li>Do not row behind the start as the water is shallow.</li> <li>When it is time for your race row across the course into the assigned lane and back boat onto the start.</li> </ol> |







## Appendix 4: Risk Assessments

| Risk Assessment  |  |   | Event: Metro Regatta 2023 |                  |   | Date: 16 April 2023   |  |  |  |                |                                |   |         |                       |  |  |  |
|------------------|--|---|---------------------------|------------------|---|---|--|--|---|----------------|--------------------------------|---|---------|-----------------------|--|--|--|
|                  |  |   | Author: Martin Hogan      |                  | Regatta Committee   | Revision: 1.0   |  |  |   |                |                                |   |         |                       |  |  |  |
| Number           | Hazard   | Potential Consequence   | Risk Assessment           |                  |   | Reduce Likelihood of Event  |  | Mitigate the Consequences  |   | Action Parties |                                |   |         |                       |  |  |  |
|                  |  |   | Severity (1-5)            | Likelihood (1-5) | Risk [Insignificant (L), Tolerable with Control (M), Significant (H)] | Control Measures  | Action to Maintain Control Measures  | Recovery Measures  | Action to Maintain Recovery Measures  | Safety Advisor | Chair, Secretary, Chief Umpire | Traffic Manager, Marshals, Regatta Volunteers | Umpires | Competitors/Attendees |  |  |  |
| <b>COLLISION</b> |  |   |                           |                  |   |   |  |  |   |                |                                |   |         |                       |  |  |  |
| 1                | Collision with motor vehicle in approach road and around the regatta entrance        | Moderate injury to competitors and the public                                 | 3                         | 2                | L   | Trailer access will be closed one hour before race time and throughout regatta and training times, access for regatta traffic controlled by parking marshals, who will direct traffic at entrance to overflow car park and at the barrier to the trailer park area. Only designated regatta vehicles will be allowed in the trailer park area. Emergency vehicle access will be maintained at all times.  | Trailers will be directed where to park. Parking controls to be maintained all day.  | Instruct marshals to control area  | Deploy extra marshals   | X              |                                | X   |         |                       |  |  |  |
| 2                | Collision with vehicle during regatta  | Moderate injury to competitors and the public                                 | 3                         | 2                | M   | Only emergency vehicles and event logistic vehicles will be allowed past the traffic barrier during racing, unless the exception is agreed with regatta officials   | Traffic/security access to be managed at all times during the regatta. Officials' cars to be noted in advance  | Instruct marshals to control area and contact Traffic Manager, regatta chair or safety officer if clarification required during the regatta  | Deploy extra marshal  | X              | X                              | X   |         |                       |  |  |  |
| 3                | Collision of boats with pedestrians, collision between boats on land in boating area | Slight injury to competitors and the general public and minor damage to boats | 1                         | 3                | L   | Marshals in boating area will control the flow of boats and for slipping of launches on slips. Stakeholders and Wicklow Co Co have been informed of the event. Where possible crews should have club rep with them when moving boats to and from slip areas.  | The boating area will be policed by marshals and there will be delineated areas for boats on and off to avoid conflict. Launches to be slipped via designated ramp area  | Instruct marshals to control area  | Deploy extra marshals   | X              |                                | X   |         | X                     |  |  |  |
| 4                | Collision with other boats and launches  | Trauma injuries from collision, drowning of competitors                       | 4                         | 2                | M   | Umpires are RI registered and their training includes spotting potential hazards and instructing competitors to take action to avoid them. All competitors are sent a circulation map and copy of the safety plan. There will be one rescue launch on the water throughout the regatta Safety/umpire boats are in radio contact with the regatta control. In addition to the rescue boats, there will be two marshal launches on the water throughout the regatta to assist crews and maintain the circulation pattern. | Registration and control of marshals to reinforce safety messages and the need to adhere to the regatta circulation plan. Launch drivers to be made aware of safety plan and briefed to the regatta circulation pattern. | There will be mobile phones available in regatta control and an ambulance can be called. The nearest A&E department is in Tallaght and they can be immediately advised of any event. Ambulances will be stationed at slip area to meet any injured persons coming off the water. | Maintain rescue cover.  | X              | X                              |   | X       | X                     |  |  |  |

| Risk Assessment      |   |   | Event: Metro Regatta 2023 |                  | Date: 16 April 2023   |   |   |  |   |                |                                |   |         |                       |
|----------------------|---|---|---------------------------|------------------|---|---|--|--|---|----------------|--------------------------------|---|---------|-----------------------|
|                      |   |   | Author: Martin Hogan      |                  | Regatta Committee   |   |  |  |   |                |                                | Revision: 1.0                                 |         |                       |
| Number               | Hazard  | Potential Consequence   | Risk Assessment           |                  |   | Reduce Likelihood of Event  |  | Mitigate the Consequences  |   | Action Parties |                                |   |         |                       |
|                      |   |   | Severity (1-5)            | Likelihood (1-5) | Risk [Insignificant (L), Tolerable with Control (M), Significant (H)] | Control Measures  | Action to Maintain Control Measures  | Recovery Measures  | Action to Maintain Recovery Measures  | Safety Advisor | Chair, Secretary, Chief Umpire | Traffic Manager, Marshals, Regatta Volunteers | Umpires | Competitors/Attendees |
| 5                    | Collisions with bank. Could lead to capsizes or sinking | Could lead to capsizes or swamping hence immersion. Slight injury to competitors and minor damage to boats. | 1                         | 3                | L   | Umpires will steer crews if necessary. Likelihood of serious injury or damage is low in regatta conditions.   | Vigilance of umpires.  | Rescue boats and regatta officials available to assist   | Maintain rescue cover.  | X              | X                              |   | X       | X                     |
| IMMERSION            |   |   |                           |                  |   |   |  |  |   |                |                                |   |         |                       |
| 6                    | Capsize   | Competitors subject to immersion, drowning, hypothermia, Weil's disease.                                    | 5                         | 1                | M   | Major/fatal consequences highly unlikely. Minor consequences possible, e.g. somebody may fall in. All competitors are expected to adhere to the principle of staying with the boat and by doing will reduce the risk of accidents and, if they do occur, their consequences. Checks on boats will be visually carried out at inspection point at the slipping area  | Club captains and coaches to be thorough in checking the safety of boats before use so far as is practicable. All crews briefed with copies of the circulation pattern                   | There will be one rescue launch on the water throughout the regatta. Safety and marshalling boats are in radio contact with the regatta control. Umpires are briefed that their first duty is to assist any competitor who is in distress and to stop racing if necessary. Umpires in radio communication with regatta control and with the rescue boat on duty. In the event of failure of a rescue boat, a marshalling boat will be redeployed as a rescue boat. Provision of showers and first aid. | Maintain rescue cover. Ensure showers operable, thermal blankets and first aid available.   | X              | X                              | X   | X       | X                     |
| 7                    | Bare feet in water                                      | Cuts, Weils Disease   | 3                         | 2                | L   | Instructions to competitors to wear appropriate footwear  | Instructions issued to all competing clubs.  | Provision of showers, disinfectant wipes by own clubs and first aid.   | Ensure showers operable and first aid available.  | X              |                                | X   | X       | X                     |
| POOR WEATHER         |   |   |                           |                  |   |   |  |  |   |                |                                |   |         |                       |
| 8                    | Inclement weather.                                      | Can lead to capsizes, swamping, hypothermia, drowning of competitors, volunteers, officials                 | 3                         | 3                | T   | The Regatta Chair, Chief Umpire, Secretary and Safety Advisor will be monitoring the water conditions. Crews will be informed of any changes to race plan due to weather conditions. Any changes will be communicated to all concerned as soon as possible and with the appropriate consultation. The safety cover for the event is deemed sufficient to cope with all reasonably foreseeable changes in conditions | Continuous monitoring of conditions including feedback from coaches and officials. Delay of races if required or cancellation of events for younger less experienced crews if necessary. | The regatta will be operating the 30/30 rule in the event of lightning and there are many areas around the reservoir where people can be safely evacuated.   | In the event of an increase in risk, consideration will be given to withdrawal of higher risk events or complete abandonment with appropriate procedures. | X              | X                              | X   | X       |                       |
| SLIPS, TRIPS & FALLS |   |   |                           |                  |   |   |  |  |   |                |                                |   |         |                       |

| Risk Assessment |   |  | Event: Metro Regatta 2023 |                  | Date: 16 April 2023   |   |   |  |  |                |                                |   |         |                       |  |
|-----------------|---|--|---------------------------|------------------|---|---|--|--|--|----------------|--------------------------------|---|---------|-----------------------|--|
|                 |   |  | Author: Martin Hogan      |                  | Regatta Committee   |   |  |  |  |                |                                | Revision: 1.0                                 |         |                       |  |
| Number          | Hazard  | Potential Consequence  | Risk Assessment           |                  |   | Reduce Likelihood of Event  |  | Mitigate the Consequences  |  |                | Action Parties                 |   |         |                       |  |
|                 |   |  | Severity (1-5)            | Likelihood (1-5) | Risk [Insignificant (L), Tolerable with Control (M), Significant (H)] | Control Measures  | Action to Maintain Control Measures  | Recovery Measures  | Action to Maintain Recovery Measures   | Safety Advisor | Chair, Secretary, Chief Umpire | Traffic Manager, Marshals, Regatta Volunteers | Umpires | Competitors/Attendees |  |
| 9               | General slips, trips, and falls   | Slight injuries to competitors, officials and spectators                     | 1                         | 3                | L   | There will be qualified first-aiders on duty at a fixed site throughout the regatta. The providers of the safety cover will also be providing first aid to the event. There will be a well-stocked first aid box available in the secretary's area or the first aid point and in selected launches. | Maintain first aid services.   | If in the opinion of the first aid team a casualty needs hospital treatment they will be taken by car or ambulance dependent on the severity of the injury. The nearest A&E department is tallaght Hospital. Mobile phones will be available at regatta control or from marshals in emergencies. | Marshals will be in place to ensure that the access road to the regatta site is kept clear throughout the day. | X              |                                | X   |         | X                     |  |
| 10              | Falling into the water and obstructing marshalling leading to minor injuries            | Slight injuries to spectators and competitors                                | 1                         | 3                | L   | Marshals are present around the site. They are experienced and well-trained. Adherence to RI, the rules of racing and organising an event. Lifebuoys are prominently positioned near the boathouse and in each launch.  | Comprehensive information is sent to all clubs competing regarding safety of spectators and competitors at the site. Local authority and police are aware that event is taking place | As above for general slips, trips, and falls   | As for general slips, trips, and falls   | X              |                                | X   |         | X                     |  |
| 11              | Congestion at the landing slip  | Slight injuries to spectators, competitors and officials, minor boat damage. | 1                         | 4                | L   | Marshals are present at the stages throughout. Clubs are aware of RI safety manual and good boating practice. Safety instructions detail the need to wear appropriate footwear whilst boating to avoid cuts   | Crews will be encouraged to keep their blades with their boats or trailers.  | As above for general slips, trips, and falls   | As for general slips, trips, and falls   | X              |                                | X   |         | X                     |  |
| 12              | Tripping / falling in boating area while getting afloat, damaging equipment in shallows | Slight injuries to competitors and officials, minor boat damage.             | 1                         | 3                | L   | Marshals on duty, very shallow areas will be buoyed and cordoned off  | Continued warnings to crews  | As for general slips, trips, and falls   | As for general slips, trips, and falls   | X              |                                | X   |         | X                     |  |
| 13              | Slipping/tripping on the slips  | Injury to competitors, coaches, volunteers, marshals, spectators             | 3                         | 3                | M   | Keep area cleared and remove items that could cause slips or trips  | Restrict access to competitors, coaches, marshals and umpires.   | Announcements to be made to warn people of risk -in cold, very wet or frosty conditions.   | As for general slips, trips and falls.   | X              | X                              | X   | X       | X                     |  |

| Risk Assessment |  |  | Event: Metro Regatta 2023 |                  | Date: 16 April 2023   |   |  |   |  |                |                                |   |         |                       |  |  |
|-----------------|--|--|---------------------------|------------------|---|---|---|---|--|----------------|--------------------------------|---|---------|-----------------------|--|--|
|                 |  |  | Author: Martin Hogan      |                  | Regatta Committee   |   |   |   |  |                |                                | Revision: 1.0                                 |         |                       |  |  |
| Number          | Hazard   | Potential Consequence  | Risk Assessment           |                  |   | Reduce Likelihood of Event  |   | Mitigate the Consequences   |  | Action Parties |                                |   |         |                       |  |  |
|                 |  |  | Severity (1-5)            | Likelihood (1-5) | Risk [Insignificant (L), Tolerable with Control (M), Significant (H)] | Control Measures  | Action to Maintain Control Measures   | Recovery Measures   | Action to Maintain Recovery Measures                                     | Safety Advisor | Chair, Secretary, Chief Umpire | Traffic Manager, Marshals, Regatta Volunteers | Umpires | Competitors/Attendees |  |  |
| <b>OTHER</b>    |  |  |                           |                  |   |   |   |   |  |                |                                |   |         |                       |  |  |
| 14              | Catering. Burns, scalds.                                   | Injury to competitors, coaches, volunteers, marshals, spectators                         | 3                         | 2                | L   | Providers of food to be competent and experienced. If catering is provided, a fire extinguisher will be available in all catering areas.  | Procure competent or experienced catering providers (from other regattas)           | It is expected that all catering facilities will be staffed by competent personnel and they will be supplied a copy of the regatta safety plan.   | As for general slips, trips, and falls                                   | X              |                                | X   |         |                       |  |  |
| 15              | Catering. Lack of hygiene.                                 | Illness (possibly food poisoning) of all attending                                       | 3                         | 2                | L   | Providers of food to be competent and therefore aware of the hygienic handling and preparation of food and the dangers of hot drinks.   | Maintenance of hygiene  | If in the opinion of the first aid team a casualty needs hospital treatment they will be taken by car or ambulance dependent on the severity of the injury. The nearest A&E department is Tallaght Hospital | As for general slips, trips, and falls                                   | X              |                                | X   |         |                       |  |  |
| 16              | Catering. Lack of hot water.                               | Delay in recovery from hypothermia of competitors.                                       | 2                         | 3                | L   | Provide access to kitchen area of caravan park for this specific use.   | Maintenance of power supply at refreshment tent.                                    | Ensure kettle and hot drinks available at caravan block   | Ensure kettle available in building                                      | X              |                                | X   |         |                       |  |  |
| 17              | Blockage of path preventing approach of emergency vehicles | Delay in arrival/departure of ambulance or other assisting vehicles, exacerbating injury | 3                         | 2                | L   | Parking marshals will be present to direct traffic at barrier at top of car park ramp. Marshals will maintain clear path through car park to slip areas.  | Parking controls to be maintained all day   | Instruct marshals to clear path   | Deploy extra marshals  | X              |                                | X   |         | X                     |  |  |
| 18              | Loss of communications                                     | Inability or delay to rescue, excessive time on water for crews                          | 3                         | 3                | M   | Use mobile phones of key personnel  | Maintain list of key mobile phone numbers, brief key personnel                      | Recommission radios or reduce size of regatta.  | Provide or replace radios. Agree cancelled events with club reps         | X              | X                              | X   |         | X                     |  |  |
| 19              | Loss or failure of rescue boats                            | Inability or delay to rescue   | 3                         | 3                | M   | Employ recognised and competent rescue service.   | Brief rescue service.   | Deploy club launches for rescue. Reduce scope of event.   | Ensure adequate launches available. Agree scope reduction with club reps | X              | X                              |   | X       |                       |  |  |
| 20              | Launch fuel  | Risk of fire and burns   | 3                         | 3                | M   | Launch petrol containers to be stored in appropriate contained secure area. Fire extinguishing media to be in place, correct signage to be used in the area. Strick no smoking policy to be in place. | Control access to spare petrol container  | First attempt extinguish by means of extinguisher if un successful call fire service 999/112  | Experienced volunteers to handle launch refuelling                       | X              |                                | X   |         |                       |  |  |
| 21              | Refuelling area for launches.                              | Risk of fire and burns   | 3                         | 3                | M   | Launch petrol containers to be stored in appropriate contained secure area. Fire extinguishing media to be in place, correct signage to be used in the area. Strick no smoking policy to be in place. | Trained personal to refuel petrol tanks.  | First attempt extinguish by means of extinguisher if un successful call fire service 999/112  | Trained staff to handle launch refuelling                                | X              |                                | X   |         |                       |  |  |

| Risk Assessment  |                                  |   | Event: Metro Regatta 2023 |                   | Date: 16 April 2023   |   |  |  |  |                |                                |   |         |                       |
|--|----------------------------------|---|---------------------------|-------------------|---|---|---|--|--|----------------|--------------------------------|---|---------|-----------------------|
|  |                                  |   | Author: Martin Hogan      | Regatta Committee | Revision: 1.0   |   |   |  |  |                |                                |   |         |                       |
| Number   | Hazard                           | Potential Consequence   | Risk Assessment           |                   |   | Reduce Likelihood of Event  |   | Mitigate the Consequences  |  | Action Parties |                                |   |         |                       |
|  |                                  |   | Severity (1-5)            | Likelihood (1-5)  | Risk [Insignificant (L), Tolerable with Control (M), Significant (H)] | Control Measures  | Action to Maintain Control Measures   | Recovery Measures  | Action to Maintain Recovery Measures                 | Safety Advisor | Chair, Secretary, Chief Umpire | Traffic Manager, Marshals, Regatta Volunteers | Umpires | Competitors/Attendees |
| <b>COVID-19 RISK: Everyone is responsible for their own personal actions</b> |                                  |   |                           |                   |   |   |   |  |  |                |                                |   |         |                       |
| 22   | Virus spread                     | Covid -19 illness in attendees or contacts                                    | 5                         | 1                 | M   | Follow HSE guidelines   | Advise would be attendees not to come to the regatta unless they are feeling well   | Monitor attendees  | Be aware of symptoms and ensure first aiders are too | X              | X                              | X   | X       | X                     |
| <b>ENVIRONMENTAL/WASTE</b>   |                                  |   |                           |                   |   |   |   |  |  |                |                                |   |         |                       |
| 23   | Damage to amenity or environment | Effect on wildlife, neighbours, environment, other lake users or stakeholders | 3                         | 3                 | M   | Provide adequate bins. Use detergent/sanitiser responsibly. Notify attendees of control measures. | Appoint marshals, check bins -hold Captains meeting; tidy after regatta             | Employ extra marshals; Dilute any spillages of detergents or sanitiser | Deploy extra marshals                                | X              | X                              | X   | X       | X                     |

|            |   | Severity/consequence |        |        |        |     |
|------------|---|----------------------|--------|--------|--------|-----|
|            |   | 5                    | 4      | 3      | 2      | 1   |
| Likelihood | 5 | HIGH                 | HIGH   | HIGH   | MEDIUM | LOW |
|            | 4 | HIGH                 | HIGH   | MEDIUM | MEDIUM | LOW |
|            | 3 | HIGH                 | HIGH   | MEDIUM | LOW    | LOW |
|            | 2 | HIGH                 | MEDIUM | MEDIUM | LOW    | LOW |
|            | 1 | MEDIUM               | LOW    | LOW    | LOW    | LOW |