



## **Safety Procedures & Preventive Measures HOTS at Lough Rinn 2023**

### **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. Slip stewards will visually inspect boats prior to launch.

#### **Coxes**

Coxes presenting at the slip without life jackets on will not be allowed on the water. Coxes of front-loading boats should ensure that their life jackets do not impede a quick escape from their boat.

Coxswains must wear a life jacket or buoyancy aid in the correct manner and be familiar with the method of operation. In "front-loader" boats coxswains must wear manually operated gas inflation life jackets. Inspections will be conducted, and omissions may lead to disqualification.

All coxes should be familiar with the method of operation of their life jacket.

#### **Swimming Ability:**

Every competitor and volunteer in or near water is expected to be in good health and able to swim. Although the lake is wide access from the bank is relatively good. Any competitor or volunteer who is not a competent swimmer or has any other concern should make themselves known to their club Captains or regatta committee who should then take appropriate account of any risk arising.

#### **Competitors'/Attendees' Responsibility**

While we endeavour to provide a safe regatta competition system, each competitor and attendee also has a duty of care to themselves and others. They must follow the advice set out below as appropriate.

- Manage their own safety, remembering that they have a duty of care to themselves and any third party both on the water and on land.
- Check all equipment (e.g. boats, blades, buoyancy aids, etc.) is safe and prepared to the standards as required. In particular, check bow ball, heel restraints or other quick release mechanisms and coxes' life jackets.
- Ensure their boats comply with the buoyancy requirements.
- Strictly follow any 'local rule' or traffic/circulation pattern along with any competition specific safe' provisions.
- Decide in advance whether or not they are competent to use the lake in the prevailing weather conditions; this decision may be taken by the individual or with their coach/crew/Captain. If in any doubt, do not take to the lake.
- Wear adequate clothing and weather protection to suit conditions.



- In the event of cold and wet weather conditions rowers, marshals, stake-boat holders and all involved should ensure they are adequately dressed.

## 1.2 Lake Hazards

Beware of areas beyond the start line and avoid the clearly marked hazards near the course in the holding and warm up area. Please observe the correct circulation pattern that is in place for the conditions on each day. Crews are advised to keep clear of the course on the way to the start and to pay attention when launches are approaching/passing.

If water levels or weather conditions warrant a 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 a permanent infrastructure in place in terms of start and finish pontoons, slipping areas, cables, buoys, and ancillary equipment. All of these present hazards of entanglement and should be considered appropriately for avoidance by launch drivers and competitors.

## 1.3 Launch Plan

### Slipway

Both slips will be used as outbound prior to racing and will be both inbound for post racing. Both 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.

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

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

Crews once finished their races should proceed to the slips. (No warm-down permitted on the lake)

Crews should ensure they do not drift into the racing lane(s) when returning to the slip.

## 1.4 Circulation Plan

Marshals and rescue boats will be on the water during the regatta and all crews are expected to follow their guidance in terms of preparing to race with particular attention to race number and position.

### Racing

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

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

When the marshals call the crews forward they should be race ready and proceed as directed and follow instructions from the starter.



The whole course is visible by race marshals and will be positioned along the course. In the event of a capsize on the course please stay with your boat and listen to the marshals instructions.

### **Know the rules:**

**Rowing Ireland rules** will be used. The marshalling rules are straightforward

- Take note of the see the boat circulation plan
- Give yourself plenty of time to launch before your race time, as it may take you some time to get launched and to the start (follow slipping timetable). All boats can launch from either the slip and all boats can return post racing to either slip
- 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 - they are all 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. (Rowing Ireland 'Accident report' form and Rowing Ireland 'Incident report' Form), copies of these forms will be included in the appendix of this document and they are also available to download from the Rowing Ireland website.

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 five Safety Boats will be available at all times, positioned along the course normally but may be positioned near the Start or Finish dependant on conditions or specific needs at that time. These safety boats shall be equipped with competent people, radios, throw lines, safety blankets and first aid equipment.

### **Appropriate Footwear**

Competitors, coaches, helpers, spectators and marshals should wear appropriate footwear to help avoid foot injury where crews may launch or return. Do not leave footwear on the slips.



### **First Aid**

During the regatta First Aid cover is provided at the secretary's location near the entrance of the park and a doctor will be accessible via the Civil Defence ambulance.



## **2. Key Contacts**

### **2.1 Emergency Key Contacts**

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

Carrick on Shannon Gardai: 071 9650510

Mohill Gardaí 071 9620021

Sligo General Hospital 071 9171111

Local doctor: Now Doc, 1850 400911

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/mobile contact with control, the rescue services and the Event Secretary.

<b>Contact numbers:</b>	<b>HOTS Secretary Mobile:</b>	<b>086 8377868</b>
	<b>Safety Officer Mobile</b>	<b>087 2908943</b>
	<b>Traffic Manager Mobile</b>	<b>087 2879721</b>

**Please** ensure you or your club members/volunteers **do not park on the main road.**

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

Your vehicle may be towed without warning in both cases above.

### **2.2 Incidents – Collisions & Capsizes**

Above the start/below the finish: Get any boat that is damaged and unable to proceed to the side.

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

Marshals: Shall pay particular attention to any incident on the river. 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 boat by radio. The safety boat 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 lake has permanent infrastructure in place in terms of start and finish pontoons, slipping areas, cables, buoys, and ancillary equipment. All of these present hazards of entanglement and should be considered appropriately for avoidance by safety boat drivers and competitors.

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

Clubs should consider the suitability and capability of those rowing and coxing. The clubs should consider the forecast weather conditions prior to slipping crews. The event organising committee has a duty of care to all competitors and volunteers and will advise of weather conditions for the event.

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 Secretary under advice from the racing committee which includes the Safety Advisor and Chief Marshal. The event Secretary 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.

### **2.4 Pre-inspection**

Approximately 1 hour before the start of the race the Safety Advisor along with if possible, the Event Secretary will inspect the course and surroundings for any obstructions or likely problems and assess the weather conditions. A Checklist shall be completed by the Safety Advisor at this time. Decisions on postponement or cancellation will be considered.

### **2.5 Instructions**

Marshals, Safety Boats and other officials will be issued with all 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. Emergency Action Plan

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

#### 3.1 Responsibility

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

#### 3.2 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.***

### **3.3 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 safety boats 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, SAFETY MARSHALL RESPONDING SAFETY BOAT REQUIRED.**

**I repeat**

**“RESCUE, RESCUE, RESCUE, 500 METER MARK, COXED QUAD OVERTURNED, ROWERS IN THE WATER, ALL ROWERS CLEAR, SAFETY MARSHALL RESPONDING SAFETY BOAT REQUIRED.**

**OVER**

### **3.4 Fire**

If anybody discovers a fire in the area of, the caravan park or surrounding forest park they should raise the alarm 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.

### **3.5 Equipment failure**

Should there be a Radio failure during the event, Safety Boats and marshals 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.

### **3.6 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.

### **3.7 Floating Hazard**

Any significant floating debris or “hazard” seen on the water shall be reported to Race Control immediately. A Safety Boat will be deployed to clear the water and racing shall be suspended.

### **3.8 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 Gardaí shall be called. Disruptive individuals may be asked to leave or barred from the event by the event Committee.

## **4. Reporting of incidents**

Any witnessed incidents should be reported to Race Control for recording purposes.

## **5. Emergency Services Access**

Emergency vehicle access to the caravan park is via the main gates, the emergency services will be met by the Traffic Manager at the gate and directed to the location of the incident. An incident at the starting area will be managed by the Traffic Manager.

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 Leitrim 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.

Carrick on Shannon Rowing Club, Leitrim County Council and the Head of the Shannon Committee accept no responsibility for damage caused to vehicles parked in such a way as to cause an obstruction to emergency vehicle access.

Similarly, Carrick on Shannon Rowing Club, Leitrim County Council and the Lough Rinn Regatta Committee accept no responsibility for damage caused to vehicles or equipment used: travelling to/from; in attendance at; or, participation in, the event.



## **6. Feedback**

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



## Appendices



Appendix 1: Accident report form

# Template Accident Report Form



**ROWING  
IRELAND**

<b>[Name of Club]</b>	
<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> 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"/> <b>Ambulance</b> <input type="checkbox"/>	
<b>Parent/Carer Informed?</b> <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>  <input type="checkbox"/> Yes <input type="checkbox"/> No	<div><b>Signature of Management Representative</b></div> <div><b>Print name</b> <b>Position</b></div>	

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 _____ _____	
Contact No: Phone: _____	E-mail: _____
Name and Type of session incident occurred in, for example. Competition/Head of River/Training _____ _____	

#### Event Organisers

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: \_\_\_\_\_

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

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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>	
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**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\_\_\_\_\_

