



Twickenham Regatta 2024

Saturday 25th May 2024

www.twickenhamrc.co.uk/twickenham-regatta

CONTENTS:

1. Event Outline
 2. Risk assessment
 3. Safety Plan
 4. Cancellation
- Appendix A – Detailed Risk Assessment
Appendix B - Emergency Information
Appendix C – Evacuation Plan for Buccleugh Gardens and Site care at River Lane

EVENT PLAN & RISK ASSESSMENT

1. EVENT OUTLINE

Twickenham Regatta takes place on **Saturday 25th May 2024** between Eel Pie Island, Twickenham, and Richmond Canoe Club.

Racing starts at 08:30, 3 hours after high tide and will run until 16:30 at the latest. This year the course will run upstream from just above Glovers Island to just below Eel Pie Island. Due to the timing of the high tides no tide break will be required. There will be a half hour break at 12 noon.

Up to 300 competitors will participate in the regatta (numbers are unconfirmed until entries close on Friday 18th May), with around 150 spectators gathering along the river tow path and in the Regatta enclosure at watch the racing throughout the day.

1.1 Venue Information (including what 3 words)

Regatta Enclosure

Ham House Car Park
Ham Street
Richmond
TW10 7RS

[///swing.smiles.dining](http://swing.smiles.dining)

Race Registration

Sea Scouts Ground
accessed from the
bankside up-river from
the Boating Area.

[///wire.energetic.bumps](http://wire.energetic.bumps)

Boating Area (& First Aid)

River Lane
Richmond
TW10 7AG

[///invite.year.worker](http://invite.year.worker)

Trailer Parking

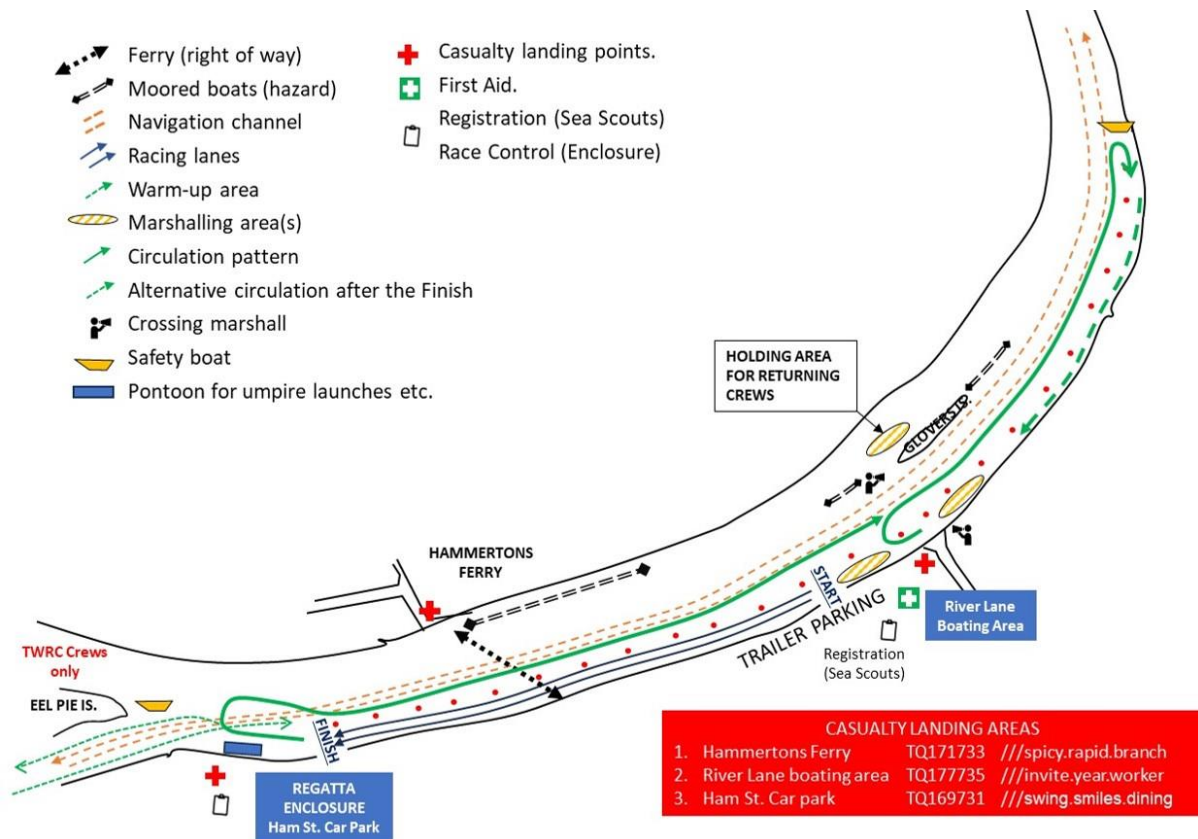
Trailers park along the
river bank accessed via
River Lane
TW10 7AG

[/// modes.bind.worked](http://modes.bind.worked)

Car parking competitors will be asked to park in the public car parks in the Borough. Information on public transport and access to the site will be provided on the event web site.

- Houses are leafleted ahead of the event
- Traffic cones are placed on the road at 6.00-6.30am to ensure access is not blocked for safety vehicles have access to the riverside.
- Trailers park upstream towards Ham
- Parking marshals are present 7.00am- 11am
- Race control is located at the Regatta Enclosure

1.2 Regatta Course Layout



Signage will be placed at each end of the buoyed off zone warning river traffic of the event.

2. RISK ASSESSMENT

Twickenham Regatta is to be held on Saturday 25th May 2024 on a 850 metre course on the River Thames between Petersham and Ham Street Car Park in the upstream direction. The regatta will be conducted under British Rowing Rules of racing and adhering to BR RowSafe: A Guide to Good Practice in Rowing. A safety plan is to be provided to all competitors.

BR Rules determine that the event can be cancelled if the weather or the conditions are such that safety would be compromised. Documents are provided to all competitors, including a safety plan, course instructions and a map of the course in compliance with British Rowing Rules of Racing.

The Regatta Risk Assessment is presented as Appendix A below.

3 SAFETY PLAN

3.1 Introduction

This section of the document presents the combined safety and emergency plan for Twickenham Regatta. This guidance applies to Twickenham Regatta; date 25th May 2024.

3.2 Reference Documents

[British Rowing Row Safe](#)

[British Rowing Rules of Racing](#)

[PLA 'The Tideway Code'](#)

3.3 Definitions

| | |
|-----|---------------------------------------|
| BR | British Rowing |
| RCC | Race Committee Chair (Mark Vellacott) |
| ESA | Event Safety Advisor (Tony Alves) |
| PLA | Port of London Authority |

3.4 Racing Timetable

The timetable of races takes note of the PLA Tideway Code. The organisation will take into account that larger boat categories shall not be planned within two hours of high water. The regatta will run from 08.30, 4 hours for that morning until 16.30 at the latest, without a tide break. There will, however, be a rest break of one hour at 12.00 noon. Tide times are High: 04.35 (4.1m AOD) and 16:56 (4.1m AOD); Low: 12.31;

3.5 Event Location and Scope of Safety Cover

The regatta course runs up-river starting above the slipway at River Lane, Petersham and finishing at Ham Street Car Park, with the marshalling and warm-up zone downstream to Buccleuch Gardens.

The scope of safety cover will extend from the bottom of Eel Pie Island down to the start of the warm up area at Buccleuch Gardens.

3.6 Extent of Safety Cover

While rescue crews are to predominantly provide cover for those involved with the regatta, cover will extend to any persons in need assistance on the water within the area covered by the event.

As part of the emergency plan, key locations along the regatta course have been identified for the landing of casualties as follows:

- Hammerton's Ferry (TW1 3BL)
- River Lane(TW10 7AG)
- Ham Street Car Park – the location of the regatta enclosure, TW10 7RS

3.7 Safety Instructions

Umpires, Safety and other officials will be issued with all relevant safety documentation prior to the event and will attend a pre-race briefing by the Race Committee Chair. Specific safety and radio information will be issued on the day.

Competitors will be advised that details of the arrangements and instructions for navigation etc. are on the website.

3.8 Pre-event Inspection

Prior to the start of the regatta the Race Committee Chair and the Event Safety Advisor will check the following:

1. The course is marked out correctly,
2. Stake boats are correctly positioned,
3. Ascertain river and weather conditions or unusual obstructions.

In the event of serious problems in relation to the points above, a decision can be made on appropriate actions such as delayed start to racing or cancellation.

3.9 Water Rescue Cover

During the regatta two rescue craft will be on station. One at the bottom of Eel Pie Island and the other below Glover's Island.

Further details of safety information (contact details, etc.) are given in Appendix A. The ESA will pass on this information as required during any emergency call out.

3.9 Communication

Radios are hired from DTS Solutions, St Neots Hire, Generation Business Park, Barham House, Barford Road, St Neots, PE19 6YQ. This includes handheld units with aerials and chargers and distributed to event officials and safety advisor prior to commencement of racing.

Race Control is in the Regatta Enclosure at Ham Street Car Park, with representatives at the draw dock end of River Lane.

The safety boats also have VHF marine radios.

Tony Alves (or where substitution is necessary – Mark Vellacott) will have cell phone communication with PLA if required.

3.10 Emergency Response

A representative of the race committee will be on station at all times at the Regatta Enclosure at Ham Street Car Park to act as the Regatta Control and to coordinate any emergency response throughout the regatta.

3.11 Waterborne Response Procedure

The first observer of any incident should raise the alarm by radio, telephone or through audible/visual means and proceed to take any immediate life-saving measures within their level of competence, but not put themselves at risk thus potentially compounding a problem.

First observers should not overcrowd the site but check the occurrence is being managed and ensure that Race Control is fully aware and is dealing with it.

The first radio-equipped regatta official to arrive at the scene of an incident is to take initial control of the incident. As soon as immediate life-saving measures are in hand, regatta officials should make sure Race Control has been notified. The initial incident report should briefly include:

- **Problem**
- **Location.**
- **Assistance Required.**
- **Number of Casualties.**
- **Severity.**

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

If radio communications fail, Umpires will attract the attention of the rescue craft by loud hailer or mobile telephone network.

3.12 Rescue craft.

Only rescue craft with high freeboard and stability are to be used as rescue craft.

Two rescue craft are to be positioned at strategic points along the regatta course with the sole role of providing rescue and first aid for the competitors and support personnel on the river.

They will initially position themselves in accordance with the plan shown at 1.2 in this document, between 30 minutes before the start of the regatta and will remain in position throughout.

The final positions will be defined on the day depending on weather conditions.

The rescue craft will comprise: 2 crews from Twickenham Yacht Club.

In addition to the rescue craft the umpires' launches may be able to offer assistance to competitors in an emergency.

Co-ordination of the craft will be by radio with the Regatta Safety Advisor and Race Control. On the river the umpires can attract the attention of the rescue craft by the use of the Radios, should there be a failure of the radio network then Marshals will revert to the use of loud hailer and if necessary mobile phones.

3.13 Medical Cover

Along with the first aid cover provided in the rescue launches, medical cover will be provided, located at the boating area at River Lane. They will be issued with a radio for the duration of the event.

The ESA will ensure local hospitals and London Ambulance Service (LAS) have been informed of the event.

4. CANCELLATION

4.1 Pre – Regatta

Weather conditions will be monitored prior to the day of the regatta. If there are significant adverse weather conditions predicted the Organising Committee will review and the possibility of cancelling the regatta will be decided upon. The decision will be posted on the regatta website and if sufficient time is available an email will be issued.

4.2 Pre – Start of Racing

The CRC and ESA will check the course before the start to observe river and weather conditions. In the event of any significant problems, they will decide whether to delay racing or abandon the regatta

In the event of such a decision, boats already on water will be instructed to return to River Lane and will be marshalled into the most sheltered area to clear the river.

If any of the following hard limits with regards to meteorological conditions are fulfilled, then the race will be abandoned:

- Consistent wind strength of 25 knots against the direction of the current
- Wind gusting over 35 knots in any direction
- Wave heights exceeding 30cm anywhere on the course
- Wind chill of worse than minus 10 degrees centigrade
- Visibility of less than 200 metres
- Any occurrence of visible lightning.

4.3 Flow Warning

The regatta is held above Richmond Half Lock. The PLA Ebb Flag System will be monitored, as will the daily flow rate at Teddington Lock. Any increase in flow rate above normal will be monitored and the regatta cancelled if the flow rate is too great (140 m³/s) or if the PLA Ebb Flag is raised to Yellow.

4.4 During the Regatta

The ESA will be monitoring water and weather conditions, including thunder storms, throughout the regatta and advise the CRC of any significant deterioration on the regatta course. Racing will be postponed or abandoned on instruction from the Chair of the Race Committee in consultation with the ESA.

APPENDIX A - RISK ASSESSMENT

| Risk | Potential Impact | Likelihood | Measure to Reduce Risk | Residual Risk |
|--|--|------------|--|---------------|
| Water – fluvial flow and weather conditions | | | | |
| 1. Fluvial flow rates sufficiently high for the PLA to raise the Yellow flag | Swamping, capsize or boats driven onto hazardous fixed objects | Low | Race Committee will monitor flow rates in the days and hours ahead of and during the event and either suspend or cancel racing as appropriate. Participants will be advised at the earliest opportunity. | Low |
| 2. Squalls, heavy rain, sleet, snow, fog, severe crosswinds etc. | Severe injury, death, or damage to equipment and structures. | Low | Race Committee to assess conditions and agree time delay(s), postponement of racing, cancellation of all racing, or cancellation of classes of crews felt to be at particular risk in the conditions. Participants will be advised of situation over the public address system or by marshals. | Low |
| 3. Lightning | Severe injury, death, or damage to equipment and structures. | Low | Race Committee to apply 30 second / 10 minute rule. When gap between visible lightning and thunder is 30 seconds or less, racing to be stopped, water to be cleared. All tents are to be evacuated, and all spectators to be advised to get into vehicles, or to seek shelter. Then to await all clear. All clear when lightning gap / thunder exceeds 30 seconds for 10 minutes./ | Very Low |
| Water – stake boats, umpires and marshalls | | | | |
| 4. Falling off launches or stake boats. | Injury, cold water shock. | Low | Launch drivers wear kill cords. All people on launches or stake boats wear suitably fitted life jackets. Launches carry full safety kit Throw lines on stake boats. | Low |
| 5. Grounding of launches | Damage to launches | Low | Launch drivers briefed on shallow water areas. | Low |
| 6. Collision with competitors or other vessels. | Damage and injury | Low | Briefing of all marshalls and umpires. | Low |

| Water – competitors | | | | | |
|---------------------|--|-------------------------------------|-----|--|-----|
| 7 | Collision between competitors while racing | Injury to rowers Damage to boats | Med | All competitors are reminded to keep a good lookout at all times while afloat. Each race is supervised by an umpire who will be responsible for the safety of each race and also for warning crews if there is an imminent risk of collision. In the event of a collision, umpires and safety boats will be on hand and in radio communication to rescue the crew if necessary and transport any injured competitors to designated points for medical treatment. | Low |
| 8 | Collision between competitors and other river users. | Injury to rowers Damage to boats | Low | This section of river is not closed to other river users during racing but a buoyed channel separate from the main navigation channel is provided for competitors who are racing as well as a 500 metre warm-up stretch immediately down river of the boating area. Floating warning notices are placed upstream and downstream of the race to warn other river users of the regatta to stay outside the buoyed racing channel. If any craft enters the racing course, warnings will be given and the race stopped as necessary by the umpire. Any craft that stray into the regatta areas (for example hired rowing boats) are held by marshalls or other regatta officials at a safe place away from racing boats and other competitors until an opportunity arises for them to leave the move safely back into the navigation channel. | Low |
| 9 | Collision of competitors racing with competitors proceeding in the other direction to the start. | Injury to rowers Damage to boats | Med | This risk is minimised by ensuring that all crews stay out of the racing channel while proceeding to the start. Navigation will be strictly controlled across the course to and from the boating area. Umpires, marshals and safety boat teams will be on | Low |

| | | | | | |
|----|---|---|-----|--|-----|
| | | | | hand to warn of river traffic straying into the racing lane. | |
| 10 | Collision between competitors racing and Hammerton's ferry | Injury to rowers Damage to boats | Low | If there is risk of collision with the ferry, start marshals will take into account the movements of the ferry when guiding competitors at the start. As each race is of short duration, there would be sufficient time between races when the ferry can safely cross the racing course. | Low |
| 11 | Turning room between the finish line and the bottom of Eel Pie Island | Entanglement in trees on the island. Capsize | Low | Competitors are instructed to stop rowing immediately after crossing the finish line. The space has been verified by testing as sufficient for an 8+ to spin between the finish line and the bottom of the island. If there is a strong current on the flood tide, competitors will be instructed to continue up the Island in the navigation channel and spin by Eel Pie Island before returning down river. There will be a safety boat and umpire launches present at all times to assist. | Low |
| 12 | Collision between competitors and moored vessels, buoys, etc. | Injury to rowers Damage to boats | Low | There are no moored vessels on the racing course. Any competitor veering significantly off the course will be warned by the umpire. Collision with buoys marking the course are very unlikely to cause any damage or injury. | Low |
| 13 | Overhanging willow tree on the bank by the warm-up area at Buccleuch gardens. | Entanglement of rowers; capsize | Low | Umpire and safety launches on hand to assist extraction from the tree. | Low |
| 14 | Capsize of any competitor | Injury to Rowers | Med | Safety boats / umpires launches on the course to provide assistance and to clear a capsized boat from the course and warn other competitors. There will be at least two safety boats on the course and umpires launches. Coxes wear | Low |

| | | | | | |
|----|--|-------------------------------------|--|--|-----|
| | | | lifejackets and rowers heel restraints are fitted and effective. | | |
| 15 | Incompetence of young or inexperienced competitors | Injury to rowers Damage to boats | Med | Umpires and safety boat crews are on hand to supervise athletes on the water. Umpires at the start will direct athletes by explaining how to manoeuvre the boat if needed. An umpire can stop the race at any time to render assistance and can call on support from safety boats crews. | Med |
| 16 | Failure of radio network | Failure to communicate adequately. | Moderate | Spare batteries and a back-up list of mobile phone numbers is supplied to all radio equipped officials in case of radio failure. | Low |
| 17 | Drowning of any competitor | Death | Low | <p>British Rowing requires that all who take part in rowing should be able to:</p> <ul style="list-style-type: none"> • Float unaided for at least five minutes • Swim at least 50 metres in light clothing (rowing kit). • Tread water for at least two minutes. • Swim under water for at least five metres. <p>Those unable to float a buoyancy aid should also wear such an aid when afloat. All coxes are required to wear a manual lifejacket when afloat.</p> <p>The whole approx. 850m course is in plain view at all times by Race Control and the commentary team at the finish. There are two safety boats on the course at all times, as well as an umpires' launch following each race and those returning to start. There are umpires at both the start and finish. In the event of a competitor or anyone else getting into difficulties in the water the emergency plan will be deployed. The priority being to rescue the individual, and if the subject is unconscious, immediately to administer CPR and transport to the</p> | Low |

| | | | | | |
|-------------|--|---|----------|--|------------|
| | | | | paramedic point at the Boating Area. (See map) | |
| 18 | Grounding | Injury to rowers Damage to boats | Low | Risk exists on the Horse Reach below the start but should only be relevant at Low Tide. Umpires for each race will monitor competitors and warn them if they veer off the course and towards shallower water. There is a risk of grounding at launch points, but boats would be moving very slowly here, if at all, so any damage is likely to be minimal. | Low |
| Land | | | | | |
| 19 | Risk to pedestrians. | Injury to rowers/ spectators | Moderate | This risk is minimised by establishing designated parking areas for cars and boat trailers away from the main boating and spectator areas. The course is bordered by a public footpath which is used by race spectators and the public in general. The race organisers have no control over this but marshals are in place where crews carrying boats cross it for access to the boating area. | Low |
| 20 | Fall hazard while unloading boats. | Injury to rowers and /or damage to boats. | Low | Reliance on competency of crews and adequate supervision by adults. BR provides guidelines on boat handling, trailers and towing. | Low/Medium |
| 21 | Injury as boats are moved to and from the water. | Injury to rowers and/or public. | Moderate | This risk is minimised by the use of marshals to supervise crews in the boating area. The marshals will also ensure the free and safe passage of members of the public using the towpath which is not closed. | Low/Medium |
| 22 | Pastoral Care of junior athletes. | Emotional upset and distress. | Low | A Regatta welfare officer has been appointed. Junior athletes are expected to be under the care of coaches or parents until afloat. The Regatta Welfare Officer and Paramedic technicians are on hand to provide assistance if required. Contact details posted at "crew registration" | Low |

APPENDIX B – EMERGENCY INFORMATION

Emergency Telephone Numbers

| | |
|--|---------------|
| Emergency Services including Coast Guard (RNLI) | 999 |
| Teddington Memorial Hospital (no A&E but does have walk-in centre) | 020 8714 4000 |
| Kingston Hospital | 020 8546 7711 |
| West Middlesex Hospital | 020 8560 2121 |
| Teddington Lock | 020 8940 8723 |
| London VTS | 020 3260 7711 |

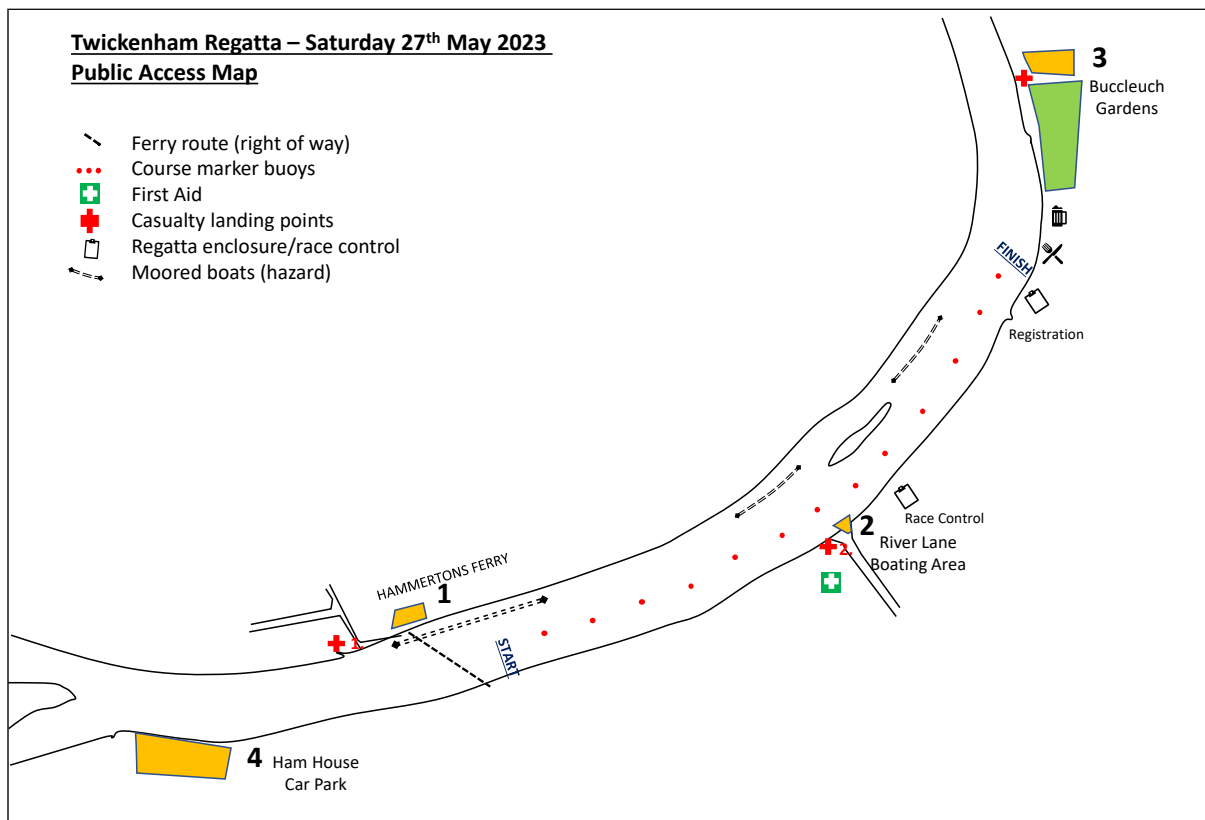
Telephone numbers of officials, organisers, interested parties etc.

| | | |
|-----------------------|--|-----------------------|
| Event Safety Advisor | Tony Alves | Radio & 07824 884 342 |
| Welfare Officer | Susan Peacock | Radio & 07941 411 346 |
| Race Committee Chair | Mark Vellacott | Radio & 07982 857 488 |
| Safety Launches | James Lee | Radio & 07825 531 524 |
| Hammerton's Ferry | Andy Spencer | 020 8892 9620 |
| Pier Gate Padlock Key | (Held by Hammerton's Ferry & Emergency Services) | |

Map with casualty landing places marked

Public Accesses:

1. Hammerton’s Ferry, Orleans Road Twickenham TW1 3BL.
National Grid Reference: **TQ171733**, What 3 Words: **///spicy.rapid.branch**
2. Boating Area – River Lane (River Lane, Petersham)
National Grid Reference **TQ177735**, What 3 Words: **///invite.year.worker**
3. Ham House Car Park, Ham Street, Ham, TW10,
National Grid Reference TQ16973, What 3 Words: **///swing.smiles.dining**



APPENDIX C – EVACUATION PLAN FOR HAM STREET CAR PARK & SITE CARE AT RIVER LANE**Ham Street Car Park**

In the Event of a major incident or change of conditions (e.g. flooding) the following procedures should be followed:

- Officials in the finish tent to advise all stations to listen to instructions and to try and minimise any other radio traffic. The commentator using the main PA system will warn all competitors and spectators of the danger.
- All races will stop and no boats will be allowed to take to the water at River Lane. Boats on the water will be asked to get off the water at River Lane. This will be controlled by umpires afloat.
- The member of the Organising Committee located in the finish area will notify the relevant emergency services and inform the St John Ambulance personal of the situation.
- Officials will be asked to assist in getting spectators out of Ham Car Park by the nearest, safe, exit.
- Once Ham Car Park is clear, officials will be positioned at the exits to prevent competitors and spectators from re-entering.
- As soon as the emergency services arrive, control of the situation will pass to the relevant officer.

Petersham Meadows – Boating Area at River Lane: Site Management

- Officials based at River Lane will ensure that no litter is left after the regatta.
- No objects in the boating area will be left in a position where cattle may be able to get in contact.
- Regatta officials will encourage people to stay away from the cattle if necessary.