

A team will be formed to provide tour land based.

At least one member of the team will have current First Aid training.

A Safety and Emergency information handbook with details of crews, route, key contact details and emergency procedures will be issued to the support team

Boat Captains

The Organisers will appoint appropriately experienced participants as Boat Captains. Each will be responsible for a nominated boat during the Tour.

They will be required to:

- ensure that their boat is in a safe condition at all times
- determine the crew order
- manage crew welfare during rowing by ensuring provision of water, suitable rest periods and checking for injuries
- ensure whoever is coxing navigates the boat in accordance with the agreed instructions and with due regard to hazards and conditions
- communicate with the designated Tour Coordinator in the event of emergencies afloat
- attend briefings daily or as circumstances dictate to receive guidance from the Tour Coordinator on the itinerary, route, hazards and other safety matters.

Captains will be issued with a set of laminated maps for each stage of the tour route, showing waterway information and land access points together with a laminated summary Emergency Procedure and Contact Number card, for use in the boat.

Captains will ensure that there is a mobile phone operational and accessible in a waterproof container.

Captains will be provided with a summary of their duties and emergency procedures (Annex D)

Participants

All participants will be required to:

- be members of British Rowing with related third party insurance cover
- certify that they are fit to cover the distances involved and are competent rowers - verified as appropriate by their Club Captain
- declare any medical conditions that might affect them or require attention
- sign a waiver in relation to any injuries or damage arising from participation

All participants will be provided with joining instructions which will include tour safety guidance reflecting the risk assessment together with a checklist of what to bring.

Communications

Mobile phones will be used for communication between the participating boats and the tour organisers and support team.

Each boat will carry at least one mobile phone with numbers held by organisers.

VHF radio will be used to monitor other river traffic and communication with C&RT staff and safety support vessels

Channel **X** for general use and channel **Y** for emergencies

Contact details for C&RT management and lock staff en route will be maintained and included in the tour management handbook - draft at Annex E

Emergency Procedures

A Safety and Emergency handbook will be issued to the Tour Support Team and will include the following:

- procedures
- the itinerary
- list of participants and crews with mobile phone contact numbers
- navigation information and maps
- contact numbers and location information for local medical services
- emergency service contact numbers
- the Risk Assessment

Any accident or emergency on land or on water should be reported to the Tour or Safety Coordinator without delay. In the event of a serious medical problem the emergency services can be called directly.

For incidents afloat, Boat Captains should notify the Tour or Safety Coordinator by phone of the nature of the problem and the boat location.

General Navigation Considerations

The River Severn is considered unlikely to suffer rough water conditions beyond the capabilities of the boats used. Account will be taken of any strong stream conditions that may arise due to heavy rain. Care is also needed with regard to other river traffic at narrow points such as approaches to locks and bridges.

Life jackets or buoyancy aids will be worn by coxes at all times on the water in accordance with BR rules. In addition all rowers shall wear life jackets or buoyancy aids when passing through locks

Risk Assessment

Assessment Methodology

Hazards have been considered based on the nature of the event and expected conditions. Risks have been assessed using the classification table below:

RISK	SEVERITY		
PROBABILITY	Low	Medium	High
Unlikely	1	2	3
Fairly Likely	2	4	6
Very Likely	3	6	9

Risks scoring

1 or 2 are acceptable (green).

3 or 4 are acceptable with mitigation (yellow).

6 or 9 are unacceptable and measures to reduce them to a lower category are needed (red).

An assessment for the event is given in the attached table below but there are specific risks associated with the section of river and canal along which the tour is passing and which deserve their own consideration and mitigation.

Specific risks and mitigations associated with water conditions and traffic

A. Locks

On Days 1 and 2 the boats will be 'locking down' through Lincomb, Holt, Bevere, Diglis and Upper Lode locks. However at Gloucester Lock on Day 3 the boats will be 'locking up' into the Gloucester Docks so extra care will be needed

Crews will be briefed on locking procedures

A briefing note on the tour will be provided to lock keepers (Annex F)

B. Approach and entry to Gloucester lock

The navigable section of river between the Upper Parting and Gloucester Lock is known as the Eastern Channel. The Western Channel is not navigable being blocked by a weir at Maisemore. The Eastern Channel is narrow and presents a navigation hazard in the event of a large vessel proceeding against the direction of the tour.

Crews will be briefed before embarking on Day 3 that the Eastern Channel and Gloucester Lock present challenges and are to be navigated under controlled conditions.

SARA will provide two safety boats on Day 3. One will lead the tour from Lower Lode and will hold all rowing boats at the Upper Parting making sure no one enters the Western Channel. When all rowing boats and the second SARA

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safety boat are assembled at the Upper Parting SARA will contact the lock keeper at Gloucester Lock and request permission to enter the channel. Once permission is granted the whole flotilla will proceed together down the channel and hold on the wall below The Quay until called forward into the lock by the keeper.

The two SARA boats will hold station near the lock entrance in order to assist any boats experiencing trouble entering the lock.

Once inside the lock all boats must remain clear of the top gates until the lock is fully flooded and safe to leave.

C. The Severn Bore

This sudden flash rise in the water level can occur in a period of a few seconds. The bore is most conspicuous below Gloucester, but possibly may be seen below Tewksbury.

No bore as such is predicted on Sunday 23rd July
[\(\[www.severn-bore.co.uk\]\(http://www.severn-bore.co.uk\)\)](http://www.severn-bore.co.uk)

D. Reversal of flow

The high tide at Llantony is expected at midday when the river level is predicted to be 6.7m and not overtop the weir at Llantony, which occurs at a level of 7.6m. This means there will be no reversal of flow in the river and associated risk of floating debris.

Conditions will be favourable when the tour group arrives at Gloucester lock around midday

E. Low bridges

There are two low swing bridges along the canal at Llanthony and Hempstead. The rowing boats should be able to navigate these without the need for opening but care should be taken

There are traffic lights controlling passage through the swing bridges. The lights will show red to craft on the canal when the bridge is closed. However, because of the number of touring boats we wish to avoid repeated opening and closing of the bridges. Therefore crews who believe their air draught is low enough to allow them to pass under the bridge whilst still closed should approach the bridge slowly and confirm there is clearance before attempting to pass under the bridge.

Crews should obey any instructions given by the bridge keeper.

Risk Assessment - general

Hazard	Risk	Initial assessment	Control Measures/ Mitigation	Assessment after mitigation.
Travel	Road accident	2	Coaches hired for event with professional drivers	1
		2	Other support cars have experienced drivers	1
Boat handling	Muscular strains/sprains	2	Group is experienced and will assist each other	1
	Bruising through falls	2	Boating areas are at established rowing clubs with even terrain	1
	Cuts and grazes on sharp objects / projections	2	First aid kit available for minor injuries	1
Weather & water conditions	Heat /sunstroke	2	Participants instructed to bring suitable clothing e.g. hats and sunscreen and carry water. Rest periods allowed in schedule	1
	Cold / wet	1	Participants instructed to bring suitable clothing. As event in summer no extreme conditions likely	1
	High winds slow progress	1	Schedule is relaxed and motorised support boat available in extremis.	1
	Flooding including debris	3	In event of heavy rain in Severn catchment area, assess flow and debris conditions. Cancel day's rowing if judged dangerous	1
	Winds cause rough water	1	Boat types are such that they are not readily prone to swamping	1

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Hazard	Risk	Initial assessment	Control Measures/ Mitigation	Assessment after mitigation.
Navigational accident	Collision with other craft	3	Crews and coxswains are experienced therefore risk is low. Speed of any impact likely to be low therefore low risk of damage. Boats are more robust than racing craft and not easily damaged. Capsize or sinking considered very unlikely	1
	Grounding	2	Water / bank conditions such that any damage unlikely	1
	Accident while climbing onto bank	2	Participants warned that banks are generally steep but there are cattle drinks in places where boats can be landed if necessary.	1
Equipment failure	Broken blade	2	Spares either carried or available via support from land or by boat. Quad sculls able to carry on with 3 of crew. Communications available by mobile phone to call help. Equipment checked for defects before boating	1
	Damage to rigger/ gate	2	Robust and unlikely to break. Spare gates and fixings available. Equipment checked for defects before boating	1
	Damage / loss of rudder	2	Sculled and crew boats can proceed using oars to steer	1

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Hazard	Risk	Initial assessment	Control Measures/ Mitigation	Assessment after mitigation.
Minor rowing injuries	Blisters and sores	2	Participants instructed to protect hands with tape or gloves if sensitive. First aid kit available on board, from another craft or at rest stop	1
Medical emergencies	Extreme exhaustion	3	Distances reasonable relative to age, experience and weather expected. Arrangement of crews will allow for balancing strength. Spare man available for crew change if necessary, Sculled crew boats can carry on with a member resting. Help can be called by mobile phone or from other boats in flotilla.	1
	Serious illness	3	Any known conditions declared and allowed for beforehand. Checks made each morning as to condition of party. Emergency situations to be reported by mobile phone to "control" Emergency service response will be co-ordinated through land-based "control" using pre-determined emergency numbers for appropriate support, knowledge of incident location, landing points and land and water based support	2

Risk Assessment - specific navigation concerns

Hazard	Risk	Initial assessment	Control Measures/ Mitigation	Assessment after mitigation.
Locking down (A)	Fouling lock sides, ladders cills etc risking capsize or damage	4	Crews briefed to be alert and position boat appropriately Canoe paddle and boathook available to manoeuvre Boats stable and can "raft up" with neighbouring boats to increase stability All locks staffed and lock keepers briefed	1
	Being swept down on to lower gates as lock drains	3	Crews briefed on risk and equipped with canoe paddle, boathook and ropes to hold position All locks staffed and lock keepers briefed	1
Locking up (A)	Fouling lock sides, ladders etc risking capsize or damage	4	Crews briefed to be alert and position boat appropriately Canoe paddle and boathook available to manoeuvre Boats stable and can "raft up" with neighbouring boats to increase stability All locks staffed and lock keepers briefed	1
	Getting too close to upstream gates and pushed around by incoming water	3	Crews briefed on risk and positioning of boat Equipped with canoe paddle and ropes to hold position All locks staffed and lock keepers briefed	1
Navigation of Eastern Channel (B)	Collision with large vessels using channel	4	All craft held at top of channel until cleared to enter channel by Gloucester lock keeper using VHF radio	1

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Tidal flow (C&D)	Risk of strong adverse currents / bore and associated debris	3	Consultation of tide tables and with navigation authority confirm that tide below Llanthony weir and no flow reversal SARA safety boat on hand	1
Entry Gloucester lock (B)	Boats sweeping over weir	6	Marshals will ensure tether ropes available to hold boats upriver of lock. Marshals will direct boats to places to tether. Safety launches from SARA will be located to provide safety barrier and intercept boats before reaching weir hazard.	2
Low clearance swing bridges on canal (E)	Boat crews hitting heads on bridge soffits	4	Crews warned to approach bridges with caution. If in doubt request bridge is opened by bridge keeper	1