**Folkestone Rowing Club**



**Row Safe Policy and Plan**

**FRC Club Safety Plan November 2019**

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|  | **Introduction** |
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| 1 | Folkestone Rowing Club (the Club) has a responsibility to set, implement and review safety policies for all club members.  This policy is central to ensuring safety on and off the water, primarily for members of the Club. It is based on the structure and guidance provided in the British Rowing document Row Safe: A Guide to Good Practice in Rowing 2008 – V1. |
| 2 | **Club Responsibilities**  The Club has a responsibility for the safety of its members and for the development of a culture of safety in all activities associated with rowing. The primary responsibility for ensuring safe practice within a club lies with the Club Officers and Club Committee. The Club will appoint a Club Safety Advisor to take the lead in promoting safe practice but such an appointment does not remove the accountability for safety from the Officers and Committee of the Club. In this respect every club member has an important part to play but regardless of the appointment of a Safety Advisor the officers and committee of the Club are accountable for the provision of adequate safety advice. |
| 3 | **Personal Responsibilities**  Everyone involved in rowing has a Duty of Care to ensure their actions both on and off the water are conducted in a manner which does not compromise the safety of others. Adults have a personal responsibility for their own safety and the safety of others around them. All rowing members are responsible for reminding other rowers to adhere to safe behaviours and to report or highlight any incidents, near misses or unsafe behaviour. |
| 4 | **Water Safety Roles and Responsibilities**  The Club has the following water safety roles and responsibilities:   * Set, implement and review safety policies for all club members * Assess local risks – update safety plan and rules, produce a water safety emergency action plan, communicate to all members * Educate and train members in risk assessment and safe practice – display up-to-date safety information, including incidents or near incidents and how to avoid * Produce an annual safety audit * Foster reporting of all incidents using the British Rowing on line system – assess club’s reports to further develop safe practice * Review safety issues through a committee agenda item * Appoint a club water safety advisor/water safety team * Comply with key elements of the British Rowing Row Safe guidance documents * Individual members have the following responsibilities:   + Share responsibility with the Club to learn how to manage risk in all their activities at all times and promote a safer rowing culture   + Report all incidents including potential incidents, which could have resulted in injury or damage to equipment. |
|  | **Risk Management** |
| 5 | **Safety Notice Board**  The Club will have a safety notice board(s) displaying the following:   * Emergency Action Plan (see Appendix D) * How to report an incident (see Appendix D) * British Rowing Row Safe posters and related information. * A plan of the local waterway, drawing attention to applicable navigation rules and hazards – to include points of access for emergency vehicles. * Instruction and procedures for going afloat, Including impact of tides, winds and local climatic conditions where necessary. * COVID Safety Precautions   The Club safety notice board will be maintained and updated by the water safety advisor with assistance from the Club Officers and members of the committee. |
| 6 | **Risk Assessment**  The Club will complete risk assessments for key activities that have significant risk including:   * Boating and rowing from Folkestone – Sandgate beach * Folkestone Regatta * COVID Pandemic   Copies of the risk assessment will be available on the Club Website.  Risk assessments will be carried out using the guidance on the British Rowing website.  The above risk assessments will be reviewed annually, following a significant incident or change in any relevant legislation or guidance.  Other risk assessments will be carried out should the need arise, e.g. training camps, training on non-home waters. |
| 7 | | **Club Safety Plan**  This document forms the Club Safety Plan/Policy. It has been written in association with British Rowing’s Row Safe Policy and annual audit.  The Club will display those items listed in section 5 above on the safety notice board and other prominent sites. | | --- |   The Club Safety Plan together with this policy, associated risk assessments and guidance will be stored on the safety section of the Club website.  The Club safety plan will be communicated to all club rowing members by provision of a link to the relevant section of the website via electronic communication.  In addition the Club Safety Plan will include:   * Guidance for assessing risks associated with water activity, which is when to ‘go afloat’. This guidance is detailed in Boat Outing Safety List’ on the club website * Emergency action plan – members should be made aware of their roles and action to be taken in the event of an emergency. |
| 8 | **Safety Plan for Folkestone Regatta, the Viking Shield Regatta when held at Sandgate and any Internal Club Competitions**  The primary responsibility of a competition safety plan is to ensure the safety of competitors, officials, other water users and the public at large.  The Folkestone Regatta Safety Plan will be formulated, published and circulated by the Regatta Secretary to ensure that those affected by the Folkestone Regatta Safety Plan know what actions are to be taken, by whom, when and in what sequence, to maintain effective control and coordination.  The Folkestone Regatta Safety Plan will be available to officials and clubs at least three days prior to the event.  Smaller internal Club competitions will be subject to a cut down safety plan, which will be available to competitors and officials.  The Folkestone Regatta Safety Plan will contain those topics highlighted in sections 4.1 and 4.2 of the “Row Safe” Guide.    The Pre-competition meeting for coxswains, coaches, officials and competitors will include reference to the Folkestone Regatta Safety Plan and reinforce key issues, such as: special points of danger, safety boat provision and location, first aid positions and Emergency Action Plan.  Emergency Services present on the day will be provided with a copy of the Folkestone Regatta Safety Plan.  The Folkestone Regatta Safety Plan will be reviewed annually in the light of the competition review and any changes in the risk assessment.  The regatta secretary will set criteria to enable club officials to judge when the competition should be cancelled or suspended. On the day the responsibility will pass to CARA regatta officials with guidance from Club officers. However, in the event of a dispute between the Club and the above officials where one side wishes to cancel or suspend the regatta on the grounds of safety the default will be cancellation on the grounds of safety. |
| 9 | **Insurance**  The Club will carry insurance which covers all activities, the committee, members, the general public and other water users. In particular the Club will: |
|  | * Have adequate public liability insurance including member to member extension. * When arranging insurance, ensure that all activities and businesses are declared on the policy schedule, e.g. corporate days, letting premises for functions or use by other clubs. * Ensure that all events run by the club are covered by club or British Rowing Competition Insurance. * Competitions not organised by the Club must have insurance put in place by the organiser for that competition. * Where a claim is likely to be made against a club or individual, inform the insurers or British Rowing immediately or certainly within seven days of the incident. * When employing a professional coach ensure that the coach has insurance for that purpose if they are not employed and covered by their employer’s insurance. British Rowing Member insurance will not provide this cover.   Should an incident occur, the Club will prepare an incident report collecting contemporaneous information and witness statements, including: names, contact details and, if relevant, their roles. Details to be submitted through the British Rowing Website, Regional Water Safety Advisor and, if appropriate, to the Club’s insurers.  The Club will not admit liability following an incident. |
| 10 | **Training Camps and Rowing on Unfamiliar Waters**  The club does run occasional training camps which involve rowing in unfamiliar waters. The FRC rowing committee appoints a subset of senior members of the club who plan to attend the camp to take responsibility for overseeing the organisation of the camp. This sub committee includes a member of the water safety team who is responsible for preparation of a training camp safety plan.  Training camps are hosted by established rowing clubs who also supply local coaches and launches for the duration. This ensures local knowledge of water and weather hazards are utilised.  Prior to the first outing a familiarisation briefing allows the local coaches to disseminate local safety information to participants. |
| 11 | **Weather and Environment**  The Club provides links with local weather forecasts, tide tables and local “notices to mariners” on the Club website  The classification of weather/water/tide conditions carries with it limits on whether crews may row and with what level of supervision.  Active experienced members must be present in the Club or directing activities on the water at all times. Crews will not go afloat if this is not the case.  Crews are not allowed to go afloat in the dark (after lighting up time) nor in conditions of poor visibility or during thunderstorms.  The Club will ensure that experienced members understand their responsibilities in directing and supervising outings.  Experienced members/coaches directing outings will:   * Assess weather/water/tide conditions before and during outings taking account of the weather/water/tide classifications above. * Consider participant’s personal limitations, experience of crew members, equipment and safety facilities available. * Respect an individual's concerns and capabilities with regard to safety of boating in adverse conditions. * Ensure that they are aware of local hazards, weather peculiarities and rules of navigation, particularly when visiting unfamiliar water and point them out to coxswains and crews as appropriate. * Ensure the whole crew, including the coxswain is suitably dressed for the weather conditions (wet, hot or cold) that they are likely to encounter. |
| 12 | **Cold Water Immersion and Hypothermia**  Experienced rowers and scullers and coaches will take account of the risks of cold water immersion when planning outings. Checks will include:   * Local weather forecasts plus local observation immediately before outings to check for weather/water/tide and classify as in section 11 above. * Additional cold water rules will apply during the winter months. * Coaches, crews and coxswains will check integrity of key safety features prior to each outing. Key checks will be prompted by the signing out book. * Coaches, crews and coxswains will agree any additional variations to navigation rules to minimise risk prior to the outing. * Coaches, crews and coxswains will agree buddying systems to mitigate risk this will be mandatory during winter months. * Coaches will check that crews and coxswains have adequate clothing for the conditions on the day. * The Club will provide guidance on suitable clothing for cold weather as part of all Learn to Row courses, on the club website and remind all members of the need for suitable clothing in the autumn of each year. * The Club will organise/ facilitate with other CARA clubs capsize training once per year to be available to members. * New members will be required to self certificate swimming ability. Parent/Guardians to certificate for junior members. * All active rowing members must complete a capsize drill or training exercise every 2 years. * Crews will sign out and in before and after each outing on the whiteboard in the boatshed. * Members will be trained in what to do in the event of immersion as part of the induction process. * All capsizes and cold/hypothermia incidents will be recorded on the British Rowing online system. They will also be reported and analysed at the next committee meeting to see if lessons can be learned and practice changed. |
| 13 | | **Swimming and Capsize Drill Training**  The Club will ascertain that all members participating in rowing and coxing are competent and confident in and under water and able to swim at least to the minimum standard, i.e.   * swimming at least 50 meters in light clothing (rowing kit) * treading water for at least two minutes * Ensure all members know what to do in the event of a capsize or swamping of all boat types * Ensure a higher level of support for juniors and beginners   The Club will instruct members on safe capsize techniques for all boat types including:   * The need to stay with the boat and use it as a life raft * Precautions to be adopted to reduce the risk of capsize/hypothermia * The need to get out of the water quickly and on top of the boat to reduce heat loss. * The effects of water temperature, water conditions and clothing * Why boats turn over or get swamped – how to avoid this and what to do if it happens * The means of summoning assistance and how to plan for this.   Capsize drill training will include   * Getting on top of the boat * Lying on top and paddling a boat * Summoning help * Buddy rescue * Recovery using a throw line * Getting back into the boat * Developing confidence in the boat (drills) * Attendance at capsize drills will be documented   The swimming ability of new members will be self certified until tested during the annual capsize drill. | | --- | |
|  | **Equipment** |
| 14 | **Safety Aids**  The Club will provide and adequately maintain   * a minimum of 4 Life Jackets * a club safety boat * experienced crew to operate the boat and outboard safely   Coaches and coxswains will check that Life Jackets are in good order before each use and report any damage/failure to the water safety advisor. Damaged items will be quarantined and taken out or use until repaired and certificated.  All Life Jackets will be Lifejacket 150 and conform to EN396 and carry the CE mark of approval  This Policy states that all coxswains, launch and safety boat drivers and crew must wear Life Jackets on top of all other garments when in their respective boats.  Where a prospective participant does not meet the British Rowing swimming competency standard they will not be permitted to row, cox or crew or drive a launch or safety boat without wearing appropriate buoyancy aids.  Where, because of a medical condition, there is a risk of a prospective participant becoming unconscious they will not be allowed to take part in water based activities.  Safety equipment will be stored in a place where they can dry out naturally away from a heat source but ready for use in an emergency. |
| 15 | **Steering and Navigation**  The Club will:   * provide advice and training for those who steer boats including those seeking small boats permission * ensure steering equipment is maintained as part of boat maintenance * display a plan of local water including circulation patterns, the local hazards and access points, including safe access from the sea in case of emergency, swamping or a decision to abort an outing. * Ensure those who steer boats are familiar with the information in the local plan     Any person steering a boat takes on a highly responsible role and must:   * Communicate effectively with their crew * Be aware of their position at all times, relative to circulation patterns and other water users * Maintain a high level of attention, both visibly and aurally in order to be able to assess situations and take action to avoid accidents * Learn and use concise commands for boat control both on and off the water and be able to use these correctly, clearly and constructively * Understand and observe local navigation rules and audible and visual signals given by others. * Know how to stop the boat safely in an emergency * When visiting unfamiliar water, take particular care to learn local hazards, weather conditions and rules of navigation * Be conversant with safety and rescue procedures in the case of an accident * Recognise and respect the needs of other water users, especially anglers * Watch out for swimmers and wild-life at all times and be alert for unexpected floating objects * Know what to do in the case of an accident or capsize and have practiced dealing with such an incident.   Coxswains should wear suitable clothing for the weather conditions, which will not hinder movement or increase the risk of drowning, e.g. wellington boots.  Lead rower must be aware of the symptoms and dangers of hypothermia and be willing to abort outings at the request of any crew member or symptoms occurring.  Those responsible for steering boats must be in good health with adequate vision and hearing. If this is not the case they will not be allowed to steer boats.  Rowing or sculling after nautical twilight is not permitted.  The Club will provide guidance for:   * coxing, * launching and landing, * Safe rowing conditions and locations |
| 16 | **Boats and Blades**  The Club will ensure that:   * All equipment used for rowing, sculling, coaching and safety is properly and regularly maintained * Ensure that all equipment used for rowing, sculling, coaching and safety is safe and adequate for its intended purpose and that it does not expose its users to danger   The Club will instruct participants in the process of equipment checking as part of each Learn to Row course and at regular intervals to ensure that it is done prior to each outing.  In the event of being swamped all boats must have sufficient buoyancy, together with their oars or sculls to support a seated crew of the stated design weight such that the rowers torsos remain out of the water and the boat can be manoeuvred.  The Club will confirm, when purchasing new boats, will confirm with the manufacturer that the boat being supplied complies with British Rowing’s requirements on buoyancy.  If, after risk assessment for a planned activity, it is judged that a boat, new or old has insufficient inherent buoyancy additional buoyancy will be added.  Where the construction shape of a boat or its composition is such that the bow presents a hazard in collision, a solid rubber ball of not less than 4cm diameter will be fitted.  All boats with fitted shoes or heel traps will have effective heel restraints to prevent the heel from rising higher than the lowest fixed point of the shoe or heel trap.  Buoyancy compartments will be watertight to ensure effective operation.  Rudder lines, steering mechanisms, rudder and fin will be secure and in good working order.  Buttons on oars and sculls will be secure and properly set.  Damaged or unfit equipment will be quarantined by use of a laminated “do not use” label that will not be removed until after the equipment has been repaired.  Before each outing the crew, coxswain and coach will check the following;   * Buoyancy compartments, seals, hatch covers, boat hull and ventilation bungs are secure and water tight * If applicable, bow ball is securely fixed, fully covering the bow of the boat and with no upstanding fixing screws * Riggers, including top nuts, swivels, gates, seats and stretchers are secure and operating freely * Heel restraints are secure separately on each shoe/heel trap and prevent the heel from rising above the lowest fixed point of the shoe/heel trap. * Rudder lines, steering mechanisms, rudder and fin are secure and in good working order. * Buttons on oars and sculls are secure and properly set. |
| 17 | **Safety Driving**  Club members using the launch must be trained and competent to use the launch and motor safely, and to safely interact with rowers and other water users. Training to include specific man overboard drill. |
| 18 | **Transport and Trailers**  The Club will:   * Ensure that any vehicle or trailer used by the club is maintained in a roadworthy condition * Ensure the vehicle used for towing is appropriate for the length, load and type of trailer. * Insure the trailer * Confirm that all drivers have the appropriate vehicle licence and insurance for the towing vehicle, trailer type, length and load * Confirm that all drivers are competent in towing and/or minibus driving * Provide all drivers with British Rowing Guidance on towing and loading the trailer * Provide all drivers with British Rowing and Association of Chief Police Officers (ACPO) guidance for the Transport of Oar Propelled Racing Boats   As a minimum the Club will   * Ensure that if the club hires a minibus there is a current insurance certificate(s) for minibus and trailer. * Ensure that drivers are aware of the correct loading pattern to ensure even loading on the trailer * Ensure adequate protection markers and lights are available * Ensure adequate ties in good condition are available * Before each trip the driver will check tyre pressures, including spares, lights, projection markers and the security of the load, jockey wheel and brakes * Ensure the trailer carries a spare wheel, tools and jack for changing a wheel. * Drivers should normally carry a passenger to navigate and help with manoeuvering and any emergency * Drivers should take breaks for journeys of longer than 2 hrs duration or have a buddy driver accompany them on long journeys * Drivers should ensure an effective communication system is set up with the club for the journey * In winter drivers will check local weather forecasts before setting out and avoid high winds and icy roads wherever possible. |
|  | **Participants** |
| 19 | **Beginners**  The Club will:   * Ensure that all beginners take part in the Club’s induction process that has emphasis on the safety aspects of rowing, coxing and training; * Encourage new rowers to ask questions rather than guessing; * Ensure a higher level of duty of care for beginners, juniors and, where applicable, adaptive rowers and vulnerable adults * Support the principle that safety is everybody’s responsibility * Ensure that health, safety and welfare of the individual is the overriding principle. * Ensure that all members set an example for beginners to follow.   Before any activity with beginners the following information will be recorded by the Club:   * Swimming ability will be self certified as part of the induction process programme * Information concerning medical conditions which could affect safe practice * Personal contact details for emergency contacts * Parental or guardian consent given for juniors to participate.   The Club’s induction process will provide basic information of the following topics:   * Risk assessments – what they are and why they need to be done * Local hazards, what they are, how are they controlled * Navigation rules, where not to go and reasons for rules. * Emergencies, what to do, how to summon help * Equipment, function and safety checks to perform before each outing, as in 2.3 above * First Aid, who are first aiders and location of first aid box * Incident reporting – what needs reporting to whom and why * Safety equipment – types, storage, rules on use, inspection, maintenance and location * Club Officers: Safety Advisor, Captain, Welfare Officer, etc * Capsize, swamping – what to do if it happens to you or someone else. * Life Jackets, types rules on wearing, how to use, maintenance and location * Clothing what to wear and what not to wear and why * Cold water immersion and hypothermia – issues, controls reporting * Supervision – when they can and cannot go afloat or train on land and training times, including restrictions for juniors concerning weight training * Boat/outing logging – why necessary for emergencies * Weather – availability of local forecasts and awareness of local conditions * Boat outing restrictions, temperature, water conditions, tides and timing including ban on night, poor visibility rowing * Safety notice board locations and contents * Boat types – restrictions on small boats * Personal responsibility for safety.   All the above will be supported by documentation of the safety section of the Club website.  The Club will have the following in place with regard to beginners activities:   * Risk assessments * Beginners are always accompanied by experienced rowers * Experienced rowing members to provide coaching and assistance * Safety Notice Board * Capsize drill – system for ensuring beginners know what to do, via practices, demonstrations, videos etc. * System for restricting access to damaged equipment * If a member is unable to swim they may not take part in water activities without wearing an appropriate buoyancy aid.   In addition the Club will:   * Document completion of the induction process * Ensure swimming self certification and capsize awareness will be part of the induction process * Encourage parents to attend the first session. |
| 20 | **Juniors (Under 18s)**  The Club will:   * Ensure that all juniors are effectively inducted along with parent/guardian * Ensure junior and parent/guardian are aware of the safeguarding policy and welfare officer * Ensure a high level of duty of care is promoted for all juniors * Ensure that juniors below the age of 16 do not participate in weight training except to use an unloaded bar during circuit training * Juniors aged 16 and above will be instructed in safe weight training technique before lifting weights and be supervised by an adult during weight training sessions.   All the requirements for beginners above apply equally to junior members.  In addition before any activity takes place the Club will record:   * swimming ability certified by parent/guardian * parent, carer, guardian consent to act “in loco parentis” for the administration of emergency first aid, or other medical attention if the need arises * personal contact details and emergency contacts * written consent by parent carer or guardian before any activity takes place * written consent to parental agreement to the Club’s policy with regard to taking photographs or videos.   If a junior is unable to swim they will not be allowed to go afloat in any club boat without wearing an appropriate buoyancy aid. Parents will be encouraged to attend the first and subsequent training sessions  Juniors will be consulted with regard to Club policies to ensure that they are appropriate for juniors and to gain ownership and adherence |
| 21 | **Adaptive Rowing**  The club does not currently have facilities for adapting rowing but refers prospective adaptive rowing members to Guildford Rowing Club. Any development of Club facilities will take account of the needs of adaptive rowers. |
| 22 | **Touring Rowing**  The Club does not organise Touring Rowing Activities. Should this position change this policy will be updated accordingly. |
| 23 | **Coastal and Open Water Rowing**  The Club will ensure that all boats and equipment purchased and/or provided are in safe working order and manage water based activities in accordance with local rules, conditions and implement appropriate water safety procedures.  The Club will adopt the following minimum standards:   * Establish and maintain buoyancy for all boats * Operate a buddy system during winter rowing. * Establish effective communications with the shore and emergency services for any emergency situation that is foreseeable * Provide teaching sessions for all coxswains and rowers to ensure they understand the the hazards and controls to be used in coxing and rowing at Sandgate and at other venues where the cub rows. * Crews will be instructed in correct techniques for beach launching, and safe carrying of boats * Coxswains will wear Life Jackets for all outings   The club adopts a permission to row policy based on the status/experience of each crew and the weather conditions. These are determined by the rowing officers. |
| 24 | **Indoor Rowing**  Within the Club, indoor rowing is used as part of overall training for rowers. Requirements with regards to general health apply to indoor rowing.  The Club will:   * provide safe and serviceable machines * Provide induction training for beginners as part of Learn to Row Courses * Record all incidents regarding the use of indoor rowing machines on the British Rowing incident reporting system. * Encourage self recording of performance * Assess and manage the risks prior to running an activity or event * Maintain high standards of equipment hygiene by encouraging members to clean machines after each session * Monitor posture and technique and correct faults as the occur   Other Land Training  Within the Club, weight training, circuit training, running and trunk and core strength training is used as part of overall training for rowers. Requirements with regards to indoor rowing apply to these activities:  The Club will   * provide coaching in safe techniques for the above activities * provide guidance on safe land training including running in darkness * encourage the development of trunk/core flexibility, stability and stamina through the British Rowing Safe and Strong Trunks Programme during the Learn to Row course and as a component of all land training.   Non Club Members  If non club members use the Club’s facilities the Club will ensure that they are signed in and supervised by club members. Non-club members will only use club facilities for a trial purpose and will be expected to join the club if they wish to use facilities beyond the initial trial. |
|  | **Monitoring** |
| 25 | **Incident reporting**  The Club will:   * Foster within the Club the reporting of incidents and near misses using the British Rowing online reporting system. * Ensure that club members are aware of what constitutes and incident or near miss that need reporting and aware of how to report them on line * Set up a system in the Club to ensure all incidents are reported to the Committee and the Regional Safety Advisor.   The Committee will   * Review safety incidents within one month of occurrence * Inform members, including on the safety notice board, of incidents and near incidents and actions to be taken to avoid repetition |
| 26 | **Safety Auditing**  The Club will ensure that an accurate annual Water Safety Audit is completed and reported on time to the Regional Safety Advisor through the British Rowing on-line system.  The Committee will review the findings of the Club’s Water Safety Audit and implement its recommendations as appropriate.  The Club will conduct a safety audit for Folkestone Regatta and the Viking Shield regatta if hosting, using British Rowing’s Competition Safety Audit.  The Club will act on any recommendations or non-compliances they or the Regional Water Safety Advisor identify in the Water Safety Audit. |
|  | **Health** |
| 27 | **Sunburn, Heat Stroke and Exhaustion**  The Club will advise members about the risk of sunburn, heat stroke and heat exhaustion as part of the induction process and again before the beginning of each regatta season. As part of this advice the Club will:   * Advise members on the need to wear clothing to protect them from the sun, hats, long sleeved shirts, sunglasses and the use of high factor sun block * Advise members on the need for fluid intake, before during and after training or racing * Consider changing training times and duration to avoid risk from exposure to the sun * Coaches/buddies will look out for the signs of over exposure to the sun and warn members to cover up where appropriate * Provide shelter from the sun at regattas through provision of Club gazebo at summer regattas * Advise members of the need to avoid caffeine and alcohol if heat stroke or heat exhaustion are a risk. * Vulnerable members will be reminded to take extra care |
| 28 | **First Aid**  The club will:   * have an emergency action plan (EAP) within the club safety plan to ensure that first aid is available during all club activities. * Communicate the EAP to members through the club website and on the safety notice board * Encourage club first aiders to maintain their certification * Keep a record of who the first aiders are and display on Safety Notice Board * Provide suitable quantities of First Aid materials within boxes clearly marked as “First Aid. * First Aid boxes will be located in the club kitchen, boat house and safety boat as appropriate |
| 29 | **Water-borne Infectious Diseases**  The risk of water borne diseases is minimal on the coast.  Members will be advised to:   * never to drink water from the sea, river or lake * report drinking of contaminated water to GP * only drink from their own water bottle * wash hands or shower after contact with water especially before eating * never to throw coxswains into the water, this has the additional risk of head injuries and drowning * cover cuts and abrasions with waterproof dressings * wear protective shoes to avoid cuts and abrasions to feet * avoid contact with/ immersion in water if there is algal scum or bloom or recent discharge of foul water * hose down all equipment after outings to remove potential contamination * keep oar handles clean, particularly if contaminated with blood * wash and thoroughly dry any contaminated clothing * maintain immunisation regimens, particularly tetanus   The club will warn members of the risks when visiting river sites and encourage the use of alcohol containing gels to prevent cross contamination prior to showering or thorough hand washing with soap or hand washing solutions. |
|  | **Appendix A** |
|  | The use and care of lifejackets  **Who must/should wear?**  Life Jackets must be worn by all coxswains, launch and safety boat drivers and crew over the top of all other clothing.  Life Jackets are available to beginners on request  **Before Use - Check**   * that there is no external damage to the Life Jacket * the straps are in working order * the CO2 cylinder has not been fired * the manual activation cord is present .   **How to wear**  Life Jackets should be of the correct size to be a comfortable but not tight fit, when fastened correctly. Any straps should be adjusted so that the jacket will not slip over the head  Any crotch straps should be fastened  **After wear**  Note any damage or if it has been activated report to club safety advisor or senior member of the Club and quarantine with a “do not use” label and place on work bench.  Otherwise hang up to dry out naturally  **Do Not**  Abuse Life Jackets by drying with artificial heat, sticking safety pins in them or placing boats or equipment on them. |
|  | **Appendix B** |
|  | Inspection and maintenance of lifejackets  Life Jackets must be independently tested and inspected every two years as advised by the service provider and a record kept of their test date and result.  Any Life Jacket(s) not meeting inspection criteria will be quarantined and physically separated from other Life Jackets until repaired and certificated or destroyed. |
|  | **Appendix C** |
|  | **Capsize Training and Awareness**  Objective:  **All participants know what to do if they capsize.**  Before taking part, everyone in rowing should be instructed on safe procedures in the event of a capsize (for all boat types):   * **Stay with the boat** and use it as a life raft. * Get out of the water and on top of the boat quickly to reduce heat loss. * Take precautions before going afloat to reduce the risk of capsize or swamping. * Have the means to get help.   In the event of a capsize hold onto the capsized hull as a buoyancy aid & attempt to swim it to shore, or attempt recovery by flipping and reentering the boat where possible.  If the water is cold, use the three key principles:   * Get free of the boat * Get as much of your body out of the water as soon as possible * Get to shore and off the water (by lying astride the boat and paddling)   .  Other boats in the vicinity should fetch help  .  DO NOT ATTEMPT TO RESCUE FROM ANOTHER  ROWING SCULL as you are likely to tip over, putting more people in the water with no one to get help.  **Responsibilities:**  **Everyone**   * Knows what to do in the event of capsize or swamping for all boat types. * Attends any capsize training as required by the club.   **Club**   * Ensures all members know what to do in the event of capsize or swamping. * Promotes a higher level of duty of care for junior, beginner and vulnerable rowers. * Records capsize training of each member of the club and makes this available to all its rowing committee members. * Organises capsize training in a local swimming pool or another safe setting to practise:   + Getting on top of the boat   + Lying on top of and paddling a boat   + Calling for help   + Buddy rescue   + Recovery using a throw line   + Getting back into the boat   + Developing confidence in the boat (balance drills)   **Event**   * Provides adequate safety cover for capsized or swamped crews.   **Coach**   * Instructs rowers on causes and avoidance of capsize and swamping. * Instructs rowers in safe capsize and rescue techniques following capsize or swamping. * Is aware of rower’s capsize training. * Follows the policies set out by the club. |
|  | **Appendix D** |
|  | **Emergency Action Plan**  **Incidents affecting the clubhouse**  In the event of an incident affecting the club house.   * Raise the alarm; call the emergency services as necessary * Leave the building by the nearest safe route to do so * Assemble outside the club house to the south of the building across the road * Try to account for everyone you know is in the building * Inform club chairperson & club secretary   **Incidents affecting individuals**   * Raise the Alarm - Call the Emergency Services (if necessary) * Assess the situation * Implement mitigation strategies as per risk assessment (e.g. foil blanket for hypothermia, launch rescue boat if unrecoverable capsize) * Provide first aid / CPR (if necessary). The AED is located in the main rowing club bar and another is available on the end of “The Boathouse” cafe. * Stabilise the situation. Do not move someone with major injuries, wait for specialist help, cover them to keep warm if appropriate. * Ensure others are safe and appropriately supervised if necessary * Contact the injured persons carer/parent or responsible person   **After the incident**   * Complete the clubs accident report log located on top of the AED box in the rowing club bar * Quarantine any damaged/unfit equipment * Inform relevant club and rowing committees * Inform insurer where applicable * Inform British Rowing through online system * Rowing committee to meet to discuss causes, lessons learned and update documentation & procedures where appropriate to avoid repetition. * Replace any first aid consumables used   **Useful Contact Details**  **EMERGENCY DIAL 999**  **For minor injuries and illness at evenings and weekends dial 111**  **During working hours refer to local GP as appropriate**  **Nearest Hospital**   1. [**William Harvey Hospital**](http://www.ekhuft.nhs.uk/williamharvey)   www.ekhuft.nhs.uk  NHS Trust Hospital  [Kennington Road Willesborough](https://www.bing.com/local?lid=YN1103x218782720&id=YN1103x218782720&q=William+Harvey+Hospital&name=William+Harvey+Hospital&cp=51.1428909301758%7e0.9154412150383&ppois=51.1428909301758_0.9154412150383_William+Harvey+Hospital)  [Ashford](https://www.bing.com/local?lid=YN1103x218782720&id=YN1103x218782720&q=William+Harvey+Hospital&name=William+Harvey+Hospital&cp=51.1428909301758%7e0.9154412150383&ppois=51.1428909301758_0.9154412150383_William+Harvey+Hospital)  TN24 OLZ  01233 633331 |