



# *Shoreham Rowing Club*

## *Safety Policy & Emergency Action Plan*





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## **Introduction**

### **Introduction**

Shoreham 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 2018.

### **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 Officer 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 Officer the officers and committee of the Club are accountable for the provision of adequate safety advice.

### **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 also have a personal responsibility for their own safety.

### **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 plans and rules, produce a water safety emergency action plan, and communicate this to all members
- ❖ Educate and train members in risk assessment and safe practice
- ❖ Produce an annual safety audit using British Rowing online system
- ❖ Foster reporting of all incidents using the British Rowing on line system – assessing the club's reports to further develop safe practice
- ❖ Review safety issues through a permanent committee agenda item
- ❖ Appoint a club water safety officer
- ❖ 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**

### **Safety Notice Board**

The Club will have a safety notice board, which will be clearly identified in the boathouse displaying the following:

- ❖ List of vital telephone numbers relating to safety, together with names and contact details of club officials, water safety officer, welfare officer and first aiders.
- ❖ Location of the first aid kit and safety equipment plus directions to the British Rowing Incident Reporting website
- ❖ British Rowing Row Safe posters and related information.
- ❖ A plan of the harbour and river, drawing attention to applicable navigation rules.
- ❖ Instruction and procedures to guide members on way to go afloat and what precautions to take. Including impact of tides, winds and local climatic conditions where necessary.

The Club safety notice board will be maintained and updated by the water safety officer with assistance from the Club Officers and members of the committee.

In addition the doors to the boathouse will have key safety notices on circulation, clothing, and important checklists.

### **Risk Assessment**

The Club will complete risk assessments for key activities that have significant risk including:

- ❖ Boating and rowing in the outer harbour, River Adur and at sea
- ❖ Shoreham and Brighton Regatta
- ❖ Capsize Training

Copies of the risk assessment will be available on the Club Website and notice board.

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.

### **Club Safety Policy & Emergency Action Plan**

This document forms the Club Safety Policy & Emergency Action Plan. It has been written in association with British Rowing's Row Safe Policy.

This document will be communicated to all club members through the Safety Notice Board, update emails and re-enforced at club 'rower' meetings prior to events.

### **Safety Plan for Brighton & Shoreham Regatta**

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 Brighton & Shoreham Regatta Safety Plans will be formulated, published and circulated by the Regatta Secretary to ensure that those affected by the Regatta Safety Plan know what actions are to be taken, by whom, when and in what sequence, to maintain effective control and co-ordination.



The Regatta Safety Plans will be available to officials and clubs at least three days prior to the event.

The Captain's / Safety Meeting for coxswains, coaches, officials and competitors will include reference to the Regatta Safety Plan and reinforce key issues, such as: special points of danger, safety boat provision and location of first aid positions and Emergency Action Plan.

The Regatta Safety Plans will be reviewed annually in the light of the competition review and any changes in the risk assessment.

The regatta secretary, water safety officer and other committee members will judge when the competition should be cancelled or suspended. Once the regatta has commenced the responsibility will pass to the CARA regatta officials with guidance from Club officers.

## **Insurance**

The Club will carry insurance which covers all activities, 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. letting premises for functions or use by other clubs.
- ❖ Ensure that all events run by the club are covered by club
- ❖ 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.

Where an incident occurs 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.



## Weather and Environment

Weather conditions may change rapidly during the course of a rowing outing. If adverse weather conditions are forecast all coaches, coxswains, scullers and oarsmen should take the forecast weather conditions into account when planning an outing, and should be prepared to cut short the outing if necessary.

No rowing is to take place during thunderstorms or in the presence of lightening; any boats already afloat should return to land as soon as possible in these conditions. Those affected should not go afloat until at least 30mins has elapsed since the last thunder or lightening event.

Heavy rain, fog or mist and gusts of wind present further problems of which all rowers and coxes must be aware. During conditions where visibility may be severely impaired, no boats should go afloat; those already on the water should row at extreme caution back to the boathouse.

Members should also be conscious of tidal conditions and water current and flows. These result in a great variety of surface and underwater conditions. Wind against tide for example can create challenging waves. Eddies on the river can create unstable water especially at the bottom of the river and around the middle pier. Larger shipping movements are also more likely around a high tide.

Particular hazards and risks are encountered during cold weather conditions including:

- Ice forming on the watercourse causing damage to boats
- Increased risk of hypothermia/cold water shock in capsize incidents

Particular hazards and risks are encountered during hot weather conditions including:

- Dehydration
- Heat Stroke
- Sunburn

It remains the responsibility of the club member to ensure they feel the conditions are safe in which to conduct the chosen activity. If unsure, firstly ask for advice from your coach/captain. If still in doubt, do not go afloat or undertake the planned activity.

## Cold Water Immersion and Hypothermia

The Captain, coaches and the Safety Officer as well all members 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
- ❖ Coaches, crews and coxswains will check integrity of key safety features prior to each outing.
- ❖ 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.
- ❖ 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 and remind all members of the need for suitable clothing in the autumn of each year.
- ❖ The Club will organise capsize drill training for all members..
- ❖ In winter months the Club will ensure that sculls in buddy groups carry boat straps as throw lines. These to be attached to the competent adult/coach boats.
- ❖ The Club will maintain a stock of thermal blankets
- ❖ Crews will book out and in before and after each outing.
- ❖ 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 on line system. They will also be reported and analysed at the next committee meeting to see if lessons can be learned and practice changed.



Shoreham water temperatures: <https://seatemperature.info/shoreham-by-sea-water-temperature.html>

This chart below gives the minimum sea water temperatures for Shoreham by month:

January	7°C/45°F	July	14°C/57°F
February	6°C/43°F	August	16°C/61°F
March	6°C/43°F	September	16°C/61°F
April	6°C/43°F	October	13°C/55°F
May	9°C/48°F	November	11°C/52°F
June	11°C/52°F	December	8°C/46°F

### Hypothermia Table

Water Temperature in Degrees F (Degrees C)	Loss of Dexterity (with no protective clothing)	Exhaustion or Unconsciousness	Expected Time of Survival
32.5 (0.3)	Under 2 min.	Under 15 min.	Under 15 to 45 min.
32.5 to 40 (0.3 to 4.5)	Under 3 min.	15 to 30 min.	30 to 90 min.
40 to 50 (4.5 to 10)	Under 5 min.	30 to 60 min.	1 to 3 hrs.
50 to 60 (10 to 15.5)	10 to 15 min.	1 to 2 hrs.	1 to 6 hrs.
60 to 70 (15.5 to 21)	30 to 40 min.	2 to 7 hrs.	2 to 40 hrs.
70 to 80 (21 to 26.5)	1 to 2 hrs.	2 to 12 hrs.	3 hrs. to indefinite
Over 80 (Over 26.5)	2 to 12 hrs.	Indefinite	Indefinite

[http://www.useakayak.org/references/hypothermia\\_table.html](http://www.useakayak.org/references/hypothermia_table.html)



## Swimming and Capsize Drill Training

The Club will

- ❖ Ensure 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 100 meters in light clothing (rowing kit)
  - treading water for at least two minutes
  - swimming under water for at least 5 metres or be able to hold their breathe under water for the equivalent time

If they cannot complete any part of the above they will be required to wear a life jacket).

- ❖ 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
- ❖ 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 boat strap (throw line)
- ❖ Getting back into the boat
- ❖ Developing confidence in the boat (drills)
- ❖ Attendance at capsize drills will be documented as part of each members membership profile.

The swimming ability of new members will be assessed during the swim test.

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## **Equipment**

### **Safety Aids**

The Club will provide and adequately maintain

- ❖ a minimum of 8 Life Jackets
- ❖ a minimum of 8 thermal blankets

The location of the safety aids will be communicated to all rowers and will be posted on the Safety Notice Board.

Coaches and coxswains will check that Life Jackets are in good order before each use and report any damage/failure to the safety officer. Damaged items will be quarantined and taken out of use until repaired and certificated.

All Life Jackets will be Lifejacket 150 and conform to EN396 and carry the CE mark of approval

If heavy winter clothes and/or the all-in-one 'safety suits' are worn, which require a high buoyancy rating (275N or 290N) the club will ensure a suitable life jacket is provided

The Club will ensure 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, 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.

Junior beginners must wear a Life Jacket until they have completed a swimming test, received training in capsizing procedure and reached a satisfactory level of competence in the boat they are using.

Adult beginners should be offered the use of a Life Jacket

### **Steering and Navigation**

The Club will:

- ❖ Provide advice and training for those who steer boats
- ❖ Ensure steering equipment is maintained as part of boat maintenance
- ❖ Display a plan of the Harbour and circulation patterns
- ❖ Ensure those who steer boats are familiar with the circulation information

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 instructively
- ❖ Understand and observe local navigation rules and audible and visual signals given by others including the harbour signals located on the lifeboat station and other instructions from lifeboat personnel when a launch is occurring.
- ❖ Know how to stop the boat safely in an emergency
- ❖ When visiting unfamiliar water (at race events), 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 swimmers
- ❖ Know what to do in the case of an accident or capsized 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

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 of hearing. If this is not the case they will not be allowed to steer boats.

Rowing or sculling after lighting up time is not allowed by the club. Members may only take to the water during daylight hours.

### **Boats and Blades**

The Club will 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 also ensure that this equipment is properly and regularly maintained.

The Club will instruct participants in the process of equipment checking as part of their induction 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 blades 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 with the manufacturer, when purchasing new boats 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 where fitted shoes or heel traps are fitted 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 equipment will be quarantined by use of a laminated "damaged boat or equipment label," which 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.

## 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

As a minimum the Club will

- ❖ 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 manoeuvring and any emergency
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## **Participants**

### **Beginners**

The Club will:

- ❖ Ensure that all beginners take part in the Club's induction process, which has emphasis on the safety aspects of rowing, coxing and training;
- ❖ 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 assessed as part of the induction process programme
- ❖ Information concerning medical conditions that 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
- ❖ 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 Officer, 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 and 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 location and contents
- ❖ Boat types – restrictions on racing boats
- ❖ Personal responsibility for safety.

The Club will have the following in place with regard to beginner's activities:

- ❖ Risk assessments
- ❖ Trained coaches Level 1 for land based and Level 2 or Session Coach for water activities
- ❖ Boating board – outing times, duration
- ❖ Safety Notice Board
- ❖ Capsize drill – systems for ensuring beginners know what to do, via practices and demonstrations etc.
- ❖ System for restricting access to damaged equipment
- ❖ Ensure swimming tests and capsized drills will be part of the induction process
- ❖ If a member is unable to swim they may not take part in water activities
- ❖ Have a policy for wearing Life Jackets for beginners and juniors and enforce



## Juniors

- ❖ Before they may row on the water they must satisfy the following:
  - Complete a capsize drill.
  - Swim at least 100 metres in light clothing (rowing kit).
  - Tread water for at least two minutes.
  - Swim under water for at least 5 metres or be able to hold their breathe under water with the equivalent time (If they cannot complete the swim part of the test they will be required to wear a life jacket).
  - Complete a 1 km ergo in less than 5 minutes 30 seconds.
  - Lift and carry (between two) on their shoulder, down the beach and back up again, a 30 kg bar.
  - Be able to sit in a boat, holding their blades, without the shoulders shrugged, with their elbows bent at 90 degrees.

The Club will ensure that:

- ❖ A high level of duty of care is promoted for all juniors
- ❖ Juniors will be instructed in safe weight training technique before lifting weights and be supervised 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 after the swimming test
  - 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/parental agreement to the Club’s policy with regard to taking photographs or videos.

If a junior cannot complete the swim part of the test they will be required to wear a life jacket in all boat outings. Juniors will be consulted with regard to Club policies to ensure that they are appropriate for juniors and to gain ownership and adherence.

## 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
- ❖ 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 they occur



## **Monitoring**

### **Incident reporting**

The Club will:

- ❖ Encourage within the Club the reporting of incidents and near incidents using the British Rowing on line reporting system.
- ❖ Ensure that club members are aware of what constitutes an incident or near incident 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 at committee meetings on a monthly basis
  - Inform members, including on the safety notice board, of incidents and near incidents and actions to be taken to avoid repetition

### **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 act on any recommendations or non-compliances they or the Regional Water Safety Advisor identify in the Water Safety Audit.

## **Health**

### **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 will look out for the signs of over exposure to the sun and warn members to cover up where appropriate
- ❖ Advise members to bring a 'pop-up' tent to regattas for protection from both sun and rain.
- ❖ Advise members of the need to avoid caffeine and alcohol if heat stroke or heat exhaustion are a risk.
- ❖ Young members and those with fair skins will be reminded to take extra care

### **First Aid**

The club will:

- ❖ Have an emergency action plan (EAP) within the club safety policy 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 along with emergency numbers and exact location of Club including post code
- ❖ 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'.



## **Appendix 1: The use and care of Life Jackets**

### **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.

Buoyancy aid jackets must be worn by junior members 18 years or below who have not completed the Club's swimming test as detailed above

### **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 Officer or senior member of the Club and quarantine with a "boat/equipment damaged" 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.

### **Inspection / maintenance of life jackets**

Life Jackets must be inspected at least 3 monthly and a record kept of the following

- ❖ All webbing, stitching, buckles and zips are in good order.
- ❖ Where appropriate, the CO2 cylinder is free from corrosion and screwed up tightly and ensure that it has not fired.
- ❖ The inflation bladder must be checked for leaks by inflating.
- ❖ Check foam Life Jackets for deterioration of outer fabric and foam filling.

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 2: Capsize and Recovery and 'Rough Sea Landing'**

**Three key principles:**

1. Get free from the boat
2. Get out of the water
3. Get off the water

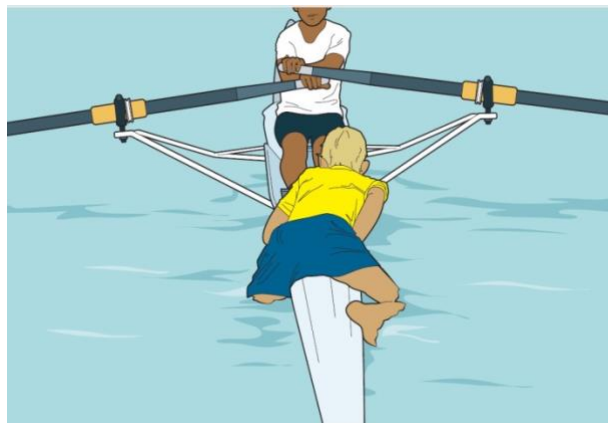
**Remember:**

**Stay with the boat unless doing so places you in greater danger. It is your life raft**



### **'Buddy Rescue'**

Climb onto stern of boat and side astride



### **'Rough Sea Landing'**

If a boat has taken on water such that it may be damaged by or too heavy to lift it is safest to turn it in the water.

**This is done by removing blades, seats and other loose items, turning the boat into the waves (away from the shore) and lifting it out of the water upside down.**

It is vital that crew members on the seaward side, including the coxswain, hold onto the boat at all times whilst other crew members collect blades, seats etc., and place them on the shore.





## **Appendix 3: Emergency Action Plan**

### **Incidents in the Club House**

Medical emergencies sustained at the club are likely to be either cuts and grazes or an athlete having breathing difficulty during exercise.

In either event, a member who has received First Aid training should provide initial support to the injured person. General guidance for these events includes;

**Cuts and grazes:** most cuts and grazes are minor and can be treated. Cleaning them thoroughly, stopping the bleeding and covering them with a suitable plaster or dressing is generally all that is needed.

You should not give the patient any form of pain relief, as some people can have an allergic reaction to certain medicines. The patient should seek their own pain relief.

**Breathing difficulty sustained during exercise:** it is recommended that members do not undertake high intensity ergo sessions whilst at the club on their own. Where this is being done, members should have a mobile phone so they can call for assistance if needed.

There are many reasons why you might develop trouble breathing during exercise including having recently begun an exercise program, exercise-induced asthma or a hiatal hernia.

If shortness of breath is experienced during exercise, the athlete must stop immediately, and seek medical advice. This will mean contacting your GP as soon as possible for a thorough chest examination.

### **In the event of a capsize**

- ❖ If out of your depth & unable to wade ashore, hold onto the capsized hull as a buoyancy aid & attempt to swim it to shore.
- ❖ 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 - you are likely to tip over, putting more people in the water with no one to get help.
- ❖ Coach or supervising adults in a single with a boat strap (throw line) can use that line to attach to the stricken scull and row it to shore.

### **In The Event of a Serious Incident**

- ❖ IN A MEDICAL EMERGENCY, INCLUDING A CREW MEMBER BEING TAKEN SERIOUSLY ILL OR BECOMING UNRESPONSIVE, IMMEDIATELY:
  - Raise the Alarm with other boats or people on the beach.
  - Use a cell phone to dial for emergency assistance 999; OR if no cell phone available row to the beach and use a landline in neighbouring premises (e.g. RNLI or residential property). Call 999 and indicate the closest access location (Kingston Beach – RNLI station)
- ❖ Location of Shoreham Rowing Club (for Emergency Services)  
Shoreham Rowing Club, Kingston Beach, Brighton Road, Shoreham-By-Sea, West Sussex, BN43 6RN



## **Possible serious incidents associated with rowing**

The following gives guidance for recognising and treating possible serious incidence associated with rowing.

## **Hypothermia**

The symptoms of hypothermia depend on how cold the environment is and how long you are exposed for. Severe hypothermia needs urgent medical treatment in hospital. Shivering is a good guide to how severe the condition is. If the person can stop shivering on their own, the hypothermia is mild, but if they cannot stop shivering, it is moderate to severe.

### **Mild cases**

In mild cases, symptoms include:

- ❖ shivering,
- ❖ feeling cold,
- ❖ low energy,
- ❖ discomfort at higher temperatures than normal, or
- ❖ cold, pale skin.

### **Moderate cases**

The symptoms of moderate hypothermia include:

- ❖ violent, uncontrollable shivering,
- ❖ being unable to think or pay attention,
- ❖ confusion (some people don't realise they are affected),
- ❖ loss of judgment and reasoning,
- ❖ difficulty moving around or stumbling (weakness),
- ❖ feeling afraid,
- ❖ memory loss,
- ❖ fumbling hands and loss of coordination,
- ❖ drowsiness,
- ❖ slurred speech,
- ❖ listlessness and indifference, or
- ❖ slow, shallow breathing and a weak pulse.

### **Severe cases**

The symptoms of severe hypothermia include:

- ❖ loss of control of hands, feet, and limbs,
- ❖ uncontrollable shivering that suddenly stops,
- ❖ unconsciousness,
- ❖ shallow or no breathing,
- ❖ weak, irregular or no pulse,
- ❖ stiff muscles, and
- ❖ dilated pupils.

Although hypothermia is defined as occurring when the body temperature drops below 35°C (95°F), mild hypothermia can start at higher body temperatures.

As the body temperature decreases further, shivering will stop completely. The heart rate will slow and a person will gradually lose consciousness. When unconscious, a person will not appear to have a pulse or be breathing. Emergency assistance should be sought immediately and CPR provided while the person is warmed. (see CPR resuscitation procedure below)



## Treating hypothermia

As hypothermia can be a life-threatening condition, seek medical attention as soon as possible.

Hypothermia is treated by preventing further heat being lost and by gently warming the patient.

If you are treating someone with mild hypothermia, or waiting for medical treatment to arrive, follow the advice below to prevent further loss of heat.

Things to do for hypothermia:

- ❖ Move the person indoors, or somewhere warm, as soon as possible.
- ❖ Once sheltered, gently remove any wet clothing and dry the person
- ❖ Wrap them in blankets, towels, coats (whatever you have), protecting the head and torso first
- ❖ Your own body heat can help someone with hypothermia. Hug them gently
- ❖ Increase activity if possible, but not to the point where sweating occurs, as that cools the skin down again
- ❖ If possible, give the person warm drinks (but not alcohol) or high energy foods, such as chocolate, to help warm them up
- ❖ Once body temperature has increased, keep the person warm and dry

It is important to handle anyone that has hypothermia very gently and carefully.

**Things you should NOT do:**

- ❖ Don't warm up an elderly person using a bath, as this may send cold blood from the body's surfaces to the heart or brain too suddenly, causing a stroke or heart attack;
- ❖ Don't apply direct heat (hot water or a heating pad, for example) to the arms and legs, as this forces cold blood back to the major organs, making the condition worse
- ❖ Don't give the person alcohol to drink, as this will decrease the body's ability to retain heat
- ❖ Don't rub or massage the person's skin, as this can cause the blood vessels to widen and decrease the body's ability to retain heat. In severe cases of hypothermia there is also a risk of heart attack

## Near-Drowning

The goal is to safely rescue the victim and begin first aid.

In a near-drowning emergency, the sooner the rescue and first aid begins, the greater the victim's chance of survival. Do not endanger yourself in rescuing the victim during this process.

**Rescue options to reach the drowning victim in the water:**

- ❖ Use a Throw Line/boat strap
- ❖ Throw a rope with a buoyant object/use nearby lifebuoys
- ❖ Bring a boat alongside the victim and tow the victim to shore. Do not haul the victim into the boat because it may cause the boat to capsize, and both of you will be in the water. Cold water may render the victim too hypothermic to grasp objects within their reach or to hold while being pulled to safety
- ❖ As a last resort, you can attempt a swimming rescue if you are sufficiently trained in water rescue. Do not attempt a rescue beyond your capabilities. Otherwise, you may harm yourself
  - For a swimming rescue, approach the person from behind while trying to calm the victim as you move closer. A panicked victim can pull you down
  - Grab a piece of clothing or cup a hand or arm under the victim's chin and pull the person face up to shore while providing special care to ensure a straight head-neck-back alignment especially if you think the person has spine injuries



## **First aid for a near-drowning victim**

The focus of the first aid for a near-drowning victim in the water is to get oxygen into the lungs without aggravating any suspected neck injury.

If the victim's breathing has stopped, give 5 mouth-to-mouth rescue breaths as soon as you safely can. This could mean starting the breathing process in the water.

Once on shore, reassess the victim's breathing and circulation (heartbeat and pulse). If there is breathing and circulation without suspected spine injury, place the person in recovery position (lying on the stomach, arms extended at the shoulder level and bent, head on the side with the leg on the same side drawn up at a right angle to the torso) to keep the airway clear and to allow the swallowed water to drain. If there is no breathing, begin CPR. Continue CPR until help arrives or the person revives.

Keep the person warm by removing wet clothing and covering with warm blankets to prevent hypothermia.

Remain with the recovering person until emergency medical personnel have arrived.

### **STRONG RECOMMENDATIONS:**

- ❖ Do not go out rowing alone, ever, when the water temperature is below 10 degrees C. Hypothermia is deadly quick at lower temperatures.
- ❖ Always row with at least one other boat.
- ❖ Always have your mobile phone with you if there is no coach boat, so that you can call 999 for help. Keep it in a zip-loc bag - then it won't sink!

All crews are advised to ensure they carry a mobile phone when on the water.

In an emergency call 999.

## **Hands-only CPR**

To carry out a chest compression:

Place the heel of your hand on the breastbone at the centre of the person's chest. Place your other hand on top of your first hand and interlock your fingers.

Position yourself with your shoulders above your hands.

Using your body weight (not just your arms), press straight down by 5-6cm (2-2.5 inches) on their chest.

Keeping your hands on their chest, release the compression and allow the chest to return to its original position.

Repeat these compressions at a rate of 100 to 120 times per minute until an ambulance arrives or you become exhausted. (The rate is equal to the beat of 'Staying Alive' by the Bee Gees)

When you call for an ambulance, telephone systems now exist that can give basic life-saving instructions, including advice about CPR. These are now common and are easily accessible with mobile phones.

## **CPR with rescue breaths**

If you've been trained in CPR, including rescue breaths, and feel confident using your skills, you should give chest compressions with rescue breaths.

30 compressions to 2 rescue breaths

If you're not completely confident, attempt hands-only CPR instead



**Useful Contact details:**

Emergency Services (Police, Fire, Ambulance, Coastguard)	999
NHS Helpline	111
Shoreham Police	08456070999
Shoreham Port/Harbour Radio	01273 592366
Shoreham Lifeboat Station	01273 593403
Shoreham Coastwatch (Old Searchlight Station, Fort Haven)	01273 463292
Worthing Hospital (has A&E dept)	01903 205111
Shoreham Health Centre	01273 466080
Royal Sussex County Hospital (has A&E dept)	01273 696955
West Sussex Safeguarding Children Board	0330 222 7799

**First Aiders**

Sally Hills (SRC Committee First Aid Rep)	
Mark Swarbrick	
Christel Shaw (Parent)	
Rachel Hammond	

**Club Officers**

<b><u>Captain</u></b>	Gary Saunders	
<b><u>Vice Captain</u></b>	Max Huxtable	
<b><u>Chairman</u></b>	Will McGrath	
<b><u>Secretary</u></b>	Gemma Stoner	
<b><u>Treasurer</u></b>	Debbie Hills	
<b><u>Welfare Officer</u></b>	Mark Swarbrick	
	Louise Kinsella	
<b><u>Club Safety Officer</u></b>	Adam Bates	
<b><u>Junior Co-ordinator</u></b>	Roxanne Addison	



## **APPENDIX 4 – SAFETY GUIDANCE NOTICES FOR SRC**

We want everyone to enjoy Rowing and Sculling at Shoreham Rowing Club and it is important you do everything possible to keep yourselves and others safe. Think about these few simple checks everytime you go out to keep everyone safe.

### **BEFORE YOU GO OUT**

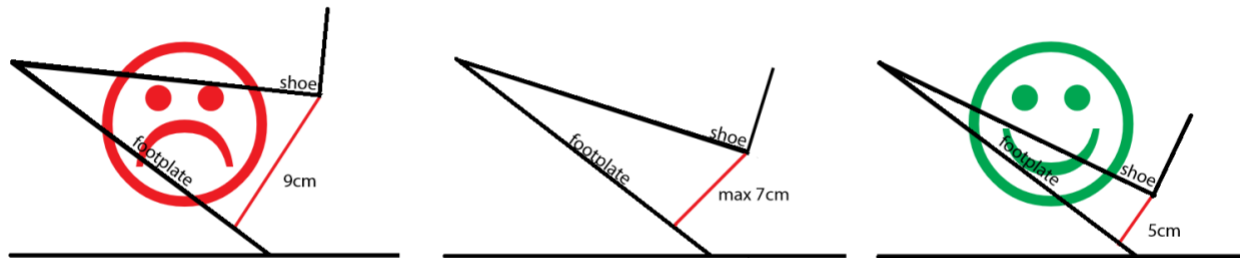
Think **P.a.C.E.C.L.O.C.K.** - Permission and Conditions, Equipment, Clothing, Lifejacket, Outing (Plan), Careful (Carrying), Keep (safe)

<b>Permission</b>	Do you need permission to take out a boat? Under 18 and novice crews can only go out during club sessions with an experienced cox. Junior crews (18+, having won novice and rowed for 2 years+) can boat at any time with the captains permission. Senior (18+, won at Junior, rowed for 3+ years) can go onto the water as they please.
<b>Condition</b>	Check the tide, wind, temperature and weather forecast and light. Only go afloat if able to manage the conditions. If in doubt, do a session indoors. Never boat when dark or close to darkness. Use Tide and Weather apps and websites to check forecast conditions.
<b>Equipment</b>	Check all equipment before going afloat. Set up stretchers. Check bolts & nuts. Check heel restraints and bowballs. If damaged do not take.
<b>Clothing</b>	Dress for the conditions. Sun cream and sun hat in sunny weather. Layers and hat for the cold. You can always remove layers if too warm.
<b>Lifejacket</b>	Coxes must wear one. Rowers who have not completed a swim test/capsize drill should also wear one.
<b>Outing Plan</b>	Write on the outing safety board on the boathouse door the date, who is going out, where they are going, what time they are leaving and how long they intend to be out.
<b>Careful Carrying</b>	Take care when removing boats. Beware of trip hazards and riggers. Move anything that will get in the way. Set up trestles where you need them.
<b>Keep Safe</b>	Watch out for others when carrying the boat – vehicles and other beach users. Shout warnings to others who may not have heard or see you.



## **HEEL RESTRAINTS**

In the event of capsize unsecured heels can make it difficult to escape from an upturned boat. So before you go afloat always check the heels are securely fastened. They should rise no more than 7cm from the footplate.





## CLOTHING

Focus on layers – you can always take clothes off if it is too warm.

The infographic is divided into two horizontal sections: 'Sunny weather' (top) and 'Cold weather' (bottom). Each section displays various pieces of clothing and accessories with their names and descriptions.

**Sunny weather**

- T-shirt**: Layers of light clothing which can be easily removed as you warm up and protect you from the sun.
- Shorts**
- All in one**
- Sunglasses**: To reduce glare from the water
- Sun cream**: For sun protection
- Water bottle**: A water bottle is a must. Dehydration will impair your performance and can lead to heat exhaustion
- Cap**

**Cold weather**

- T-shirt**: Layers of light clothing which can be removed or replaced as you heat up and cool down
- Tech top**: A thin technical top which can wick moisture away from your body
- Leggings**
- Body warmer**
- Splash top**: A light windproof/waterproof top to reduce heat loss and the wind chill factor
- Hat**: To reduce heat loss
- Long socks**
- Water bottle**





## **OUTING NOTICEBOARD**

How do we know who is out and where they have gone? Always complete the noticeboard using the white board pen.

### **Example Board:**

#### **DATE:**

Wednesday 12 April

<b>WHO</b>	<b>COX/CREW</b>	<b>TIME</b>	<b>LOCATION &amp; PLAN</b>
J164X	Adam	5.00pm	River (4 laps)
S1X	Garry	5.15pm	River (3 laps)



## **WHEN AFLOAT**

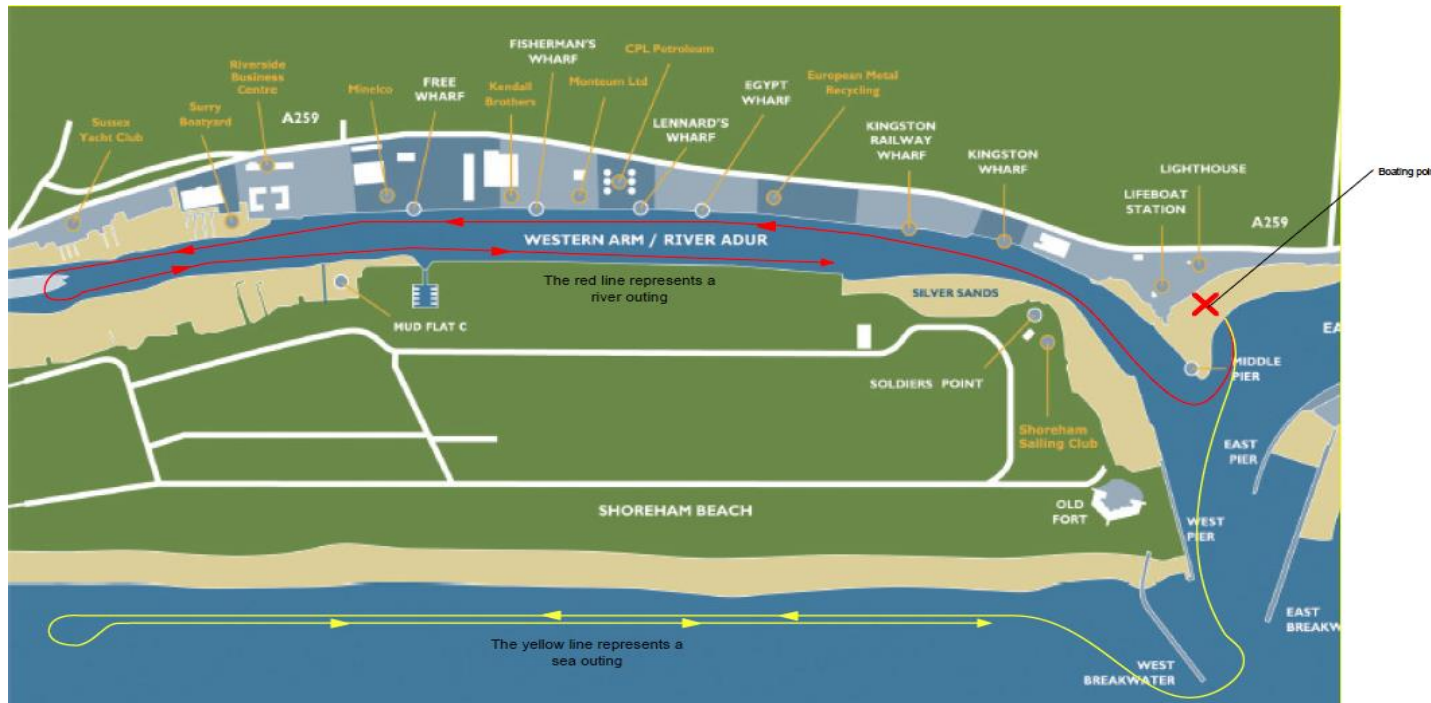
Circulation, Observation, Obstacles, Lights, RNLI, Conditions, Harbour

<b>Circulation</b>	Follow the club circulation patterns. On the River follow the North Quay when heading away from the Club and the South Quay when returning. At sea only turn West from the Harbour mouth and follow the beach line taking care of swimmers. You should pass vessels Port to Port.
<b>Observation</b>	Be aware of your surroundings. If sculling look around regularly – every 10 strokes. If coxing, be aware of what may be coming up behind you especially before you turn.
<b>Obstacles &amp; Vessels</b>	Take great care when other vessels are moving. They may create a wash which can swamp a scull or other boat and cause a capsize. If unsure stop rowing and keep the blades flat on the water to remain stable and until the wash has subsided. Take care also of fixed obstacles such as boats and bridges. Never turn upstream of an obstacle as you may get washed down onto it causing you to capsize. Always turn downstream of known obstacles. And beware of new obstacles and those which have moved in the current.
<b>Lights</b>	There are lights on top of the Lifeboat station which indicate when large vessels are entering or leaving the harbour. When the three lights are lit red avoid passing the middle pier and wait until the vessels have passed through the harbour mouth and the lights are switched off. Proceed at all times with caution.
<b>RNLI</b>	RNLI will indicate on their noticeboard when they are doing a planned launch – check when boating. During all launches a RNLI volunteer with a flag will stand on the RNLI Launch Pier when a launch is about to take place. If you see this flag person, remain well back along the river until the launch has occurred and the flag person has returned to the RNLI boathouse.
<b>Conditions &amp; Lightning</b>	Conditions can change rapidly. If they worsen and you do not feel confident return to the boathouse. If there is thunder & lightning return to the boathouse. A 30 second gap between thunder and strike means the impact is 10km away. You have maximum 15 minutes to get off the water. Do not remain on the water or in open ground. Wait 30 minutes after the last strike before going afloat again.
<b>Harbour</b>	Shoreham is a busy working harbour and close to high tide very large vessels can be moving in and out of the harbour. Avoid the main shipping channel and lock gates. And remember that Pilots of the vessels will have restricted views especially of small boats close to their own vessel.



## **CIRCULATION**

Shoreham is a busy port and working river. Always observe the proper circulation patterns to avoid collision.



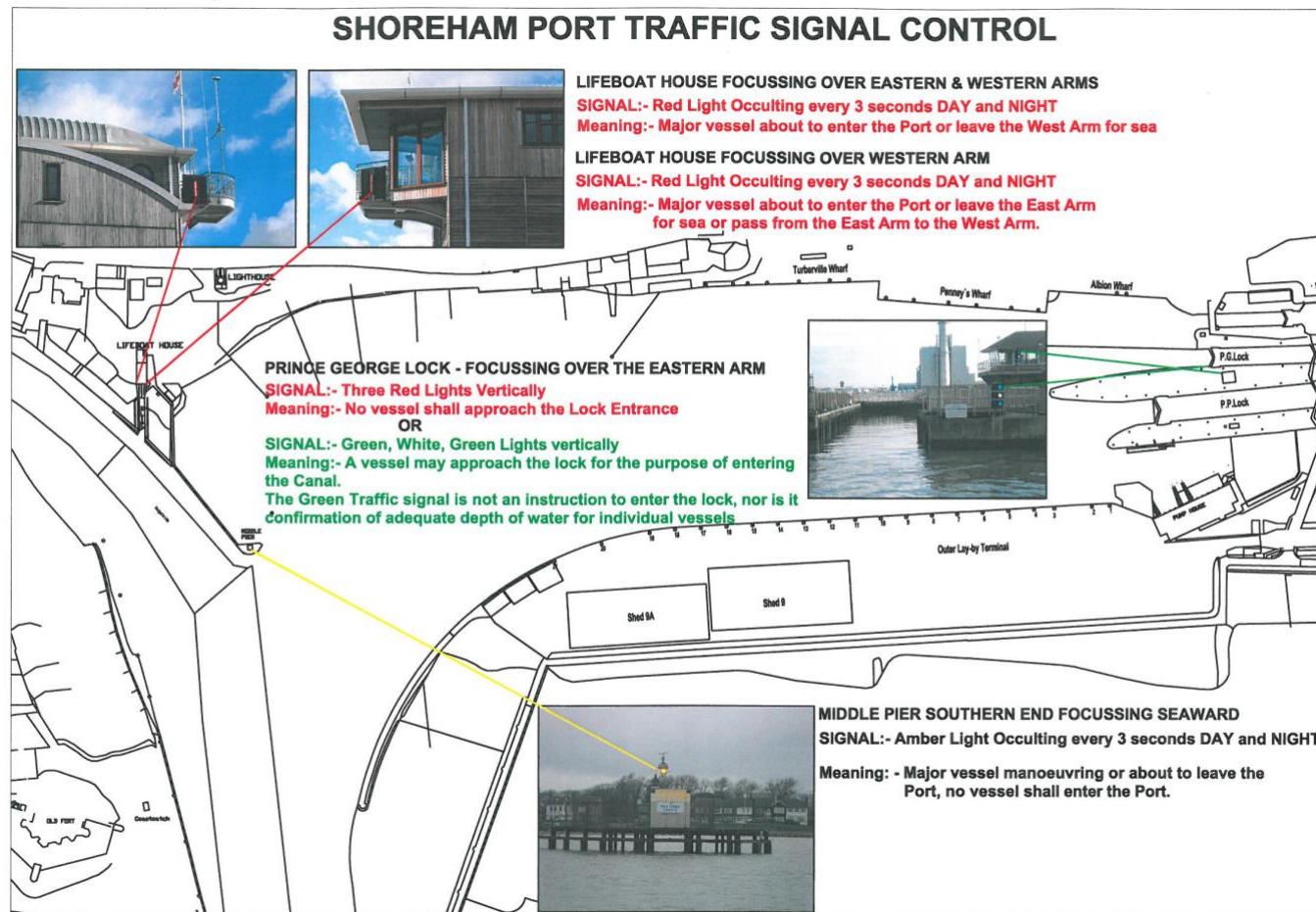
**River outings:** Crews should navigate around the middle pier keeping clear of any ships or other port users and keep to the north side of the river passing traffic on the port side (coastal bow side) unless absolutely necessary.

**Sea outings:** Crews should navigate out the harbour keeping to the west pier side of the entrance passing traffic on the port side (coastal bow side). Once around the west breakwater crews should head towards Worthing keeping a safe distance from the beach. If rowing on the inside of the swimming buoys then extreme care must be taken, as there could be swimmers. Under no circumstances can ANY crew go left out of the harbour towards Brighton.



## SHOREHAM PORT BLOCKING LIGHTS

Lights on the RNLI building and middle pier can indicate the movement of large vessels





## **ROWING IN THE HARBOUR**

Crews rowing in the harbour need to be aware that there may be shipping movements. It is advised to stay out of the shipping channel and to stay well clear of both lock gates. The red line represents the entrance to the shipping lock and the approach the ships take.







## WHEN YOU RETURN

<b>Wash</b>	Wash all boats and blades. Dry it if it is going inside the boathouse.
<b>Straps</b>	If returning a boat to an outside rack strap it down.
<b>Trestles</b>	Remember to collect everything from the beach unless others are still using it – especially trestles.
<b>Lock-Up</b>	If you are the last one out, close and bolt the boathouse doors and last one out of the clubhouse lock up.
<b>Noticeboard</b>	Remove your outing from the outing safety board on the boathouse door.
<b>Damage</b>	If any equipment is damaged, put an 'out of order' sign on it. Message the captain or boatman to advise them of the damage. Write it on the noticeboard at the back of the boathouse.
<b>Incident Report</b>	If you have capsized or there has been another incident (collision, injury etc) please inform the Club Safety Officer (Adam Bates <a href="mailto:adam.bates3@ntlworld.com">adam.bates3@ntlworld.com</a> ) so it can be reported. All incidents should be reported on the British Rowing reporting system. You can do this yourself or Adam can do it for you.

Incident Reporting

Hello, Adam Logout

+ Add an incident report

+ Report a simple capsize

View previously submitted reports

+ Add an anonymous incident report

Please note, anonymous reports will not show up under your previously submitted reports, and we will not be able to contact you regarding any follow-up information needed.

### About

Welcome to the Incident Reporting system.

Thank you for helping us make your rowing safer by reporting your incident. It is often asked, 'why bother to report at all?' so take a look at the reasons [here](#) and please pass on the message.

This reporting system is for everyone; clubs, individuals, events and 3<sup>rd</sup> parties who need to report an incident or concern, whether or not damage, injury or a health issue has occurred. There is also a quick, fast track entry for "simple capsize" (but check the definition of that first!).

You may enter the Incident Report System by:

- Using your British Rowing account to log in to the Incident Reporting System on the left. (If you do not yet have an online account, you can easily [sign up for one here](#).)
- Using the "Not a British Rowing member, or don't have a British Rowing account?" link to access the Incident Report System as a Non-Member or Member.

You can submit reports anonymously.

Any reports you make when logged in will be visible to you online.

A copy of your report will be sent to the relevant British Rowing staff as well as the Honorary Rowing Safety Advisor, the Chairman of the Rowing Safety Committee, the Club Rowing Safety Advisor (CRSA) of the primary club involved and its Regional Rowing Safety Adviser (RRSA).

In certain circumstances, British Rowing will also send a copy onto Perkins Slade, our British Rowing Insurance providers for the purpose of assessing risk in the overall activity.

In the Thames, where the PLA are the Navigation Authority, any reports may be forwarded as required and additional information supplied before an incident can be closed. (Ref <http://www.thames-rrc.org/safety/incident-reporting>)