



Safety Plan & Safety Rules

May 2017

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Introduction

To demonstrate the Clubs commitment to safety, the officers and committee have developed and endorsed this Safety Plan & Safety Rules. St Ives Rowing Club is committed to the safety of its members and its guests whilst they are engaged in club related activities.

Safety Plans describe how members should act in particular circumstances in order to keep themselves and others safe.

Safety Rules specify the behaviours that the club requires of its members and any behaviour that it would find unacceptable.

Individual Responsibilities

“Everyone is expected to take responsibility for their own safety and the safety of others affected by their activities.”

All members are personally responsible for and have a duty of care to ensure that their actions, both on and off the water, are conducted in a manner that does not compromise the safety of themselves or others.

All members are expected to comply with the requirements of the British Rowing, RowSafe, the Clubs Safety Plan and any other instructions issued by the Club, in respect of safety.

Everyone is expected to take responsibility for their own safety and the safety of others affected by their activities.

Navigation Rules & Circulation Patterns

All members must adhere to the Navigation Rules & the Clubs designated circulation patterns, as displayed on the Clubs safety notice board and below. The basic rule is to be on the right hand side of the rivers in the direction you are travelling.

Member experience categorisation is used to determine the section of the river that is available for them to row on:

- Experienced
Access to the whole navigational river
- Competent (and escorted)
Access from Town Bridge up to Hemingford Lock
- Beginner
To stay within sight of club and coach

If you are unsure of your experience categorisation please consult with the club captain

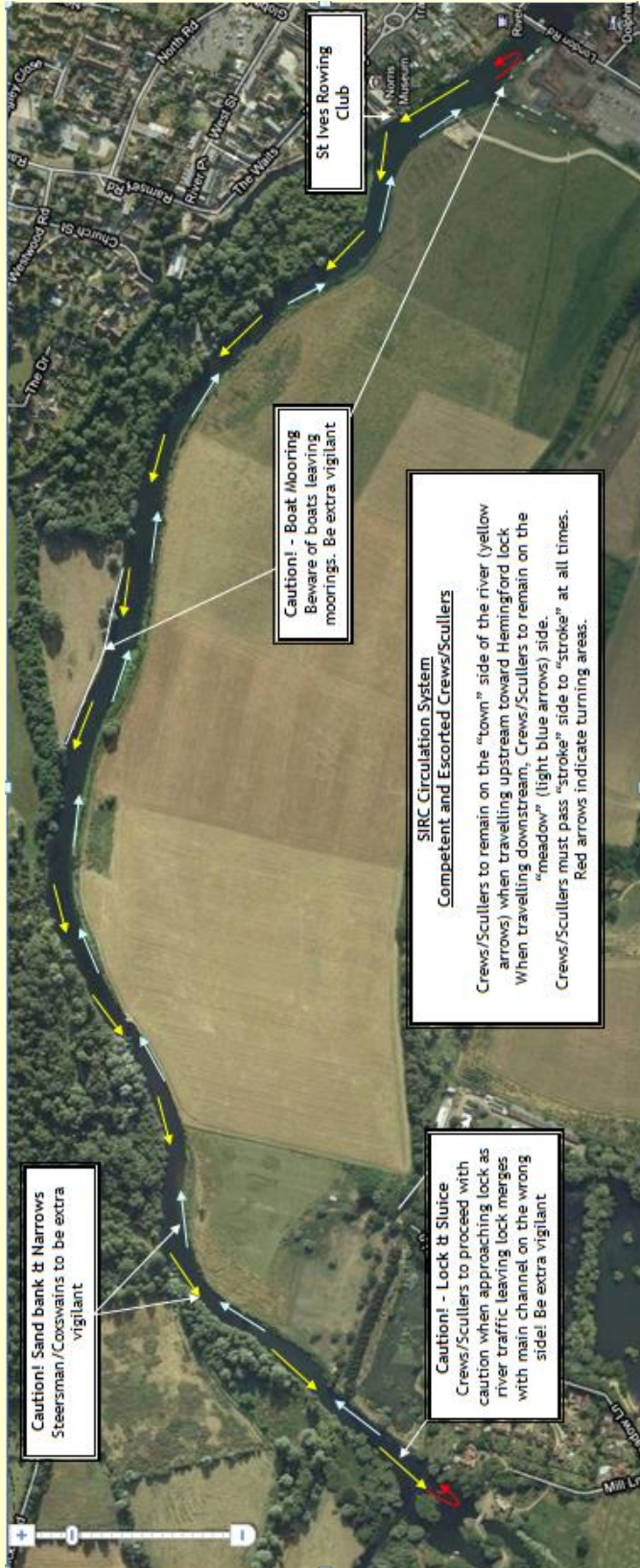
Experienced

This section of the river is only to be accessed by experienced rowers / scullers



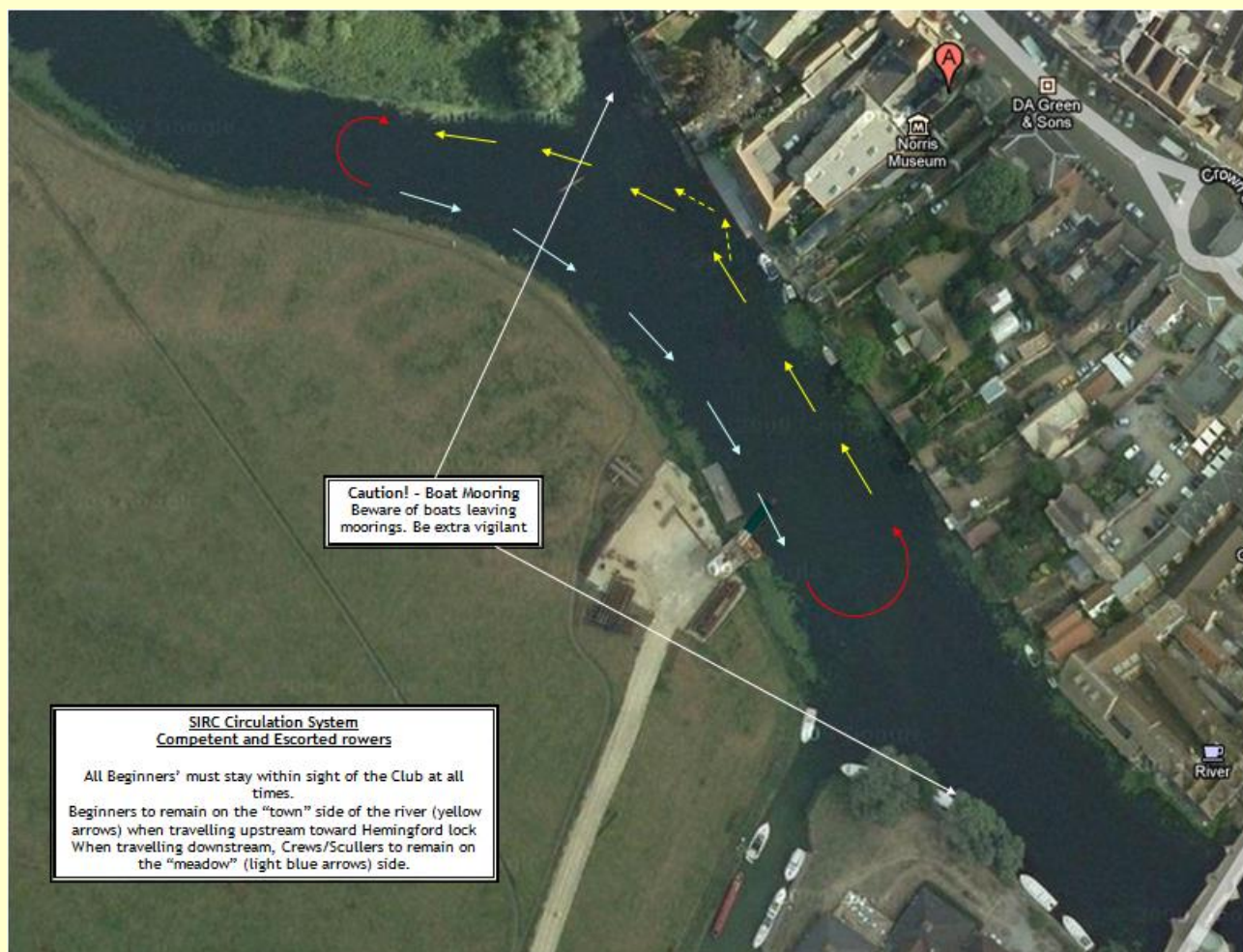
Competent

This section of the river can be accessed by experienced, competent and escorted rowers/ scullers



Beginner

This section of the river can be accessed by all; beginners are not to proceed beyond this section unless escorted



Coaches, supervisors and those in charge are responsible for those under their direct control and/or supervision. Only individuals and crews that are deemed competent shall be permitted to venture out of sight of the club.

Over-taking

When over-taking, the individual or crew performing the over-taking manoeuvre has the responsibility to keep clear of the slower craft; and under a duty of care the slower craft has an equal responsibility to take all reasonable measures to avoid an incident or collision.

If individuals and crews are unable to perform an over-taking manoeuvre safely or should the circumstances be such that the situation could give rise to an incident or near incident; common sense should prevail and the faster crew should not over-take.

Right of Way & Navigation

All members should be aware that the Environmental Agency Regulations concerning navigation do not provide for any priority of manpowered craft over motorised craft.

“All river users have a responsibility, under a duty of care, to keep a lookout for others and to avoid potential incidents or collisions.”

All river users have a responsibility, under a duty of care, to keep a lookout for others and to avoid potential incidents or collisions.

To accord with the Environment Agency Regulations of navigation, all craft travelling downstream shall be deemed to have right of way.

Members should remain alert to other river craft, particularly narrow boats and other large craft that are often too large to go anywhere other than the navigation channel. Individuals and crews must remain alert to and considerate of the constraints and navigation restrictions that such craft operate under. Particular care should be taken around the sandbanks and bends situated near to the Hemingford lock end of the river.

Safety Equipment

The Club provides items of safety equipment, which shall be used by its members to accord with the following:

Life Jackets / Buoyancy Aids

The wearing of a lifejacket or buoyancy aid is compulsory for:

- All coxswains.
- All drivers and passengers of any launch used in connection with Club activities.
- All junior members that have not completed and passed a Club organized capsized drill and swim test.

Where participants are adults & have not undertaken a club swim test/capsized drill, lifejackets/buoyancy aids shall be offered.

Where, due to a medical condition, members are considered to be at risk of becoming unconscious or immobile, as a result of immersion, an automatic lifejacket must be worn.

Throw Lines

Any person providing coaching or safety cover from the bank should equip themselves with a throw line.

All throw lines are housed in the storage unit located between the doubles and fours sheds.

Thermal Exposure Blankets

Any person providing coaching or safety cover from the bank should equip themselves with sufficient thermal exposure blankets.

All thermal exposure blankets are housed in the storage unit located between the doubles and fours sheds.

Traffic Light System

The Club operates a traffic light style warning system that has been designed to provide its members with a visual indication of the current river and/or prevailing weather conditions.

The current status of the system being indicated by coloured signage, located at the boating board that is situated within the doubles shed.

Control of warning system status is the responsibility of the Captain, the Club Rowing Safety Adviser and any of the Clubs Coaches. On Sunday mornings the senior member responsible can amend the current status, should the need arise.

All members, together with any visitors boating from the Club, must abide by this system for their own safety and that of others.

The definition of each status being:

RED No crews are permitted to boat.

Guidance for Red Conditions:

Conducive to Swamping. Define as:

- Wind greater than 15kts, recognised as when the bows of a tree sway
- The water is too rough, having white horses. This will vary on the amount of current and the direction of the wind to the current; generally if the wind is against the current then there is a greater chance of white horses.

The river:

- Is in flood, over landing stage and rising
- Excessive current, eddies can be easily seen

Weather /Visibility:

- Cannot see far bank
- Active Lightning (see lightning section)

AMBER Adverse conditions, restrictions apply.

Only individuals/crews that satisfy the following standards are permitted to boat: If the AMBER condition is due to high water levels and/or fast flow or stream, all boats must turn before (the Club side) of the Town Bridge

- Minimum of competent oarsmen, if in a crew boat
- Minimum of experienced oarsmen if in a coxless pair, double or single
 - Excludes solo scullers
- Lower standard oarsmen may be permitted to boat, but this is entirely at the discretion of the Captain, the Club Rowing Safety Adviser or Qualified Coach

For coxed boats, the crew should only go out if the coxswain is comfortable with the conditions and the ability of the crew under their control. Under no circumstances should a crew go out if any one member is unsure about the safety of the conditions.

AMBER (Continued)

Guidance for Amber Conditions:

- Wind below 15kts, recognised as no sway of tree bows
- Currently will not hinder approach to landing stage
- Water below landing stage level
- Poor visibility can see beyond bend*

* All individuals and crews that are permitted to boat with poor visibility must ensure that white navigation lights are displayed. In addition, individuals and crews should wear light coloured tops to improve their visibility to others.

GREEN Normal conditions, normal safety precautions apply.

Traffic Light Guidelines

Experience Level	RED	AMBER	GREEN
Experienced Crew Boat	x	✓	✓
Experience Sculler (accompanied)	x	✓	✓
Experienced Sculler (approved solo)	x	x	✓
Competent Crew Boat (approved)	x	✓	✓
Competent Crew Boat	x	x	✓
Competent Sculler (accompanied & approved)	x	✓	✓
Competent Sculler	x	x	✓
Beginner Crew Boat	x	x	✓
Beginner Sculler	x	x	✓

Traffic Light Guidelines Table

All members should be aware that a GREEN or AMBER status does not necessarily mean that an individual or crew is competent to cope with the prevailing conditions.

Even if the status permits an individual or crew to boat, under a duty of care to themselves and others, all members must undertake their own assessment of the prevailing conditions (stream, wind, air temperature, water temperature, visibility, etc.) against their ability or that of the entire crew; with due regard to means of rescue should an incident occur. If there is any doubt concerning the wisdom of boating, individuals and crews should seek the advice of the Captain, the Club Rowing Safety Adviser or a Coach. If after seeking guidance doubt remains; common sense must prevail and the individual and crew should abandon the proposed outing.

Regardless of the warning system status, junior members are not permitted on the water unless attended by a qualified coach or supervised by an experienced member or other person deemed responsible by the committee.

Outings

“All members must be signed out on the boating board, before going out on the water.”

“Inexperienced oarsmen must never in any circumstances go on the water unaccompanied.”

All members must be signed out on the boating board, before going out on the water. The boating board being situated within the doubles shed. Individuals and crews must record their details (name and boat type) along with the time of departure. On return to the Club, they are responsible for signing in, by removing their details; in order to avoid false alarms.

All members are reminded of the Clubs policy of always boating in “twos” where individuals and crews are below Experienced status if sculling, or Competent status if rowing. The only exception to this being when they are accompanied by a qualified coach or supervised by a person deemed responsible by the committee.

It is VERY STRONGLY ADVISED that individuals, no matter how experienced, avoid going out on the water unaccompanied whenever possible. Even the most skilled of oarsmen can get into difficulties and this could be very dangerous if they are on their own. As a club we recognize that more experienced oarsmen may have a training need outside of normal training times especially when training for an event. To accommodate this, the captain shall maintain a list, endorsed by the committee, of scullers whom it is accepted may go out unaccompanied. When venturing out unaccompanied the sculler must carry out a personal risk assessment to ensure it is not unsafe to do so and must recognize and accept that they are solely and wholly responsible for their own safety on the water. Inexperienced oarsmen must never in any circumstances go on the water unaccompanied.

Conditions of Equipment

Prior to use, all members are responsible for checking the condition and suitability of equipment that they intend to use, to ensure that it is serviceable and appropriate for the intended purpose. If there is any doubt concerning the condition of equipment; individuals and crews should seek the advice of the Captain, the Club Rowing Safety Adviser, Coach or the member providing duty cover.

On the discovery of a defect or issue, the individual and/or crew must report the findings to the Captain, the Club Rowing Safety Adviser or the member on duty when applicable. Relevant details must then be recorded in the Equipment Logbook, **being located in the pigeon holes on the stairway.** If necessary, the individual and/or crew should implement the equipment quarantine procedures.

Should the defect or issue be rectifiable by the individual or crew, using simple tools; they shall undertake the necessary works. On completion of the corrective actions, they shall be responsible for entering a record of the works in the Equipment Logbook.

Swim Test & Capsize Drill

All new members are expected to complete a Swim Test & Capsize Drill; additionally, members are expected to take a refresher swim test at least every 2 years.

The Swim Test & Capsize Drill will consist of the following activities:

- Swim 4 (25M) Lengths in rowing kit,
- Tread water for 2 minutes,
- Swim under water,
- Practice Capsize from a boat,
- Practice Throw Line.

All junior members that have not completed and passed the capsize drill and swim test are required to wear a lifejacket/buoyancy aid.

Where participants are adults & have not undertaken a club swim test/capsize drill, lifejackets/buoyancy aids shall be offered.

Thunder Storm & Lightning

All members should be aware of the local weather forecast when planning outings, particularly when thunder storms have been predicted.

If thunder is heard and/or lightning observed before the outing has commenced; individuals and crews must remain at the club.

If thunder is heard and/or lightning observed whilst on the water, individuals and crews must seek proper shelter. If safe to do so, individuals and crews should return immediately to the Club; however this has to be with due consideration to the “30-30” rule for lightning. The rule being to count the time taken until you hear the thunder. If it is 30 seconds or less you must seek proper shelter.

If no lightning is visible but thunder is heard; individuals and crews must seek proper shelter.

Individuals and crews must remain at the club or under proper shelter for a minimum period of 30 minutes after the last lightning or thunder, before considering it safe to commence the outing.

Outings at Dusk & at Night

St Ives Rowing Club does not condone outings at dusk or after sunset as they are considered to be dangerous on our stretch of river.

If individuals and crews deem it absolutely necessary to boat at night or within 30 minutes of sunset, the Captains permission must be obtained prior to every outing. Provided that permission has been granted, the individual and crew will be deemed responsible for complying with the British Rowing RowSafe and must display white navigation lights. Individuals and crews should not use lights that are fixed to the riggers, as these can be obscured when negotiating bends and turning.

Coxswains & Steersman

In all coxed boats, the coxswain is deemed responsible for the overall safety of the boat and crew. The wearing of lifejackets or buoyancy aids by coxswains is compulsory. In coxless boats, the person occupying the bow seat or the person controlling the rudder when fitted, is deemed responsible for the overall safety of the boat and the crew.

The only exception to the foregoing being when the coxswain, or the steersman, is a beginner; in which case responsibility will be transferred to the coach or to the person providing the direct instruction and supervision.

Coaches

Coaches are required to be British Rowing qualified, with Instructor Award (IA) or UKCC Level 2 as the minimum standard.

During all coaching sessions, coaches, together with those undertaking the direct supervision of others, are responsible for ensuring that:

- All training is conducted appropriate to the prevailing conditions.
- Individuals and crews are aware of the appropriate safety procedures.
- Individuals and crews use safe equipment.
- Individuals and crews, including the coxswains, are appropriately dressed for the session. The Coach should remain alert for the symptoms of hypothermia and heat stroke/dehydration, particular when coaching young children.
- Particular attention is paid to the coaching of coxes as their competence is essential to water safety as well as the crew's success.
- Consideration is shown to other river users.
- When coaching from the bank a throw line is taken.
- When coaching from the bank sufficient Thermal Exposure Blankets are taken.
- The coach/athlete ratio for junior athletes accords with current British Rowing policy.

Launches

Launches should only be used by members that have been authorised by the Committee. The wearing of lifejackets or buoyancy aids by all drivers and passengers is compulsory.

The driver shall be deemed responsible for the launch and shall be responsible for ensuring that a launch rescue kit is carried. The driver shall have the added responsibility for checking the contents of the launch rescue kit. Any items used or missing shall be notified to the Captain and Club Rowing Safety Adviser as soon as possible.

All launch drivers are to ensure that the launches are handled with consideration to other river users and in accordance with the British Rowing, Row Safe Guide and the Environment Agency Regulations.

In normal circumstances not more than two persons shall be in the launch at any one time. The only exception being in the event of a capsize recovery operation, where the maximum number of persons on the launch may exceed two persons in order to safely convey athletes to the bank or boathouse.

Lifting of Boats

All members are to ensure that due care is taken to prevent injury to persons & damage to equipment, when lifting boats in and out of the boathouse and the river.

When moving boats, one person shall be responsible for controlling and overseeing the safety of the operation, giving clear instructions throughout.

Mobile Boat Storage Racking

All members shall exercise due care and consideration when moving the mobile boat storage rack that is located in the Doubles shed.

All boats stored upon this rack shall be positioned so as to have the bows facing the access yard.

Access Yard

All members are to exercise due care whilst in the access yard, particularly when moving equipment and/or vehicles; in order to prevent damage or injury to non members accessing the neighbouring buildings.

Member's vehicles are only permitted to enter the yard if loading or unloading rowing related equipment or other materials and goods that are necessary for club related activities.

Gym

All members are responsible for keeping the gym clean and tidy. After use, every member is responsible for returning all equipment that they have used to its proper location and for cleaning down all items of the equipment that they have utilized.

All members shall be deemed responsible for their own safety whilst using any of the Club's gym equipment. Should any member have any doubt concerning how to use any item of equipment, or correct technique; they should seek guidance from the Captain or a Coach.

Junior members are not permitted to use any of the gym equipment (rowing machines, weights machines or free weights) unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee.

“Junior members are not permitted to use any of the gym equipment (rowing machines, weights machines or free weights) unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee.”

The use of any gym equipment by social members and by guests is prohibited.

Condition of Gym Equipment

Prior to use, all members are responsible for checking the condition and suitability of gym equipment that they intend to use; to ensure that it is serviceable and appropriate for the intended purpose.

If there is any doubt concerning the condition of equipment; individuals should seek the advice of the Captain, the Club Rowing Safety Adviser or a qualified coach.

On the discovery of a defect or issue, the individual must report the findings to the Captain, the Club Rowing Safety Adviser. Relevant details must then be recorded in the Equipment Logbook, **being located adjacent to the safety notice board**. If necessary, the individual should implement the equipment quarantine procedures.

Should the defect or issue be rectifiable by the individual, using simple tools; they shall undertake the necessary works. On completion of the corrective actions, they shall be responsible for entering a record of the works in the Equipment Logbook.

Other Land Based Training

All members are responsible for taking all reasonable and necessary safety precautions, when undertaking other forms of land based training such as running or cycling, that take them away from the Club's boundary.

When such training is undertaken at dusk or after sunset, all members must ensure that they can be easily seen by other road users, pedestrians and the like. All members should ensure that they wear light coloured tops or reflective outer garments, such as hi-visibility vest tops.

When such training involves the use of a bicycle, the individual member concerned shall be responsible for compliance with the road traffic act.

Members Guests

In accordance with the Clubs rules, all members are permitted to introduce guests to the Club. In addition to the requirements set out within the Clubs rules, the member introducing such persons shall remain responsible for their safety whilst they are on the Clubs premises. In addition they shall be deemed responsible for briefing their guests on the content of this Safety Plan, together with the rules of the Club and its byelaws.

Incidents and Accidents

All members are responsible for reporting all accidents, incidents and near incidents that they have knowledge of or witness within 24 hours of the event, via the British Rowing online incident reporting system, <https://incidentreporting.britishrowing.org/?q=incidentreporting>; to satisfy the requirements of the British Rowing RowSafe.

In addition to the online system, all members are to bring the incident to the attention of the Club Rowing Safety Advisor.

All accidents and incidents will be reviewed by the Club Rowing Safety Adviser, and these will be discussed at committee level; along with any additional control measures that are deemed necessary to avoid any future repetition.

Where incidents or accidents result in personal injury, these must be recorded in the Clubs Accident Book; being located in the holder adjacent to the safety notice board. For all such incidents, the Committee must be notified to ensure that further reporting actions, such as those required under RIDDOR, are complied with.

Should members need to involve the Emergency Services, they should be contacted by the best means possible, as appropriate to any incident, accident or emergency situation.

Feedback

All members should be aware that Safety is a standard agenda item on each meeting of the Committee.

Safety can only be consistently achieved through a process of good communication, education and periodic review.

Should any individual identify any safety related issue which is in their opinion, not being documented or handled correctly, they should bring this to the attention of the Committee, such that the matter can be discussed and actioned, as necessary and appropriate by the committee.

Your Club Rowing Safety Advisor is:

Dave Ash

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