



Christchurch Rowing Club (CRC)

SAFETY PLAN

31032014CRCSP1

Approved

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Written by
CRC Safety Sub Committee

Approved by:

CRC Management Committee

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1. Aim and Scope

This Safety Plan (SP) aims to provide advice and guidance to all Christchurch Rowing Club (CRC) members, including, coaches, coxswains, volunteers and parents. In order that they may fully understand the roles and responsibilities expected of them whilst undertaking activities on and off the water. It addresses the safety considerations and actions to be taken in order that members may undertake all club activities in a safe and secure environment. The SP provides the general safety criteria, organisation, responsibilities and procedures to be implemented in accordance with the latest statutory Safety information and British Rowing (BR) Row Safe guidance.

Rowing, as with any water sport combined with our tidal location and other boat users, inherently carries some risks and hazards. The type of risk and hazards that we could encounter are almost endless and it is likely to be impossible to cover every scenario. This document aims to ensure that all participants can expect to be able to train and compete in what the Club Management and Coaches consider, an acceptable safe environment in accordance with the Club Bylaws and BR Row Safe guidelines and best practise.

1.1 Order of Precedence

The order of precedence of Safety documentation and information is detailed below:

- CRC Club Rules and Bylaws
- Safety Plan & Emergency Action Plan (this document)
- CRC Risk Assessment
- British Rowing Row Safe documentation

In the event of any conflict in any document or any conflict between any of the documents, the CRC Water Safety Advisor (WSA), will give direction as to which part of the relevant document or which document will take precedence.

1.2 Tailoring

The CRC WSA supported by a Safety Sub Committee (SSC) undertake a continuing review of all CRC safety procedures and report its findings to the CRC Management Committee against the BR Row Safe 'Best Practice' guidance. As all rowing clubs are different this SP is tailored to what the SSC and Management Committee consider to be the appropriate response for CRC.

1.3 Review

This document shall be formally reviewed by the CRC Management Committee on an annual basis after the annual BR Water Safety Audit has been submitted to address any issues or non-compliances. Following this review process the document shall be updated and reissued by 31st January each year. This document may also be reviewed or updated as part of the implementation of the CRC Safety Review and Improvement Plan. Additionally this document along with the CRC Risk Assessment may be reviewed or updated at any time as a result of a serious incident.

2. Referenced Documents

The Safety Plan references or uses the documents provided at Table 1-1 and Table 1-2 as guidelines.

2.1 External Documents

Table 1-1 External Documents

Document Ref.	Title	Revision
BR Row Safe	A Guide to Good Practice in Rowing	2008-V1
British Rowing	Safeguarding & Protecting Children Policy	Feb 2013
	Health and Safety at Work Act	1974

Table 1-2 Internal Documents

Document Ref.	Title	Revision
	CRC Club Rules and Bylaws	Latest
	CRC Safety Review & Improvement Plan	30 Dec 2014
	CRC Risk Assessments 1 – 6	
	Coaches Induction Pack	
	Learn to Row Induction Pack	
	Coxswain Induction Pack	
	CRC Trailer Drivers Pack	

3. Risk Management

3.1 CRC Safety Policy & Organisation

3.1.1 Policy

The promotion of Health & Safety at CRC ranks equally with competitive and recreational or all categories (Masters, Seniors and Juniors), and is a normal management function. To this end CRC will take all reasonable measures to provide a safe and healthy environment not only for its members, but also for others that may be affected by its activities.

The CRC Captain has overall responsibility for the implementation and execution of CRC's Safety Policy and shall be supported by the WSA.

The WSA shall provide advice and guidance to the Club Captain and Chair a Safety Sub Committee (SSC) that shall review and recommend policy and practises in accordance with (at least) the minimum standard and best practises, where it is appropriate to do so as required and detailed in the British Rowing Row Safe guidance.

The WSA is responsible for the continued review and completion of the Annual Safety Audit as required by BR.

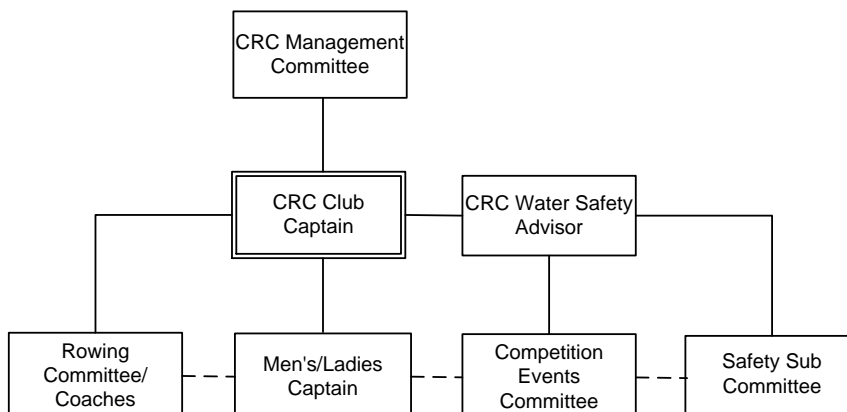
Each Captain, Coach and Co-ordinator is responsible for implementing and adhering to CRC Safety Procedures in addition to compliance with all related Legal requirements.

It is the responsibility of the Club Captain in conjunction with the WSA and the Rowing Committee to ensure that all safety equipment, literature and information for equipment, articles and substances shall be made available to those using them. They shall also ensure that all club land and water equipment is maintained and is fit and safe for its intended purpose.

It is the responsibility of all members at the club and at competitions to carry out their rowing and related activities in a safe manner and they have a duty to protect themselves and do nothing to endanger others.

3.1.2 Organisation

The Club officers and various committee members are elected at the Annual General meeting each year in accordance with Club rules for the selection of its officers and shall stand for a minimum 1 year period. The WSA should be an experienced member of the club similar to that as defined in the club rules for Captain and possess adequate technical skills, qualifications and experience to perform the assigned tasks. The WSA shall also be able to call upon additional resources and other club committees or members as required.

Table 2 Organisation Structure

3.2 Safety and General Notice Boards

There are 2 main Safety and General Notice Boards in and around the Club. The General Notice Board is located in the Entrance Lobby which displays the general Club safety and fire notices and is controlled by the CRC Management Committee.

The rowers Safety Notice Board is located just inside the boathouse door nearest the car park which displays detailed safety information for on and off the water. This notice board is controlled by the WSA, the Club Captain and the Club Welfare Officer.

In addition to the Safety Notice Board there is a dry wipe 'Day Board' that is hung outside the Club on the wall between the old boathouse doors that displays current weather, wind, tide and hazard information. This board also doubles as an 'Embarkation Log' and shall be hung up when opening the boathouse and updated by any responsible member using updated information. At the end of the days water activities the board is taken down and stored inside the boathouse.

All members shall make themselves familiar with the location and contents of the Safety Notice Boards, regularly check for updates before each outing and may suggest topics for inclusion.

The following is a list of the information that can be found on the Safety Notice Board with more detailed explanations in the subsequent paragraphs;

- Emergency telephone numbers, contacts and first aiders
- A plan of the local water, River Stour and Christchurch Harbour highlighting hazards, navigational rules and emergency access points.
- Instructions to cover variation in normal procedures needed to manage risks or incidents.
- Visual aids on safe practice, lifesaving and resuscitation techniques.
- Instructions for reporting incident on-line.

3.3 Emergency Telephone Numbers & Contacts

Christchurch Rowing Club;	Wick Lane, Christchurch Dorset BH23 1HU 01202 484964
Club Captain;	
Mark Sims	07503 106715 clubcaptain@christchurchrowingclub.co.uk
Men's Captain:	
Simon Clements	07922 080141 menscaptain@christchurchrowingclub.co.uk
Ladies Captain:	
TBC	ladiescaptain@christchurchrowingclub.co.uk
Club Water Safety Advisor:	
Michael Green	07940 386272 safety@christchurchrowingclub.co.uk
Club Welfare Officer:	
Jenny Gould	07748828559 welfareofficer@christchurchrowingclub.co.uk
Emergency Services (including C/Guard)	999 or 112 (local police - 101)
Mudford Lifeboat Station:	Mudford Quay, Chichester Way, Christchurch, Dorset BH23 4AB 01425 276604
Royal Bournemouth & Christchurch Hospital: (Accident Dept)	Castle Lane East, Bournemouth BH7 7DW 01202 303626

A copy of all emergency numbers is also displayed on the boathouse Safety Notice Board.

3.4 CRC Registered First Aiders

For an up to date list of members who are certified first aiders can be found on the safety notice boards.

3.5 Club Training Times

For all water based training activities all members shall be restricted to the hours of daylight.

Land based training activities can take place at any time, however, no junior under the age of 18 years old shall be permitted to train on their own or without adequate supervision. All other members are advised that it is not recommended to train alone.

3.6 Club Navigational Limits

For all routine training and recreational rowing activities all club crews and scullers shall usually restrict their movements to within the River Stour downstream of the club and the Christchurch harbour limits. See Figure 1.



Figure 1

Ariel view of Christchurch Harbour downstream of the Rowing Club

Crews are able to proceed upstream of the Club but must do so with caution due to a number of hazards and limited landing places. Crews **SHALL** not navigate upstream of Railway Bridge at Iford Recreation Ground due to shallow water and submerged obstacles. Scullers can proceed up to the Iford road bridges depending on the state of the tide.

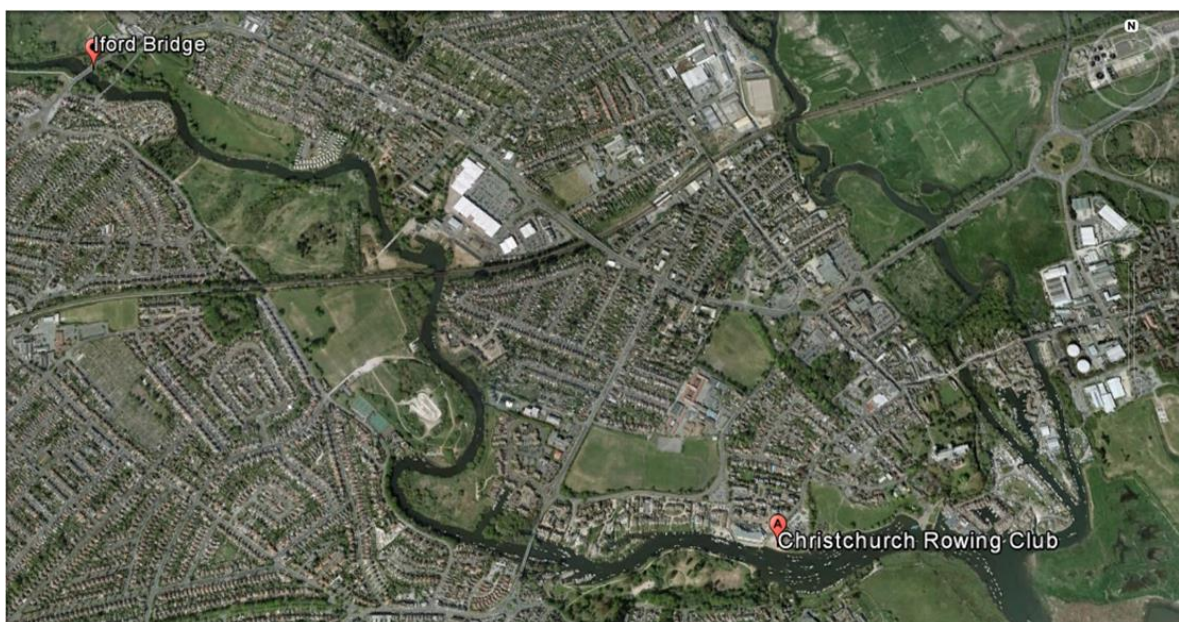


Figure 2

Ariel view of Christchurch Harbour upstream of the Rowing Club

On occasions, for training purposes, crews are required to proceed 'Out to Sea' through Mudeford Run. Extreme caution shall be taken transiting the Run due to fast flowing tides and coastal breakers at the exit. Crews shall exit and enter the Harbour via the marked channel buoys. Crews can proceed in an easterly direction parallel to the beach towards Highcliffe (and return) or in a south-westerly direction towards the Hengistbury Head Groyne (and return). At Hengistbury Head Groyne experienced crews can proceed in a westerly direction towards Bournemouth (and return) parallel to the beach. See figure 3.



Figure 3
Ariel view of Christchurch Harbour showing CRC sea training areas and underwater obstruction

3.7 CRC Rules of the River

On the River Stour, Christchurch Harbour users must stick to the RIGHT of the river, i.e. the opposite side to UK roads.

Faster crews should overtake on the left, but only if it is clear and safe to do so.

Boat Users on the River Stour and Christchurch Harbour have a speed restriction of 4 knots.

During the summer months the channel in the harbour is marked with red buoys on the right and green buoys on the left.

At high tide or under the direction of a coach it is possible to transit up and down the harbour outside of the channel buoys.

At low tide it is essential to remain inside these buoys or you run the risk of running aground.

During busy periods and under the coaches direction crews may also be safer to transit outside of the channel buoys.

During the summer months unless specifically authorised by the Club Captain or WSA all club boats and crews should be off the water by 10:30hrs on Sundays and Bank Holidays due to river congestion.

During the winter the red buoys are removed along with many of the pleasure boats creating a lot more space on the river. However be careful not to get caught up in submerged buoys or mooring lines. The green buoys remain as a channel guide.

No single Crew, Sculler, Pair or Four should go 'Out to Sea' on their own.

No Crew should proceed 'Out to Sea' through Mudeford Run without:

- The Club Captain or Duty Officer's approval.
- Completing the Embarkation Log with estimated time of return.
- A Club Safety Launch in attendance with a BR qualified coach and all appropriate safety aids.

Apart from Christchurch Regatta, no crew or sculler shall do any firm pressure piece or race each other between Christchurch Sailing Club and the Rowing Club.

Caution should be taken whilst passing the public slipway at Mayors Mead just downstream of the Rowing Club for members of the public launching and recovering their boats etc.

When navigating above Tuckton Tea Gardens and through Tuckton Road Bridge extreme care should be taken whilst navigating the narrow entrance between the permanent mooring pontoons.

Crews navigating downstream SHALL have Right of Way through the Largest Left Hand arch from just above the Bridge to downstream of the permanent moorings at Tuckton Tea Gardens.

Crews navigating upstream should pass Tuckton Bridge under the same largest Right Hand Arch with caution and SHALL stop to give way to any crew or sculler navigation downstream.

Crews navigating upstream of Tuckton Bridge should proceed with caution due to steep banks and sharp bends.

Extreme caution should be taken above Tuckton Bridge during high tides and fast flowing stream due to limited exits point in the event of an incident or capsized.

3.8 Local Hazards

There are a number of permanent local hazards that all active members should be aware of and take into account in their personal risk assessments:

3.8.1 Upstream of the Club

- Wick Ferry crossing the river during summer months.
- Tuckton Tea Gardens and through Tuckton Road Bridge extreme care should be taken whilst navigating the narrow entrance between the permanent mooring pontoons.
- Tuckton Road Bridge concrete support pillars with narrow arches.
- Steep and high banks, overhanging trees on Bournemouth side reed beds on Christchurch bank with sharp bends and limited access points.
- Shallow water and submerged obstacles combined with reeds in summer months upstream of Railway Bridge at Iford Recreation ground towards Iford Road Bridges.
- Tuckton Tea Gardens to Hengistbury Head ferry service during summer months.

3.8.2 Downstream of the Club

- Unpowered sailing boats, racing dinghies and tenders launching and landing at Christchurch Sailing club.
- Fast flowing stream exiting River Avon at 'Claypool' just passed Christchurch Sailing Club can force crews onto mooring buoys and boats opposite river mouth.
- Mudflats in the Christchurch Harbour at either side of low tide increases the risk of running aground outside to the channel buoys.
- Old and dilapidated United Ferries landing stage downstream of Hengistbury head Outdoor Activity Centre. Rotten posts exposed at low tide.
- Tuckton Tea Gardens to Hengistbury Head ferry service during summer months.

3.8.3 Out to Sea

- Fast running tide and currents through Mundeford Run during Flow and Ebb tides causing choppy conditions whilst exiting the Run.
- Mundeford Quay –Hengistbury Head ferry.
- Shifting and exposed Sand Bars at the mouth of Mundeford Run during low tide.
- Concrete drain extending out to sea from Hengistbury Head sand spit. Marked with Red Triangle post. Extreme caution to be taken at low tide.
- Motors boats and Yachts under sail entering or exiting the harbour via Mundeford Run.
- Jet skiers and water skiers and other water users.

- Lobster pot and fishing marker buoys.

3.8.4 General

- Inexperienced river users in slow moving hire boats during summer months.
- Windsurfers, Board surfers, and Canoeists crossing the harbour channel and not adhering to normal river rules.

3.9 Emergency Action Procedures

In the event of an incident on the water the following procedure should be able to cover virtually all scenarios likely to occur:

Each Launch shall be numbered and have a radio call sign i.e. Launch 1 – 4,

If a Coach/Club Captains/Duty Officer are attending the boathouse and not going afloat, they shall take and write their name against the 'Boathouse hand held Radio' if any other club crew is afloat. They shall also be required to carry out a Radio Check to ensure they have contact with all coaches afloat.

The Coach/Club Captains/Duty Officer in the boathouse shall coordinate any incident or rescue with the Primary coach, who shall be the coach who called in the incident. The boathouse shall also coordinate and direct the emergency services and additional launches if required.

Should an incident occur the coach shall immediately radio for help/backup. Even if it is considered a small incident (run aground/capsize in shallow water). The coach shall provide clear instructions on the type of incident, location, numbers involved and any casualties. All coaches and radio traffic shall be clear, concise and calm. The Primary coach shall ensure that all rowers stay calm and remain with the boat at all times. In addition no coach should enter the water to perform any rescue.

The nearest alternative launch to the incident shall respond first to the call followed by any others.

The responding coaches shall ensure that their crews are aware there is an incident and if necessary and safe to do so they should stop and await the coach's return or if proficient enough continue, returning to the club without the coach.

All launches below Christchurch Sailing Club shall respond to all incidents below the Sailing Club once they have ensured their crew/s are safe. Those launches above the Sailing Club shall continue if travelling downstream or hold station if travelling upstream and confirm if they are required having given the 'Primary' coach time to assess the severity of situation and number of launches in attendance.

All launches above Christchurch Sailing Club shall respond to all incidents, above the Sailing Club once they have ensured their crew/s are safe. Due to the lack of landing sites particularly above Tuckton Tea Gardens those launches below the Sailing Club if travelling upstream shall continue. The speed shall be determined by the severity of the incident and number of available launches. Those launches travelling downstream should turn around and confirm with the boathouse if required having given the 'Primary' coach time to assess the severity of situation and number of launches in attendance.

As a guide and subject to there being sufficient launches afloat a minimum of 2 launches shall attend any incident for a 1x, 2x, 2- and 3 launches for a 4x, 4-, 4+, 8+.

For launches that are afloat on their own the coach shall ensure that the Coach to Rower Ratio is not exceeded and that there is sufficient safety equipment for all rowers under his control. This may require additional lifejackets, throw lines etc to be carried in the launch.

The solo coach having undertaken his risk assessment (which should include the coach's physical and technical capability, water conditions and rower proficiency) should an incident occur and no additional Radio Check undertaken, the coach shall assume he is on his own and shall coordinate the entire incident.

Should the coach feel the situation has deteriorated or considers it beyond his/her capability or available resources he/she shall call for assistance using 'Channel 16' the International Distress Frequency monitored 24 hrs by the Coastguard or using the automatic DSC system if enabled by the VHF radio.

So that an incident can be recorded correctly under the British Rowing Incident Reporting. At the safe conclusion of any incident the Primary coach shall be responsible for providing the following information to the WSA and Club Captain;

- a. Place, time and nature of the incident.
- b. Any injuries/damage sustained.
- c. The names of people involved.
- d. A sketch/plan should also be made.
- e. Witness Statements should be taken for serious incidents or injuries.
- f. Identify any safety/first aid items to be replaced.

3.10 Risk Assessment

The BR Row Safe guidance requires all clubs to have completed and maintain a Risk Assessment for all activities that have a potential risk both on and off the water from which the Safety Plan and Emergency Action Plan can be published. The CRC Risk Assessment has been undertaken and the detailed assessments and their appropriate control measures can be viewed on the CRC web site: www.christchurchrowingclub.co.uk

All significant new activities and all junior activities undertaken by the club must have the risks assessed before the activity can take place and the situation managed to control risks to an acceptable level.

All CRC competitive events have to have a risk assessment completed to enable a competition Safety Plan to be drawn up and these plans are approved/endorsed by CRC WSA and the Hants & Dorset Rowing Association (H&DRA) Safety Advisors.

CRC and its competition organisers are required to review the risk assessments on an annual basis or following a significant incident, change in any relevant legislation or guidance. All CRC members have a personal responsibility to adopt the following:

- Comply with any rules, advice and guidance given by the club, BR, WSA, Wessex Regional Rowing Council (WRRC) Hants & Dorset (H&D) Safety advisor, competition organisers and coaches to ensure that the risks to yourselves and others are adequately managed.
- Assess the risk to your own activities and manage them to a tolerable level
- Only take risks you are comfortable with.
- Coaches are to instruct participants in the process of personal risk management to enable them to adopt suitable control measures.

- Coaches are to ensure that the Coach to Boat/Athlete Ratio for their given session is not exceeded and is within their current range of coaching skills and development. (further guidance on actual ratio are to be determined by the SSC and coaches).
- Launch drivers are to ensure their activities are risk assessed and adequately controlled.

3.11 Training Camps & Rowing on Unfamiliar Waters

The club normally does not organise or go on formal Training Camps. However, on occasions or at the request of other local clubs the club captain or coaches may send crews to row at different locations that are not part of a formally organised competitive event. For example; Canford and Bryanston Schools, Winchester College or any of the Southampton Rowing Clubs. In these instances the crews and coaches shall make themselves aware of any local weather conditions, stream, currents and hazards. In addition they shall adopt all local safety requirements and circulation patterns and comply with the relevant local Safety Plans.

3.12 Weather & the Environment

The Club Captain in consultation with the WSA and the coaches shall determine if the water condition are safe to row on.

ALL members shall abide by this decision in the event that the weather or the environmental conditions are deemed unsafe to row.

Daily weather information water conditions and hazards shall be displayed on the dry wipe board hung outside on the boathouse wall. All crews and scullers should consult this information before go on to the water.

3.13 Swimming & Capsize/Swamping, Cold Water Immersion Medical Conditions

3.13.1 Swimming

In addition to the Club Membership Form that requests that new potential members sign a declaration that they can swim. BR Row Safe guidance advise the following:

Clubs are to ensure that ALL participants are instructed in the actions to be taken in the event of a capsize (for all boat types). Ensure that ALL participants in rowing must be able to demonstrate they are both competent and confident in and under the water by swimming at least 50 metres in light clothing (rowing kit), tread water for at least two minutes and swim under water for at least 5 metres. The swimming ability and capsize training shall be recorded for each member of the club?

All CRC new and members shall be made aware of the procedure in the event of a capsize/sinking as part of their induction programme and attend a capsize drill pool training session with a qualified coach. All juniors (J18 and below) shall be asked to demonstrate their swimming ability as above and undergo a capsize drill. For those members over 18 they shall also be required to attend the capsize drill pool session and as a minimum demonstrate their swimming ability. Should the coach have any doubt as to their swimming ability or confidence in the water they shall be required to undergo a capsize drill to ensure they do not panic etc.

In the event of a capsize or immersion into cold water all members should know what to do:

- **Stay with the boat** and use it to keep you afloat
- Get on top of the boat and attract attention immediately
- If you have to stay in the water, retain, warmth by keeping arms and knees tucked into the body
- Stay calm and breathe deeply
- If competent right the boat and climb back in. however do not waste energy by trying to right it if not proficient
- Do not swim away from the boat as swimming ability in cold conditions is dramatically reduced
- Know the emergency procedures to be able to effectively help if you see a capsize

All members should also be aware of the effects of cold water immersion:

- Cold shock – what it is and how to deal with it
- Dry drowning – what it is and how it is avoided
- Swim failure – the situations in which this can happen
- The possibility of post rescue collapse and how to deal with it
- Hypothermia – recognise the signs, treatment and the risk increase due to age, body type and size

3.13.2 Medical Conditions

The club membership form requests that potential new members declare any medical conditions that may result in them requiring medical attention whilst undertaken on or off the water activities. Notwithstanding doctor patient confidentiality members should ensure that their coaches are aware of any condition that may require medical attention i.e. diabetes, asthma, anaphylactic shock and epilepsy.

Members should also note the BR guidance on epilepsy with specific reference to junior rowers which the club shall also adopt:

‘Those who suffer from epilepsy should not be allowed on the water when there is a significant risk of further seizures. In line with the Driving Vehicle Licence Agency (DVLA), this period of significant risk is defined as 1 year following a fit and whilst reducing medication and for six months after stopping it, except where there is a special individualized risk assessment of the rower and the event. Equally launch drivers should follow this advice’.

4. Equipment

4.1 Safety Aids

4.1.1 Life Jackets

The club provides a number of life jackets and buoyancy aids that comply with the latest EN Standards and carry the CE mark of approval. These are stored on hooks at the front of the boathouse and should be hung up to dry after each use. Members should ensure that they select the correct type of life jacket or buoyancy aids based on the weight and size category on the garment.

All coxswains shall wear an approved life jacket or buoyancy aids on top of all other garments when on the water. In front loader boats only a manually operated lifejacket can be worn to allow easy access and unrestricted escape from the boat.

All launch drivers and passengers shall wear an approved life jacket or buoyancy aids on top of all other garments when on the water.

4.1.2 Throw Lines

There are a number of Throw Lines and a Life Ring located around the club for use in the event of an incident outside or around the club. Members should make themselves aware of their locations and use during their Induction programmes. Coaches and all those involved in rowing training shall also have to undergo throw line training in their use, repacking and maintenance.

4.1.3 First Aid Boxes

There is a First Aid Box that is regularly checked and maintained. It is located in the boathouse in the cabinet at the back of the boat house opposite the Men's changing room. This first aid box is for emergency use only and shall not be used for the routine treatment of blisters unless authorised by a qualified first aider. The incident log book is to be filled in for each use.

First Aid boxes are also contained within the Safety Bags for each Launch along with a spare life jacket, thermal/space blanket, throw line, knife and whistle.

4.1.4 Emergency Cabinet

The emergency cabinet which is also located at the back of the boat house opposite the Men's changing room and contains a spare throw line a number of thermal/space blankets, woollen blankets. A kettle with hot soup, tea or coffee making facilities.

4.2 Safety Launches

The club currently has one launch that can be classified as a safety Launch which is the Orange rigiflex. All other launches are classified as coaching launches. BR Row Safe guidance recognises the following;

'Any launch used for coaching purposes may be called upon for a number of potential situations, including rescuing rowers and boats should they come in to difficulty. It must be recognised by clubs that not all launches in use today have inherent stability to be used to rescue rowers from the water. It is important that the limitations of a particular

launch in use are understood by both the club and the driver including the load and number of people it can support'.

'It is not a reasonable assumption the any launch is better than none'. Situations have arisen where a launch driver has attempted a rescue and required rescuing themselves.....'

The club's aluminium tin fish launches fall into this category and can easily become unstable when trying to rescue people from the water. The 2 catamarans are more stable but have limited carrying capacity. It is also a recommendation that all club coaches and launch drivers seek to achieved the RYA level 2 Powerboat certificate.

The Orange Rigiflex safety launch shall be the only launch that is allowed escort crews 'Out to Sea'.

All the club launch drivers are to read, understand and abide by the BR Row Safe Launch Driving Guidance and adopt the minimum standards as stated in Section 2.4.

4.3 Radios

The club provides a number of hand-held VHF radios that are required to be carried in each launch with the coach. The procedures for the use of these radios and the fixed Base station which is located at the front of the boathouse is detailed in the following para 4.3.1.

The club holds the appropriate Ofcom licence for the use of its VHF radio with Channel 16 the International Distress Channel. In order that the correct radio protocols are adhered to it is recommended that all club coaches and launch drivers shall seek to attain a Marine VHF Short Range Certificate (SRC).

4.3.1 Radio Procedures (To be agreed)

The following procedure should be able to cover virtually all scenarios likely to occur:

- Launches shall be numbered and have a call sign i.e. Launch 1 – 4, Launch Temp + No for loaned boats.
- The Coach write's his name against the launch call sign on the Embarkation Log or outside Dry board.
- The first coach afloat should ensure Base Station in the radio cabinet is switched on and set to correct channel.
- All coaches shall check the radio equipment serviceability prior to any outing by ensuring the battery is charged and the antenna is attached. Turn radio on and set the correct channel (if not pre- set).
- A Radio check shall be carried out prior to any outing.

For example 'Launch n requiring radio check over '

- The coach should confirm with his crew that he can be heard by base station and vice versa if they are the 1st afloat, alternatively having checked the Embarkation Log/Whiteboard await response from other launches afloat. Launches afloat should respond in launch number order.

'Launch 1 receiving over'

- Wait approximately 10 seconds to ensure messages are not corrupted by too many incoming replies.

`Launch 2 receiving over' etc.

- Should launch 1 not reply within 10 seconds then launch 2 should reply and if no further response Launch 3 etc. There may be situation where any particular launch cannot respond in a given time. If a coach misses the Launch number slot, they should endeavour to respond later when safe to do so. This procedure will ensure that any coach going afloat is in radio contact with all coaches already on the water.
- After the Radio Check coaches can provide updated water conditions and hazard update.
- If a Coach/Club Captains/Duty Officer are attending the boathouse and not going afloat, they shall take and write their name against the `Boathouse hand held Radio' if any other club crew is afloat. This can be carried on their person and will enable them to move out of hearing range of the fixed base station radio. They shall also be required to carry out a Radio Check to ensure they have contact with all coaches afloat. Those coaches will also know they have someone back in the boathouse and not reliant on someone answering the base station because they were passing.

4.4 Transport & Trailers

The club has two boat trailers one for predominantly river boats and sculls and another for coastal boats. These trailer are maintained by the club. In accordance with UK Driving Regulations all trailer drivers are to ensure that any trailer is safe and roadworthy, boats are tied down securely and any projections are within the legal limits.

The boats may only be towed by approved drivers that have the appropriate UK licence requirements. Vehicles are usually owned and operated by a member or the are hired in for the purpose. A Drivers Pack has been produced and each driver shall ensure that he or she has a copy with them whilst towing any trailer.

The Trailer Drivers pack contains the following information;

- Current loading plan
- Drivers check list
- Details of the club trailer and vehicle insurance. Details of which are also displayed on the club notice board. Should a rental vehicle be used then a copy of the rental agreement and insurance shall be placed with the drivers pack and retained by the driver with the vehicle at all times .
- Diagram of allowable projections
- Maximum permissible weight limits

A diagram of current UK maximum lengths and projections is attached at Appendix A

5. Participants

5.1 Beginners & Juniors (Aged 11-18yrs)

The club shall abide by and adopt at least the minimum standards to be adopted as stated in the BR Row Safe Guidance Section 3.2.

All Beginners, Juniors and Coxswains joining the club or coming through the 'Learn to Row' schemes shall go through the club's induction programme. A CRC Induction Booklet for rowers and coxswains has been produced and each member shall receive his or her individual copy for future reference. This is to ensure that all Beginners are successfully and safely introduced into the sport and the club operations. The Induction programme shall cover the following basic information:

- Club Officers, Captains, WSA, Club Welfare Officer etc
- Confirmation of Swimming Ability, Capsize Drills, Cold Water Immersion and Swamping
- Potential Medical Conditions
- Parental or Guardian Consent (for juniors)
- Safety Notice Boards
- Risk Assessments
- Local Hazards
- Navigational Rules
- Supervision, Training Times and Restrictions
- Emergency procedures
- Equipment and Safety Checks
- Weather
- Clothing
- Manual Handling and Lifting of Boats Types
- Safety Equipment: Life jackets & Personal Floatation Devices (PFDs)
- First Aid
- Water-Bourne Diseases & Hygiene
- Incident Reporting
- Personal Responsibility for Safety

As part of the induction programme each new member will be given a log book to record their Induction progress, competences and personal development . The lead BR qualified coaches shall be responsible for recording and signing off any development need or progression in an individual's log book. The Club Welfare Officer with the Coaches and Club Captains shall be responsible for keeping the Master Competences and Development Register up to date.

It is the club's aspiration that no Junior under the age of 16 shall be permitted to go out on to the water without a BR qualified coach and safety launch present. For 2014 the club has 3 Junior coaches remaining on the waiting list for the next Wessex Region UKCC Level 2 course (Sept/Oct). In this instance dispensation is given until 31 Dec 2014 providing attendance at the prerequisites; DBS Clearance and Child Protection Course by Aug 2014. For 2015 all Junior coaches shall hold DBS clearance and completed the Child Protection Course with the aim to completing UKCC level 2 certification.

5.2 Coaches

All coaches and club volunteers for water activities shall adopt and adhere to the guidelines as stated in this Safety Plan. They shall read and understand the BR Row Safe guidance documentation and the BR Safeguarding & Protecting Children Policy document. In addition before any coach is permitted to organise a water training session they shall have attended the CRC Coaches Safety Awareness Sessions run by the CRC WSA.

All CRC coaches shall have applied for and hold the appropriate Disclosure and Barring Service (DBS) certificate. Details and application information can be obtained from the CRC Welfare Officer.

All coaches and ideally regular volunteers shall also hold an appropriate current First Aid certificate. As some activities should only be undertaken with a BR qualified coach all CRC coaches should seek to attain at least the BR Level 2 coaching qualification.

5.3 Coastal & Open Water Rowing

The club whilst located on the lower River Stour is predominantly a Coastal and Open Water Rowing Club. The club has mix of river (only) boats and coastal boats. Only coastal boats shall be permitted 'Out to Sea' This SP is written with both river rowing and coastal rowing in mind and it applies equally to both. It also abides by BR Row Safe Guidance detailed within Section 3.5.

5.4 Indoor Rowing

The club has a number (8) of Indoor Rowing Machines and are currently the Concept 2 Model C. Care should be taken when using these machines especially if training on your own as Injuries are just as likely, if not more so, to occur when using the indoor rowing machines.

It is normally expected that new members will be taught the basic rowing technique on the indoor rower before venturing on to the water. Coaches shall ensure the correct technique competence is demonstrated and performed before any workouts or training sessions are undertaken.

Coaches shall ensure that all indoor rowing machines user shall understand and be able to adjust the machine's Drag Factor. The following settings are recommended for various groups;

- Beginner 90 - 100
- J14/J15 110 - 120
- Women 115 - 125
- Men 125 - 135

All members are to ensure that the machines are kept in a good working order and shall be cleaned and covered with the covers provided at the end of their use.

5.5 Weight Training

The club has a dedicated weight training room and areas with a selection of free weights, bars, dumbbells and benches. Extreme caution and particular attention on technique must always be taken when using these facilities as serious injury can occur. Weight securing collars must also be used on all bars.

No one under the age of 16 shall be permitted to use any weights.

Those members aged 16 to 18 shall only be allowed to use the weight training facilities under the direct supervision of a BR qualified coach or qualified weight training Instructor.

All members are advised that it is considered unsafe and not recommended that they use the weight training facilities on their own. Ideally there should be a minimum of 3 persons in attendance; 1 training and 2 persons spotting /assisting.

6. Monitoring

6.1 Incident Reporting

All members shall be aware that in addition to complying with local authority rules and regulations regarding the use of local waterways the club is required to report any safety related incident to BR as the sport's governing body. This is to ensure that every effort is made to help improve your safety.

In accordance with the club bylaws each rowing member should also be registered as a BR member (if only for the third party insurance that it provides) All BR and members should register their on-line account and have access to the Incident Reporting Section on the BR web site.

Section 4.1 of the BR Row Safe Guidance provides the following examples of incidents that should be reported:

- **Capsize or falling out of a boat through:** inexperience, contact with another rowing boat or other object, equipment or boat failure
- **Collision through:** contact with a static or moving object, navigation issue, poor visibility or lighting
- **Swamping through:** rough water, collision with other rowing boat or object, wash
-
- **Health related:** manual handling, respiratory, hypothermia, heat stress, water-borne diseases
- **Equipment failure**
- **Land training due to:** weight training circuit training, indoor rowing

Members reporting an incident to BR shall use the following procedure:

Procedure.

- 1) Log on to the BR website. www.britishrowing.org/
- 2) Open up British rowing .org
- 3) Scroll down to "Staying Safe and left hand click.
- 4) Go to "Incident Reporting", and Left hand click.
- 5) Log in - Insert "User Name" & "Password". If not a BR registered member or do not have a BR account then go to "+ Add a Report".
- 6) Fill in Incident Report then left hand click "Continue" - finally Left Hand click "submit".

Note: There is a simplified reporting procedure for simple capsizes.

Further advice or help can be obtained from the CRC WSA or see the Club Safety Notice Board for details.

6.2 Safety Auditing

Safety Auditing is a means of actually checking what actually happens. In order for the club to meet its duty of care it has to audit its level of safe practise. The club completes the annual ARA Water Safety audit that has to be submitted to BR by 31st Dec in each year. Failure to submit the audit will render the club ineligible to participate in BR rowing events and competitions until such time that the audit is received.

The audit shall accurately reflect the club current safety position and shall include an audit on all competitions that the club organises such as; The Head of the Stour and Christchurch Regatta.

The Club Management Committee shall be responsible and act on any recommendation or non-compliance issues that have been identified as part of the audit process.

7. Health

7.1 Sunburn, Heat Stroke & Exhaustion

Rowing is an outdoor and water based sport and in the summer months sunburn, heat stroke and exhaustion from the direct sunlight and reflection off the water can be severe. Care should be taken to ensure that all club members take adequate precaution to protect themselves.

Members should ensure that they have an adequate supply of water to ensure that they take on fluids before, during and after training and the need for good water bottle hygiene. They should also be aware and recognise the signs of sunburn, heat stroke and exhaustion before it become a serious issue and the location of the nearest first aid support.

Suitable clothing, hats, t-shirts, sunglasses etc should be worn at all times and in accordance with club bylaws regarding training and racing.

7.2 Water-borne Infectious Diseases

The water at Christchurch and were we might go to race or train is not always as clean as we would choose and certainly not suitable to be swallowed. The use of inland and coastal waters can never be risk free and although that risk is small it is essential that members are aware of the risk present. To reduce the risk of any infection, predominantly comes down to common sense and basic hygiene. All club members are advised to adopt the following standards:

- Never drink water from a river or lake
- If contaminated water has been swallowed refer to a doctor
- Only drink water from your own water bottle
- Always shower after contact with water
- Wash Hands thoroughly and shower if necessary before eating or drinking
- Do not throw your coxswain into the water
- Cover cuts and abrasions (including blisters) with waterproof dressings
- Wear suitable footwear when launching or retrieving a boat, particularly if it is necessary to wade into the water (such as a coastal launch) to protect the feet from abrasions
- Avoid immersion in or contact with water particularly if there is an algal scum or bloom
- Do not splash river or lake water onto your face or body to cool down (use your drinking water)
- Hose down all equipment after outings to remove any potential contamination
- Keep oar handles clean particularly if covered in blood
- Wash and thoroughly dry any contaminated clothing before use
- Maintain your immunisation regime

The following list of water-borne diseases most likely to be encountered listed below along with a short description are taken from Section 5.3 of the BR Row Safe Guidance

7.2.1 Water-borne Diseases Most Likely to be Encountered.

Well's Disease – Leptospirosis

The risk of contracting Well's disease from recreational waters is very small, however the serious nature of the disease is such that members must be aware of the dangers and take simple precautions to reduce the risk. Well's disease is an infection caught through contact with infected animal urine (mainly rodents, cattle and pigs) The infection can be pick up through cuts or abrasions or the lining of the nose, mouth, throat or eyes. If flu like symptoms develop after contact with the water (1-3 weeks) then a doctor should be consulted.

Blue-Green Algae – Cyanobacteria

Blue-Green Algae are commonly found in fresh and brackish water during mid to late summer. Algae blooms can form during extended periods of warm weather. The blooms may be flocculent or have a jelly or paint-like appearance and are normally blue-green in colour although red, brown and black forms can occur. Algal scums accumulate downwind on the surface of lakes and slow moving water. The national water sports centre in Nottingham has in the past suffered from Blue-Green Algae and straw bale placed in shallow water at the side of the lake is potentially a sign that blue-Green algae is or may have been present. Algae has proven fatal to dogs and sheep, in humans the algae can cause eye irritation, dermatitis, joint/muscle pain or more seriously gastro-enteritis, pneumonia, liver damage and certain neurological conditions.

Gastro-Intestinal Illness

The use of inland water will never be risk free and water quality can vary substantially in a very short space of time. In general the health risks depend on the number and proximity of sewage effluent discharges. The water quality at Christchurch is generally good with few or very little discharges. Many organisms that cause gastro-intestinal illness (eg salmonella) can be found in water contaminated with sewage. Extra care should be taken when rowing on flood water and water known to contain sewage.

Hepatitis A

Hepatitis is caused by a virus present in faeces and is therefore another condition that may be contracted from water contaminated with sewage. The onset of hepatitis can be abrupt and symptoms include fever, jaundice and abdominal discomfort.

8. Abbreviations

The abbreviations used in this document are provided below.

ARA	Amateur Rowing Association (now British Rowing)
BR	British Rowing
CRC	Christchurch Rowing Club
H&D	Hants & Dorset
H&DRA	Hants & Dorset Rowing Association
J11	Junior under the age of 11
J14	Junior under the age of 14
J15	Junior under the age of 15
J18	Junior under the age of 18
Ofcom	Office of Communications
PFD	Personal Floatation Device
RYA	Royal Yachting Association
SP	Safety Plan
SSC	Safety Sub Committee
SRC	Short Range Certificate
UK	United Kingdom
VHF	Very High Frequency
WSA	Water Safety Advisor
WRRC	Wessex Regional Rowing Council