



# **Bedford Rowing Club**

## **Safety & Emergency**

### **Action Plan**

2017 Bedford Rowing Club Safety and Emergency Plan

# Safety and Emergency Plan

<b>INTRODUCTION</b>	4
<b>EMERGENCIES</b>	6
<b>RESPONSIBILITIES</b>	5
<b>GENERAL WATER SAFETY REQUIREMENTS</b>	6
Safety Equipment	6
Booking out	6
Life Jackets, Buoyancy Aids	6
Throw lines	7
Thermal Exposure Blankets	7
High visibility dress	7
First Aid boxes	7
Safety Lights	7
Thunder Storms and Lightning	7
Condition of Equipment	8
Incidents and Accidents	8
I Coxswains and Steersman	8
Coaches	9
Circulation Pattern	9
Rowing and Sculling at Night	10
Unescorted Outings	11
<b>OFF-WATER SAFETY REQUIREMENTS</b>	11
In The Boathouse	11
Lifting of Boats	12
Gym	12
No Smoking Policy	12

2017 Bedford Rowing Club Safety and Emergency Plan

Telephones _____	12
Kitchen _____	12
Fire _____	12
Car Park _____	13
Members of the Public _____	13
<b>BOAT TRANSPORTATION</b> _____	13
Drivers _____	13
Drivers _____	13
Boat Loading _____	14
<b>FEEDBACK</b> _____	14
<b>EMERGENCY ACTION PLAN</b> _____	14
In the event of a capsize _____	14
In The Event of a Serious Incident _____	15
Possible serious incidents associated with rowing _____	15
Hypothermia _____	15
Treating hypothermia _____	17
Near-Drowning _____	18
First aid for a near-drowning victim _____	18
<b>STRONG RECOMMENDATIONS:</b> _____	19
Key Locations & Telephone Numbers _____	19

## INTRODUCTION

Bedford Rowing Club 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 behaviours that it would find unacceptable.

Bedford Rowing Club Emergency Response Plans describe how the club will deal with emergencies and other incidents to minimise the harm that they would otherwise cause.

The Safety Plans include:

- A plan of the local water highlighting hazards, navigation rules and circulation patterns
- Instructions to cover any variation to normal procedures needed to manage risks resulting from tidal currents, stream, wind or other climatic conditions.
- Instructions for reporting incidents orally, on paper in the club and online to British Rowing.
- Vital telephone numbers relating to safety such as Club Officials, First Aiders, key holders

The Safety Rules include:

- Rules for club members covering their responsibilities in relation to safe practice.
- When and where crews can train, warm up and cool down on the water.
- The criteria for assessing the risks associated with any local water activity.
- Instructions to coxes and steers to keep a good lookout and comply with the circulation plan and navigation rules at all times when a boat.
- Instructions to rowers to be conspicuous and wear high-visibility clothing at all times when afloat other when they are required to wear club kit during competitions.

- Rules relating to the training of junior members, people new to rowing and adaptive rowers.
- Rules specifying the conditions, if any, under which crews may go afloat unaccompanied.
- Navigation rules based on the local environment, the requirements of the local water authority and agreements with other water users.
- Rules relating to the use of indoor rowing machines and gym facilities.

## EMERGENCIES

In the event of an emergency; guidelines on how to deal with the emergency are contained at Appendix A – Emergency Plan.

## RESPONSIBILITIES

Everyone is expected to:

- Take responsibility for their own safety and the safety of others affected by their activities.
- Read, understand and follow the Safety Plans.
- Read, understand and abide by all the Safety Rules.
- Report all occurrences of disregard for the Safety Rules to the club.

Coaches will to:

- Educate and train their crews in understanding and following the club's Safety Plan and Safety Rules and those of other clubs when training away.
- Lead by example.
- Report all occurrences of disregard for the Safety Rules to the club.
- Encourage rowers to report incidents using the Incident Reporting System.

### Club Rowing Safety Adviser will:

- Advise on the appropriate Safety Rules and Safety Plans and their specification.
- Ensure that the Safety Plans and Safety Rules are communicated to all members.
- Advise on the extent to which members comply with the Safety Rules.
- Advise on the implementation and effectiveness of Safety Plans and Safety Rules.
- Assist with reviews of the Safety Plans and Safety Rules and with keeping the Safety Plans and Safety Rules up to date. Regional Rowing Councils Regional Rowing Councils are expected to:
- Provide support and advice to clubs in their region on Safety Plans and Safety Rules.

## GENERAL WATER SAFETY REQUIREMENTS

### BOOKING OUT

**Booking out and in is mandatory. The sheet adjacent to the blade pit is to be filled in by the cox or steersman. If boating alone your likely time of return should also be logged. Sanctions may be taken against Members who do not book out and in.**

### 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 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 should 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 himself or herself with a throw line. Throw lines are stored next to the booking out sheets.

#### HIGH VISIBILITY DRESS

Any and all persons accompanying crews on the water on bicycles must wear high visibility dress. A supply of these is located with the Throw Lines at the rear of the Boathouse.

#### FIRST AID BOX

First Aid boxes are located in the Boathouse (rear), first floor landing and Kitchen.

#### SAFETY LIGHTS (PROVIDED BY CREWS)

After sunset Boats must carry lights to the following standards:

A steady white light, mounted on the bow of the boat and a steady red light in the stern. The lights must be visible from directly ahead and astern and at least 90 degrees to each side of the boat. LED lights are permitted

#### THUNDER STORMS AND LIGHTNING ALL MEMBERS SHOULD BE AWARE OF THE LOCAL WEATHER FORECAST WHEN PLANNING OUTINGS, PARTICULARLY WHEN THUNDERSTORMS 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.

## CONDITION OF EQUIPMENT

Prior to use, all equipment is to be checked, according to the published Checklist, to ensure that it is serviceable and appropriate for the purpose for which it is intended. Any unserviceability is to be reported using the Boatman's 'Damage Book'. Boats marked as under repair must not be used.

## INCIDENTS AND ACCIDENTS

All members are responsible for reporting all accidents, incidents and near incidents (near misses) that they have knowledge of or have witnessed, within 24 hours of the event, via the British Rowing online incident reporting system <http://incidentreporting.britishrowing.org/?q=incidentreporting>, to satisfy the requirements of the British Rowing Row Safe Guide.

In addition to the online system, all members are to bring the incident to the attention of the Safety Advisor, their coach or squad / club captain.

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

The Club will incorporate changes to this plan in line with any recommendations following incidents.

Emergency Services are to be contacted by the best means possible as appropriate to any accident or emergency situation.

## COXSWAINS AND 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 the case of front-loaders, care is to be taken to ensure that the lifejacket does not prevent a cox from escaping in the event of capsize or sinking.

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.

**It is recommended that Coxes carry a mobile phone when afloat. The increasing lack of public phones means that this resource is no longer reliable. Waterproof, floatable carrying cases are widely available and recommended. (Ziploc, Freiq, etc)**

## COACHES

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

Coaches are to ensure that:

- Crews are aware of the appropriate safety procedures;
- Crews use safe rowing/sculling equipment;
- The outing is conducted appropriate to the prevailing weather and water conditions;
- Consideration is shown to other water users;
- Crews are appropriately dressed for the session;
- The Coach is to be particularly alert for symptoms of hypothermia and heat stroke / dehydration;
- In particular, when coaching young children, the whole crew is dressed suitably;
- When coaching coxed boats, care must also be taken to ensure that the cox is properly dressed
- Particular attention is paid to the coaching of coxes as their competence is essential to water safety as well as the crew's success
- When coaching from the bank a throw line is taken by the Coach
- The coach/athlete ratio for junior athletes should be one coach to no more than six junior athletes;
- Also there must be no more than twenty junior athletes on the water at any one time.
- Coaches should carry a mobile phone at all times

Athletes under the age of 18 are not allowed on the water unless attended by a coach.

**CIRCULATION PATTERN**

All members must adhere to the Club’s designated circulation patterns, as displayed on the Club safety notice board, within these guidelines.

**KEY**

- ↓↑ CIRCULATION PATTERN
- ▲ SAFE TURNING POINTS
- TURNING POINT FOR CREWS RETURNING TO BRC
- ⬡ TURNING POINT FOR CREWS RETURNING TO STAR
- SAFE TURNING POINT AND BRC BOATS RETURNING TO BRC

**BRIDGES CIRCULATION PATTERN**

**Hitchin Bridge**

Crews rowing upstream must pass under the small arch closest to the bank.  
 Crews rowing downstream have priority with the middle arch.

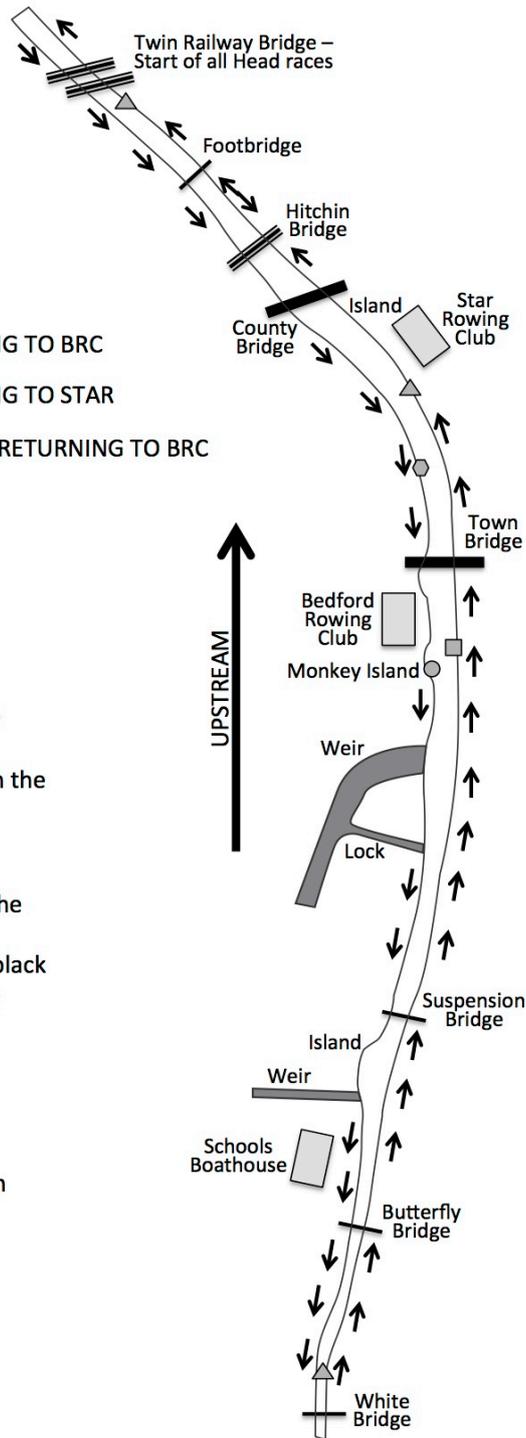
**County Bridge**

Crews rowing upstream must pass through the arch marked with the black arrow.  
 Crews rowing downstream must ignore the black arrow and pass through the arch nearest the bank on County Hall side.

**Town Bridge**

Crews rowing upstream must use the arch marked with a black arrow.  
 Crews rowing downstream must use the arch marked with the black arrow.

**DO NOT TURN NEAR BRIDGES**



## ROWING AND SCULLING AT NIGHT

All rowing/sculling boats must show lights after sunset. A steady white light, mounted on the bow of the boat and a steady red light in the stern. The lights must be visible from directly ahead and astern and at least 90 degrees to each side of the boat. LED lights are permitted. Flashing lights are not to be used as main lights. Lights should not be fixed to the riggers as they can be obscured when negotiating bends and turning.

## UNESCORTED OUTINGS

Outings by individuals and crews outside of the normal club training sessions are to be booked out in the Booking Out book. An estimated return time is to be stated along with crew details. Individuals are to ensure that they book in on return to avoid false alarms. Unescorted individuals **should** carry a mobile phone.

### **Damage to Equipment**

Damaged equipment can deprive crews of water time. All damage and the circumstances under which it is sustained must be reported. See also Incident reporting above.

## OFF-WATER SAFETY REQUIREMENTS

### IN THE BOATHOUSE

Whilst in the Boathouse it is recommended that the following be observed:

- Do not hold post outing meetings in the boat storage area
- Keep access ways to the boat storage area clear; of persons and equipment
- Only store bicycles in the boat storage area if permission has been given by the Captain. Cycles so stored must not obstruct access ways. Ownership of bikes stored must be evident
- Do not run or cycle in the boat storage area
- Always ensure that sufficient persons are available before removing from, or replacing a boat to, the rack
- Make yourself aware of any notices affecting weather, boating times, obstructions, other river events, etc.

- Do not store any personal belongings in the boat storage area unless sanctioned by the Captain
- Always return safety equipment, boats, blades and tools to the point of origin
- Always report any damage to equipment using the reporting forms provided.
- Challenge anyone whom you do not recognise

## LIFTING OF BOATS

Coaches and crews are to ensure that every care is taken to prevent injury or damage when lifting boats in and out of the racks and the river. One person is to be in charge of the manoeuvre, giving clear instructions before and during the lift. New and Novice crews are to be instructed in the correct lifting points and the minimum requirements for lifting a boat from the rack or the water. No boat should be lifted from the rack or the water unless sufficient persons are available. Sufficient is as follows:

1x	1 experienced person (otherwise 2 persons)
2x, 2-, 2+	2 persons; plus coxswain when present
4x, 4x+, 4-, 4+	4 persons; plus coxswain when present
8	8 persons, plus coxswain

## GYM

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

All members must have attended the Gym Induction session prior to unsupervised use of the gym. Members will 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 must 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 Captain.

It is recommended that only authorized persons may use the Gym equipment alone. Responsibility for authorization lies with Coaches or Captain.

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

#### NO SMOKING POLICY

The Club has a No-Smoking policy and smoking is not permitted in any part of the Boathouse. Members are responsible for ensuring that their guests are briefed accordingly.

#### TELEPHONES

There is a telephone at the club. A list of useful numbers is displayed on the wall in the entrance to the club and on the river side of the boathouse. Coaches and crew are encouraged to carry a mobile telephone at all times when training on the water.

Bedford Rowing Club	01234 353183
Star Club	01234 212070
Schools Safety Officer	07872 444174

#### KITCHEN

Users of the kitchen and the cooking appliances are to ensure that care is taken in their use, the cooker is not left unattended when in use and that all appliances are left safe when finished with. Furthermore, work-tops, crockery etc. are to be left in a clean and hygienic state.

#### FIRE

In the event of a fire the Boathouse is to be evacuated. On hearing the fire alarm, a constant bell, all persons on premises must leave the building via the nearest and safety exit point. Do not return to collect any belongings.

The Primary muster point is the public car park opposite the club entrance.

The Secondary muster point is on the area in front of the Park Inn hotel.

Where there is a fire warden in attendance, they will attempt to account for individuals.

Members are responsible for the safety of their guests.

Wait to be informed by the fire warden that the premises are safe before returning.

## CAR PARK

Extreme care is to be taken by all members when using the car park in order to prevent injury to people on foot or carrying boats whose vision may be obscured.

## MEMBERS OF THE PUBLIC

All Club members are to exercise care and attention to prevent members of the public being injured. This applies to all areas and particularly to the right-of-way in front of the Boathouse. If members of the public are found unaccompanied in the Boathouse and are not able to associate themselves with a known member, they should, if appropriate, be politely asked to leave the premises for their own safety.

## BOAT TRANSPORTATION

### DRIVERS

Only individuals authorised by the Club are to tow the club trailers. All drivers are to be conversant with the BR Code for the Towing of Boat Trailers. It is advisable, under all circumstances, for the driver to have a suitably experienced passenger to provide assistance and advice; particularly during manoeuvring.

### BOAT LOADING

The driver responsible for the loading. They will ensure that all boats and equipment are safely secured prior to departure and that the necessary requirements for rear projections and lighting are observed.

## FEEDBACK

Safety is a standard item on Committee agendas, and is reviewed at every meeting.

Safety can only be consistently achieved through a process of good communication, education and periodic review. If any individual identifies any safety related issue which is not documented, or that they feel others can learn from, they can make a significant contribution by discussing the topic with the Safety Adviser who can then take the appropriate action.

## EMERGENCY ACTION PLAN

### 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, get as much of your body out of the water as soon as possible, draping yourself over the upturned hull (if necessary turning over the hull for this purpose).
- If possible, "buddy-up"; holding on to each other until rescued to provide mutual warmth and support and to help ensure all are accounted for.
- Other boats in the vicinity should fetch help or a launch if one is available. 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.

### IN THE EVENT OF A SERIOUS INCIDENT

- IN A MEDICAL EMERGENCY, INCLUDING A CREW MEMBER BEING INJURED, TAKEN SERIOUSLY ILL OR BECOMING UNRESPONSIVE, IMMEDIATELY:
- Raise the Alarm with the Coach and with other boats if available.
- Use a mobile phone to dial for emergency assistance 999. If no mobile phone is available row to the nearest location where a safe landing can be made, get to a telephone, and make a 999 call, indicating the closest access location from the list below:
  - Bedford Rowing Club
  - Star Club
  - Schools Boathouse
  - Boating Lake
  - Embankment Hotel
  - Swan Hotel
  - Or alert any member of the public

### POSSIBLE SERIOUS INCIDENTS ASSOCIATED WITH ROWING

The following gives guidance for recognizing 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 appear to have no pulse or may not be breathing. Emergency assistance should be sought immediately and CPR provided while the person is warmed. CPR\* is an emergency procedure, consisting of 2 rescue breaths followed by 30 chest compression.

\*Cardiopulmonary resuscitation (CPR)

## 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 begin, 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
- Throw a rope with a buoyant object
- Use a long stick
- 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 secure; on the bank or a safe boat: 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 (30 chest compression followed by 2 rescue breaths) 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 Celsius. Hypothermia is deadly quick at lower temperatures.
- Always row with at least one other boat, or with the coach.
- Always have your mobile phone with you if there is no coach, so that you can call 999 for help. Keep it in a zip-loc bag.

## KEY LOCATIONS & TELEPHONE NUMBERS

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

In an emergency call 999.

Addresses of phone locations

- Bedford Rowing Club
- Star Club
- Schools Boathouse
- Boating Lake
- Embankment Hotel

- Swan Hotel