

Derby Rowing Club Safety and Emergency Plan

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Introduction

DRC is committed to the safety of its members and its guests whilst they are engaged in club related activities. The aim of the DRC Safety Plan is to ensure that all members and visitors are made aware of the safety requirements of rowing, sculling and activities at Derby Rowing Club so that they may participate safely. The Safety Plan is supplementary to British Rowing's RowSafe guidelines [1].

The requirements apply to DRC and to club members when operating away from DRC except where local safety procedures are issued for the location visited. These instructions are also to apply to crews visiting DRC and any other person boating from the premises

Emergencies

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

Responsibilities

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 Row Safe Guide, the Clubs Safety Plan and any other instructions issued by the Club, in respect of safety.

General Water Safety Requirements

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 (If front-loaders are being coxed, only manual lifejackets are to used).
- All drivers and passengers of any launch used in connection with Club activities.
- All members that have not completed and passed a Club organized capsized drill and swim test.

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 located at the front of the boat house hanging by the shutters.

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 in the safety box along with first aid kits in the launches.

First Aid Box

First Aid boxes are located in the Boathouse, Kitchen and the launch safety bags/boxes. A list of all first aiders can be found at each of these locations.

Safety Colour Boards

DRC operates a Safety Colour Light System. Red, Amber and Green boards are to indicate to members the current water / weather conditions and who may boat. Colour boards are located on the boat house door.

The definition of each state is as follows:

- RED** - No Boating, No Exceptions and No Excuses
- AMBER** - Adverse Conditions, Restrictions Apply. Only experienced oarsmen and women will be allowed to boat, no beginners and only experienced juniors under the close supervision of a coach at all times.
- GREEN** - Normal Safety precautions apply

Control of Safety Board

The state of the board is controlled by the safety officer. If not present the state of the lights is controlled by the captain, or contact made with the CRSA. The above Colour Light System will be introduced onto the metal uprights of the floating pontoon as a visual aid for members to indicate the current river condition. River levels are monitored via <https://flood-warning-information.service.gov.uk/station/2138>. There is to be no rowing when the river levels are in excess of 1.3m.

Following a flood event, the CRSA will do a check of the river to ensure that the river is free of debris or fallen trees before any crew boats.

Thunderstorms 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 on land.

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 by athletes and coaches (in accordance with RowSafe 7.1) to ensure that it is serviceable and appropriate for the purpose for which it is intended. Any damaged equipment is to be reported to the Captain.

The following should be checked prior to all outings:

- No visible signs of damage to the hull, for example scrapes or cracks.
- Buoyancy compartments, seals, hatch covers, boat hull and ventilation bungs are secure and watertight. Buoyancy Bags have been installed if no under-seat buoyancy compartments are fitted.
- Bow ball is in good condition and securely fixed (where the construction of the boat, or its composition, is such that the bow is properly protected or its shape does not present a hazard in the event of a collision, then this requirement need not apply).
- Fixing screws or bolts do not represent a hazard in the event of an accident. Any sharp protrusions should be covered or removed.
- In all boats the foot stretchers, shoes or other devices holding the feet of the rowers shall be a type which allows the rowers to get clear of the boat with no delay in an emergency.
- Heel restraints are strong, secure and durable and the correct length (laces and cable ties are not appropriate).
- Where shoes or other devices holding the feet will remain in the boat, each shoe or device shall be independently restrained such that when the heel reaches the horizontal position the foot will be released from the shoe.
- Shoe fastenings such as laces or Velcro or similar materials must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap.
- Where shoes or other devices holding the feet will not remain in the boat, each shoe or device must be able to be released by the rower without using their hands or with a single quick hand action of pulling on one easily accessible strap or release device
- No part of the rigger, or any other structure, restricts the ability of rowers to remove their feet from the shoes in an emergency.
- Rudder lines, steering mechanisms and rudder (where fitted) and fin, are secure and in good working order.
- Outriggers, swivels, gates, seats, runners and stretchers are secure and operating correctly and show no signs of cracking or fatigue.
- The forward port and starboard rigger on all boats, other than single sculls, should be protected by a backstay.
- Thole pins are in good condition, correctly placed (hard forward, soft astern) and spares are carried.
- Blades are undamaged and buttons are secure and properly set.
- The boat is suitable for the situation in which it is to be used, for example maximum crew weight.
- Lighting, if required, is suitable for the outing and working correctly (see Safety Alert - Lights on Rowing Boats).

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. This is to be done via the British Rowing Online Incident reporting system, to meet the requirements of the British Rowing RowSafe Guide (12).

In addition to the online system, all members are to bring the incident to the attention of the Club Rowing Safety Advisor, their coach and club captain.

All accidents and incidents will be reviewed by the Club Rowing Safety Advisor, and these will be discussed at a monthly coaches meeting and all actions from their will be discussed committee level; along with any additional control measures that are deemed necessary to avoid any future repetition.

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

Launches

Launches are to be driven only by persons qualified to RYA Level 2 or higher and authorized by the Captain and as checked by the Club Rowing Safety Advisor. The Club Rowing Safety Advisor maintains the list of current approved drivers. All drivers and passengers are to wear lifejackets. The driver is responsible for ensuring that a safety bag / launch rescue kit is carried. Any items used or missing are to be notified to the Club Rowing Safety Advisor 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.

The launches are designed to carry a maximum amount of people; this can be identified by the weight plate on each launch. In the event of a capsized recovery operation the maximum number of persons on the launch may exceed the maximum in order to safely recover athletes to the bank or boathouse.

Coxswains and Steersman

In all coxed boats, the coxswain is deemed responsible for the overall safety of the boat and crew. The wearing of a lifejacket by coxswains is compulsory. If front-loaders are being coxed, only manual lifejackets are to be used.

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 the person providing the direct instruction and supervision.

Coaches

Coaches are to be British Rowing qualified with Instructor Award (IA) or UKCC Level 2 as the minimum standard. If unqualified then must be under the supervision of qualified coach.

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 should be 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 and radio is taken;
- The coach/athlete ratio for junior athletes should be one coach to no more than ten junior athletes;

Junior athletes under the age of 18 are not allowed on the water unless accompanied by a coach.

Circulation Pattern

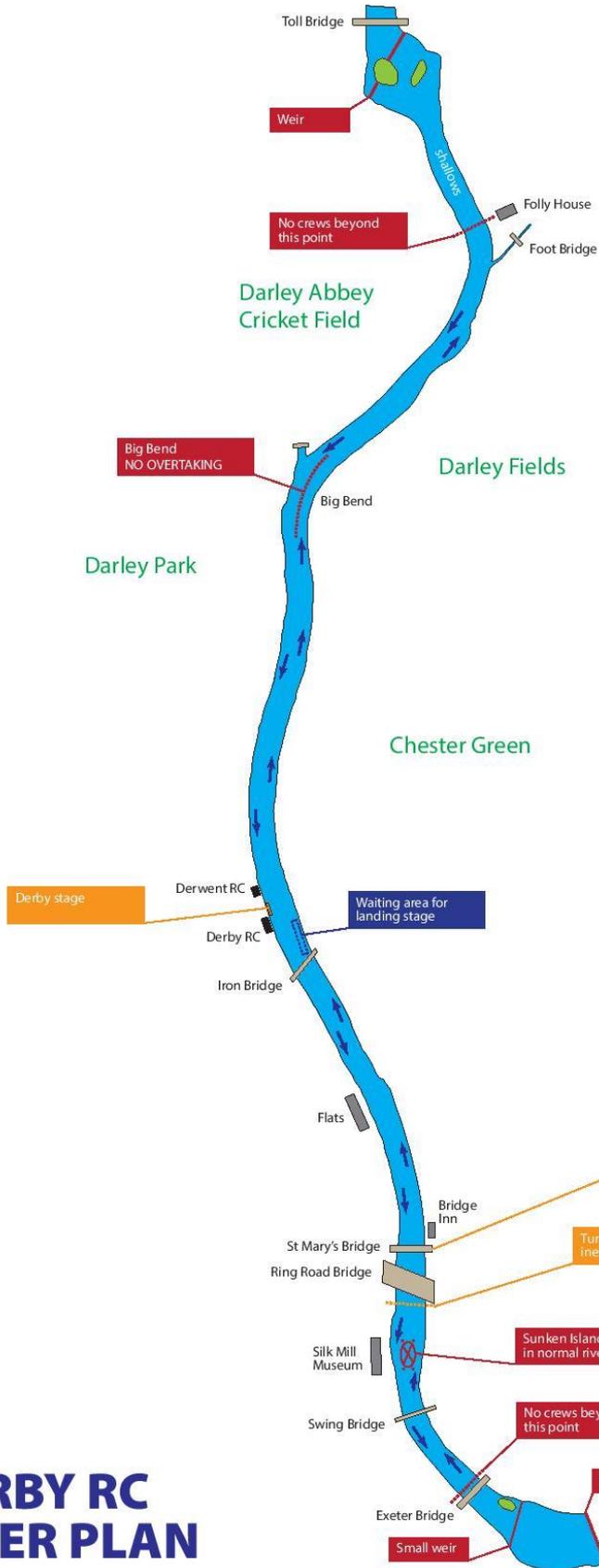
All members must adhere to the Club's designated circulation patterns, as displayed on the Club's safety notice board and on the website.

Rowing and Sculling at Night

All rowing/sculling boats must show lights after sunset. A white light, mounted on the boat to the bow and a red light to the stern, must be shown. LED lights are permitted. Flashing lights are not to be used. Lights should not be fixed to the riggers or crew members as they can be obscured when negotiating bends and turning.

Communication Between DRC & DEW

Derby & Derwent are in two radio communication. Nominated person's (ideally the CRSA's for each club) have a radio each, in order to inform each club about what crews are going out, when and whether crews are doing race pace pieces past the club. Both clubs are on channel 16 to minimise interference with coaching radios.



Traffic Flow
Crew going up stream should keep to their right hand side of the river.
Crews going down stream should keep to their right hand side of the river.
Only overtake if you have a clear view of oncoming traffic.
DO NOT OVERTAKE ON THE BIG BEND.

Caution
The river banks are tree lined and as a consequence many trees overhang the river. The overhang changes as the river rises and in the summer when the weight of the leaves cause the trees to hang lower. This is impossible to map, therefore it is each crews responsibility to familiarise themselves with these potential hazards.

STREAM



St Mary's Bridge
This bridge has three arches.
Going down stream, pass through the centre arch ONLY.
Going up stream, pass through the right hand arch ONLY.

DERBY RC RIVER PLAN

OFF-WATER SAFETY REQUIREMENTS

Lifting of Boats

Coaches and crews are to ensure that every care is taken to prevent injury 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.

Weights area / ergo room

All members are responsible for keeping the weights area & ergo room 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 Coach. There is to be a minimum of two people when lifting weights, no loan weight training, Junior members are not permitted to use any of the gym equipment (rowing machines, weight machines or free weights) unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee. All new members to weight training must be supervised by a qualified coach.

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 no telephone at the club. A list of useful numbers is displayed on the noticeboard at the top of the stairs and the entrance to the club and on the river side of the boathouse door. Coaches and crew are encouraged to carry a mobile telephone at all times when training on the water.

Kitchen

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

Fire

In the event of a fire the Club & Boathouse is to be evacuated and the car park used as a muster point. An attempt is to be made to account for individuals. Members are responsible for the safety of their guests. The fire alarm is raised by shouting fire, and the sound of the smoke alarm.

Car Park

Extreme care is to be taken by all members when using the car park in order to prevent injury to members of the public on foot or on bikes passing the clubhouse and other members of the club.

Members of the Public

Owing to the nature of the premises, members of the public may enter the premises from the rear gate. All members are to exercise care and attention to prevent members of the public being injured and are to, if appropriate, politely ask them to leave the premises for their own safety.

Boat Transportation

Drivers

Only individuals with the relevant driving licence and authorised by the Club are to drive the trailer with a suitable vehicle. All drivers are to be conversant with the British Rowing Code for the Towing of Boat Trailers, a copy of which can be found here:

<https://www.britishrowing.org/sites/default/files/rowsafe/2-5-Transport%26Trailers-v1.pdf>

Boat Loading

When crews are travelling to regattas or alternate training locations, the driver will detail the trailer loading plan. Loading is to be strictly in accordance with this plan and the driver is to check compliance with the plan prior to departure. The driver is to ensure that all boats and equipment is safely secured prior to departure and that the necessary requirements for rear projections and lighting are observed.

Emergency Action Plan

In The Event Of A Serious Incident

IN A MEDICAL EMERGENCY, INCLUDING A CREW MEMBER BEING TAKEN SERIOUSLY ILL OR BECOMING UNRESPONSIVE, IMMEDIATELY: -

- Use a mobile phone to dial 999 (112 from a mobile) for emergency assistance.
- Raise the alarm with a launch or with other boats if available.

If you come across someone who is not breathing or breathing erratically, the most important thing is to dial 999 (112 from a mobile) and **start CPR** to keep blood flowing around the body. The club has an Automated External Defibrillator (AED) on the outside wall facing the car park. The ambulance service will give you an access code in order to open the AED. Do not stop CPR to fetch, if possible get someone else to fetch it.

Capsize

- If out of your depth & unable to wade ashore, stay with the boat and use it to keep afloat
- 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 you have to stay in the water, retain warmth by keeping arms and knees tucked into the body
- Stay calm and breathe deeply
- 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.

Cold Water Immersion

Cold water immersion is the result of entering cold water from a capsize or fall from the bank etc. It should not be underestimated – **IT CAN KILL** as breathing and circulation are immediately affected before hypothermia sets in. The effects of the cold water mean that even healthy individuals, who are good swimmers, can still drown within a short period of time, often only a few feet from the bank.

Any of the following may occur after immersion: -

- Cold shock response (the effects of this will pass, so stay calm!!).
- Dry drowning.
- Cold incapacitation and swim failure.
- Circum-rescue collapse after immersion.

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.

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

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.

STRONG RECOMMENDATIONS

- Do not go out alone in cold (hypothermia is deadly quick at lower temperatures) or poor conditions – always have a rowing buddy.
- Spin after the last rower has gone past so you're always in the sight of someone else.
- No rowing in the dark without supervision.
- Carry a mobile phone in a tethered waterproof bag/container.

Unsupervised rowers should plan their rescue before going afloat and be confident it will work. Other considerations include: -

- Do you need to wear a life jacket?
- How are you going to summon help?

Near-Drowning

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

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

Rescue options to reach the drowning victim in the water:

- Use a Throw Line
- 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

Dial 999 for an ambulance, they will go through what to do and if they feel necessary to give you the code to access the defibrillator located on the wall in the car park.

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

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

Once on shore, reassess the victim's breathing and circulation (heartbeat and pulse). If there is breathing and circulation without suspected spine injury, place the person in recovery position 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 C. Hypothermia is deadly quick at lower temperatures.
- Always row with at least one other boat, or with the coach/safety boat.
- Always have your mobile phone with you if there is no coach boat, so that you can call 999 for help. Keep it in a zip-loc bag - then it won't sink!

Concussion

If someone is suspected of having concussion following an impact to their head, then an ambulance must be called immediately. Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. But it is not designed to diagnose concussion.

A copy of which can be found here:

<https://www.britishrowing.org/wp-content/uploads/2018/10/Safety-Alert-Concussion.pdf>

Key Locations & Telephone Numbers

All crews are advised to ensure they carry a mobile phone or a two way radio in which they can reach their coach to raise the alarm if needed when on the water.

In an emergency call 999 or 112.

Club Address:

Derby Rowing Club, Darley Grove, Derby, DE1 3AY

Nearest Accident and Emergency:

Royal Derby Hospital, A&E Department, Uttoxeter Road, Derby, DE22 3NE
01332 340131

Non-Emergency Care:

Derby Urgent Care Centre, Osmaston Road, Derby, DE1 2GD (none emergencies)

[1] <https://www.britishrowing.org/wp-content/uploads/2019/04/Row-Safe-April-2019-online.pdf>

[2] <http://incidentreporting.britishrowing.org/?q=incidentreporting>

Feedback

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.

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