

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

Where participants are adults & have not undertaken a club swim test/capsized drill, lifejackets/buoyancy aids 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 themselves with a throw line. All throw lines are located at the front of the boat house hanging by the shutters, in the safety bags along with first aid kits and thermal exposure blankets, located in the same cabinet as lifejackets.

#### **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 bags along with first aid kits in the launches and throw lines, located in the same cabinet as lifejackets.

#### **First Aid Box**

First Aid boxes are located in the Gym, Kitchen and the launch safety bags/boxes.

## **Safety Lights**

DRC operates a Safety Colour Light System. Red, Amber and Green lights indicate to members the current regulations which apply. Colour boards are located on the boat house door.

#### **Control of Safety Lights**

The state of the lights is controlled by the safety officer or captain. If neither are present At all other times the state of the lights is controlled by the captain, safety adviser or any club appointed coach. 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. Normal Restrictions apply and a green light does not necessarily mean that an individual is competent to cope with the conditions.

## **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 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 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.

## **Incidents and Accidents**

All members are responsible for reporting all accidents, incidents and near incidents that they have knowledge of or witness within 24 hours of the event, via the British Rowing online incident reporting system[2], 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 Water Safety Advisor, their coach or squad / club captain.

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

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

## **Launches**

Launches are to be used only by drivers to RYA Level 2 or higher and authorized by the Captain and as checked out the Safety Adviser. The Safety Adviser 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 Safety Adviser as soon as possible.

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

The launches are designed to carry two persons, the driver and the coach. In the event of a capsized recovery operation the maximum number of persons on the launch may exceed two persons in order to safely convey 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 lifejackets or buoyancy aids by coxswains is compulsory. If front-loaders are being coxed, care is to be taken to ensure that the lifejacket does not prevent a cox from escaping in the event of capsized 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.

## **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 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 when appropriate;
- The coach/athlete ratio for junior athletes should be one coach to no more than ten junior athletes;
- Also there must be no more than twenty junior athletes from each squad on the water at any one time.

Junior 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'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 both bow and a red light to the stern, must be shown. 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.

# **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.

## **Gym**

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

All members shall be deemed responsible for their own safety whilst using any of the Club's gym equipment. Should any member have any doubt concerning how to use any item of equipment, or correct technique; they should seek guidance from the Captain or a Coach. Junior members are not permitted to use any of the gym equipment (rowing machines, weights machines or free weights) unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee.

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 in 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 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

## **Car Park**

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

## **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 authorised by the Club are to drive the Club truck and trailers. All drivers are to be conversant with the ARA Code for the Towing of Boat Trailers.

### **Boat Loading**

When crews are travelling to regattas or alternate training locations, the driver/captain/boatman 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.

## **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.

Sam Cook

Club Water Safety Adviser

Derby Rowing Club

07960 181688

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Appendix A To DRC Safety Plan

## **Emergency Action Plan**

### **In the event of a capsized**

- 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 TAKEN SERIOUSLY ILL OR BECOMING UNRESPONSIVE, IMMEDIATELY:
  - Raise the Alarm with a launch or with other boats if available.
  - Use a mobile phone to dial for emergency assistance 999; OR if no cell phone 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:

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

## 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 not appear to have a pulse or be breathing. Emergency assistance should be sought immediately and CPR provided while the person is warmed. CPR is an emergency procedure, consisting of 30 chest compression followed by 2 rescue breaths.

### **Treating hypothermia**

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

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

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

Things to do for hypothermia:

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

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

Things you should NOT do:

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

## Near-Drowning

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

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

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

- Use a Throw Line
- 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 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!

## **Key Locations & Telephone Numbers**

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

In an emergency call 999.

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

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

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

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[1] <http://www.britishrowing.org/upload/files/RowSafe/Complete-v1.pdf>

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