



## St Ives Rowing Club Safety Plan

| Contents:                                   | Page: |
|---|-------|
| Introduction.....                           | 2     |
| Emergencies.....                            | 2     |
| Individual Responsibilities.....            | 2     |
| General Water safety Requirements.....      | 2     |
| Safety Equipment.....                       | 2     |
| Life Jackets / Buoyancy Aids.....           | 2     |
| Throw lines.....                            | 2     |
| Thermal Exposure Blankets.....              | 3     |
| Traffic Lights.....                         | 3     |
| Member experience categorisation.....       | 4     |
| Outings.....                                | 4     |
| Condition of Equipment.....                 | 5     |
| Incidents and Accidents.....                | 5     |
| Coaches.....                                | 5     |
| Coxswains and Steersman.....                | 6     |
| Circulation Pattern.....                    | 6     |
| Thunderstorms and Lightning.....            | 6     |
| Outing at Dusk and at Night.....            | 6     |
| Launches.....                               | 7     |
| Club Induction.....                         | 7     |
| Lifting of Boats.....                       | 8     |
| Mobile Boat Storage Racking.....            | 8     |
| Access to Yard.....                         | 8     |
| Gym.....                                    | 8     |
| Condition of Equipment.....                 | 8     |
| Other Land Based Training.....              | 9     |
| Members Guests.....                         | 9     |
| Feedback.....                               | 9     |
| Appendixes                                  |       |
| A.    Emergency Action Plan.....            | A-1   |
| B.    Member Experience Categorisation..... | B-1   |
| C.    Circulation Patterns.....             | C-1`  |

### **Introduction:**

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

The principle aim of the Safety Plan being to ensure that all of its members, guests and visitors; are made aware of the Club safety requirements. These requirements shall also apply to any visiting individuals or crews, boating from or training at the Clubs premises.

### **Emergencies:**

In the event of an emergency; guidelines on how to deal with the emergency are contained at Appendix A. Covering fire and medical emergencies.

### **Individual 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 manor 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 housed in the storage unit located between the doubles and fours sheds.

**Thermal Exposure Blankets:**

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

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

**Traffic Lights:**

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

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

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

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

The definition of each status being:

**RED** No crews are permitted to boat.

Guidance for Red Conditions:

Contusive to Swamping. Define as:

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

The river:

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

Weather /Visibility:

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

**AMBER** Adverse conditions, restrictions apply.

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

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

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

Guidance for Amber Conditions:

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

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

**GREEN** Normal conditions, normal safety precautions apply.

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

**Traffic Light Guidelines Table**

**Member experience categorisation:**

Guidance on member experience categorisation can be found at Appendix B

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

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

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

**Outings:**

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

All members are reminded of the Clubs policy of always boating in “twos” where individuals and crews are below Experienced status if sculling, or Competent status if rowing. The only

exception to this being when they are accompanied by a qualified coach or supervised by a person deemed responsible by the committee.

Individuals of “Approved Solo Status” if sculling; or Competent status if rowing; are permitted to boat on their own. It is however **STRONGLY** recommended that crews avoid going out on their own whenever possible.

**Condition of Equipment:**

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

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

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

**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, <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 Water Safety Advisor.

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.

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

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

**Coaches:**

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

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

- All training is conducted appropriate to the prevailing conditions.
- Individuals and crews are aware of the appropriate safety procedures.

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

#### **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 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.

#### **Circulation Pattern:**

All members must adhere to the Clubs designated circulation patterns, as displayed on the Clubs safety notice board and at Appendix C

#### **Thunder Storms and Lightning:**

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

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

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

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

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

#### **Outings at Dusk and at Night:**

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

If individuals and crews deem it absolutely necessary to boat at night or within 30 minutes of sunset, the Captains permission must be obtained prior to every outing. Provided that permission has been granted, the individual and crew will be deemed responsible for complying with the British Rowing Row Safe Guide and must display white navigation lights.

Individuals and crews should not use lights that are fixed to the riggers, as these can be obscured when negotiating bends and turning.

### **Launches:**

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

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

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

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

### **Club Induction:**

All new members of the club will be taken through an induction programme

The induction programme will ensure beginners, and new members are successfully and safely introduced into the sport and club operations. For juniors the induction programme places emphasis on safe practice on the water and within the environs of the club. By the end of the club induction programme participants will have been given basic information or training on the following topics:

- Risk assessments – what are they and why they need to be done?
- Local hazards – what are they? Where are they? How are they controlled?
- Navigation rules – communicate these, where and where not to go and give reasons for rules
- Emergencies – what to do, how to summon help, - nearest telephone (mobile phone dead zones)
- Equipment – function and safety checks to perform before each outing, including boat buoyancy checks and the need to check when returning to the club
- Manual handling – how to lift, carry and handle boats and equipment
- First Aid – who is the First Aider? Where is the First Aid Box?
- Incident reporting – what needs reporting, to whom and why?
- Safety equipment – what types, storage, rules on using and how to use, maintenance and location
- Club officers – Water Safety Adviser, Captain, Welfare Officer, etc
- Capsize swamping – what to do if it happens to you or someone else
- PFDs – what types, rules on wearing storage, how to use, maintenance and location
- Clothing – what to wear and what not to wear and why
- Cold water immersion and hypothermia – issues, controls, reporting
- Supervision – when they can and cannot go afloat, session times, duration
- Boat booking board – how and why to use this, need in emergencies
- Weather – be aware of local forecast and conditions
- Boat outing restrictions – temperature, water conditions, times of the day/year
- Water-borne diseases – symptoms, hygiene, etc
- Night and poor visibility rowing – rules, lights etc
- Safety Notice Boards – location

- Boat types – suitability
- Personal responsibility for safety

#### **Lifting of Boats:**

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

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

#### **Mobile Boat Storage Racking:**

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

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

#### **Access Yard:**

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

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

#### **Gym:**

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

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

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

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

#### **Condition of Equipment:**

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

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

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

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

#### **Other Land Based Training:**

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

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

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

#### **Members Guests:**

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

#### **Feedback:**

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

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

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

## Appendix A to St Ives Rowing Club Safety Plan

### Emergency Action Plan

|                           |                                      |              |
|---------------------------|--------------------------------------|--------------|
| <b>Telephone Numbers:</b> | Emergency: (Fire, Police, Ambulance) | 999 / 112    |
|                           | Hinchingbrooke Hospital:             | 01480 416416 |
|                           | Police:                              | 01480 456111 |
|                           | Fire:                                | 01480 474601 |

The Club has provided a telephone in the entrance lobby, which is set to allow incoming calls only. The only outgoing calls permissible being emergency calls to 999 / 112.

A further telephone is available behind the bar in the Club Room, when open

A Public telephone is situated outside Vesuvio pizza parlour.



#### **Fire:**

All members must remain alert to the risks of fire at all times. Should a fire break out or should a fire be suspected, the person making the discovery should immediately raise the alarm & and if safe to do so oversee the evacuation of the club.

On sounding of/hearing the alarm; all members, guests & visitors should make their exit from the building. Do not run. Proceed directly to the top of the access yard. An attempt should be made to account for all individuals known to be or suspected to be at the club.

The person that raises the alarm shall ensure that the emergency services are called, by the best and safest means possible, as appropriate to the situation.

On no account should any person return to or re-enter the building until authorized to do so by the person in charge or the fire brigade.

**If you attempt to fight fire never put yourself at risk.**

#### **First Aid:**

First Aid boxes are provided by the club and are located in the Gym, Female Changing Room, Club Room/Bar, and the Doubles Shed. Any items used or found to be missing are to be notified to the Captain Coach or Committee as soon as possible.

**Should a serious incident or accident occur, then the emergency services should be called,** by the best and safest means possible, as appropriate to the situation.

In the event of the emergency services being called, the first aider or responsible member must stay with the casualty until the emergency services arrive at the scene. Arrangement should be made, for someone to meet and direct the ambulance. A first aider or responsible member should accompany the patient to hospital.

#### **Emergency Contact details:**

For contacting emergency contacts notify a member of the committee whom have access to the contact details.

#### **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 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 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 (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.

## **Appendix B to St Ives Rowing Club Safety Plan**

### **Member Experience Categorisation**

Member experience categorisation is divided into three levels:

- Experienced  
A member who is fully conversant and demonstrates all attributes of safety and is capable of giving guidance to others. Will usually have several years of rowing and competition.
- Competent  
Has progressed through the beginners' level as detailed in the Assessment Form.
- Beginner  
A new comer to the sport who has yet to complete the Assessment Form.

# Member Assessment Form

Name\_\_\_\_\_ DoB\_\_\_\_\_ Age\_\_\_\_\_

Has parental signature been obtained (where required)      Yes/No      Paid      Yes/No

**Definitions**

Sculling

- 1 = Needs initial training including safety/capsize drill before going in a play boat.
- 2 = Has had initial play boat training but must have senior member on the bank when out and must not go beyond Dolphin Marina entrance or beyond the Waites tributary.
- 3 = Can take a play boat out of sight.
- 4 = Ready to take Pike or Eel (limited to area described in 2).
- 5 = Competent sculler.

Rowing

- 1 = Needs Tub training before going in a four.
- 2 = Is learning well and can go in a boat of learners or with adults who are taking learners out for the sole purpose of giving instructive experience.
- 3 = Can join a boat of adults.

Coxing

- 1 = Needs coxing experience using the Tub.
- 2 = Waiting for first experience in a four.
- 3 = Needs further practice in a four.
- 4 = Is a competent cox.

Sense of responsibility and danger

- 1 = Not so good.
- 2 = Good

Please place appropriate number in the relevant box

| Date | Sculling | Sense | Rowing | Sense | Coxing | Sense | Signature |
|------|----------|-------|--------|-------|--------|-------|-----------|
|      |          |       |        |       |        |       |           |
|      |          |       |        |       |        |       |           |
|      |          |       |        |       |        |       |           |
|      |          |       |        |       |        |       |           |
|      |          |       |        |       |        |       |           |
|      |          |       |        |       |        |       |           |
|      |          |       |        |       |        |       |           |
|      |          |       |        |       |        |       |           |

## **Appendix C to St Ives Rowing Club Safety Plan**

### **Circulation Patterns**

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

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

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

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

#### **Over-taking:**

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

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

#### **Right of Way and Navigation:**

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

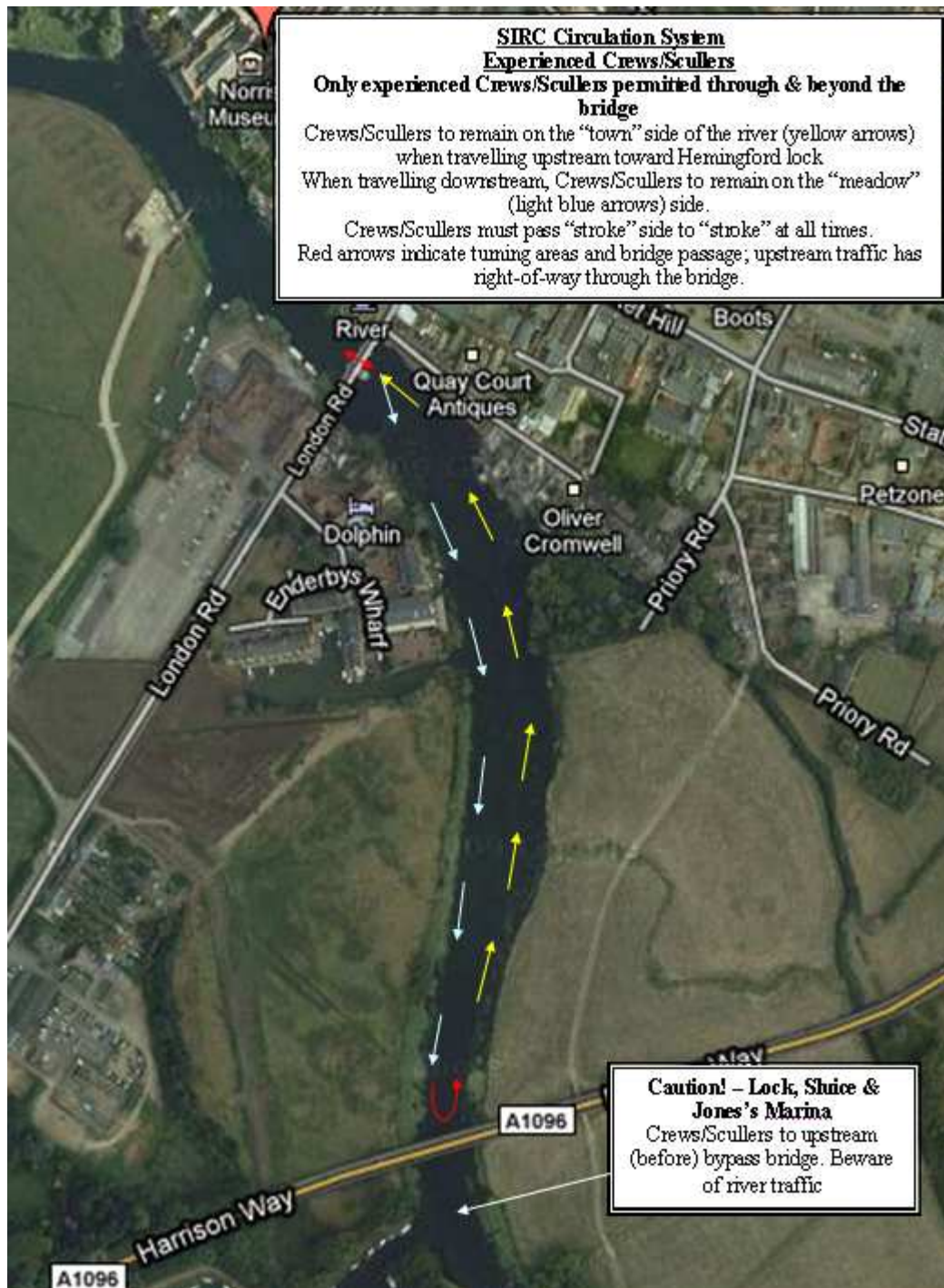
As such all river users have a responsibility, under a duty of care, to keep a look out for others and to avoid potential incidents or collisions.

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

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

**Experienced:**

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



**Competent:**

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



**Beginner:**

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

