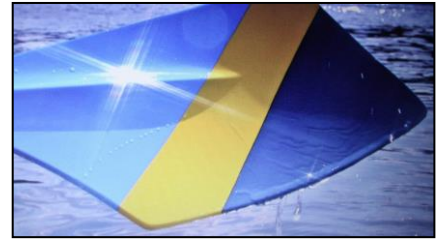


Nottingham Rowing Club

Safety Plan

September **2023**



NB: Changes and additions to the previous edition of this document (November 2022) are in RED.

Introduction

The objective of this Safety Plan is to update and collate all Nottingham Rowing Club safety documents into an accessible format for the club committee, officers and members.

The Club Committee meets monthly with safety being one of the primary topics discussed. Any safety issues should be brought to the attention of the Club Rowing Safety Advisor (CRSA) and committee members for discussion at the committee meeting. A list of committee members is available on the Club Notice Board and on the Club Website.

The Safety Plan has been written to complement the 'British Rowing RowSafe: A Guide to Good Practice in Rowing'. It is available to every user of the club's facilities and forms a central component of the safety culture at the club for all members of whatever level of experience. See below for the direct link.

This Safety Plan applies to the River Trent between Clifton and Holme Lock and, where appropriate, when operating away from NRC, except where local safety procedures are issued for the location visited. These instructions are also to apply to crews visiting NRC and any other person boating from the premises.

It is the responsibility of the CRSA to ensure that the Safety Plan is kept up to date, relevant and accessible to all club members.

British Rowing RowSafe

<https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>

Contents		Page
1	Risk Management	
1.1	Communication	3
1.2	Risk Assessments	3
1.3	Competitions	3
1.4	Insurance	3
1.5	Training Camps	4
1.6	Weather and Environment	4
1.7	Cold Water Immersion and Hypothermia	5
1.8	Swimming and Capsize Training	5
2	Equipment	
2.1	Safety Aids	6
2.2	Boats and Blades`	6
2.3	Safety and Coaching Launches	7
2.4	Transport and Trailers	8
2.5	Gym and Indoor Rowing	8
3	Participants	
3.1	General	9
3.2	Steering and Navigation	9
3.3	Night Time Rowing and Sculling	10
3.4	Single Sculling	10
3.5	Beginners and Less Experienced	11
3.6	Adaptive Rowing	11
3.7	Touring and Open Water	11
3.8	Coaches	12
4	Safety Monitoring	
4.1	Incident Reporting	12
4.2	Safety Auditing	13
5	Health and Medical Issues	
5.1	General	
5.2	Sunburn, Heat Stroke and Exhaustion	13
5.3	Epilepsy	13
5.4	Asthma	14
5.5	First Aid	14
5.6	Water-borne Diseases	14
5.7	Sepsis	15
5.8	Medical Emergency Whilst Rowing	15
Appendix A:	NRC Safety Policy	17
Appendix B:	Emergency Response Plan	18
Appendix C:	Circulation Pattern (Boating and Landing at NRC)	22
Appendix D:	Map of Water Hazards and Emergency Access Points	23
Appendix E:	Coaching Checklist	24

1 Risk Management

1.1 Communication

- 1.1.1 The Safety Plan is displayed on the Safety Notice Board in the Club Boathouse.
- 1.1.2 Also displayed on the Safety Board are the Club Safety Policy, the Circulation Pattern for Trentside, the Emergency Response Plan, and all other notifications about safety.
- 1.1.3 All Club members have a responsibility to check the Safety Notice Board at regular intervals and to act on any requirements immediately.
- 1.1.4 The Safety Plan and related documentation is also available to members on the Club Website.

1.2 Risk Assessments

- 1.2.1 Risk assessments covering key club activities have been completed and used in the compilation of this Safety Plan. All competitions, training camps, beginner and junior activities are to have individual risk assessments.
- 1.2.2 Any significant new activity undertaken by the club will have the risks assessed before the activity is allowed to take place.
- 1.2.3 All risk assessments will be reviewed on an annual basis or following a significant incident, change in any relevant legislation or guidance.
- 1.2.4 Risk assessments will be available to all members on request.

1.3 Competition

- 1.3.1 For competitions solely the responsibility of NRC, a separate Safety Plan and Risk Assessment will be completed for each competitive event. The competition organiser will compile the documentation with the assistance of the CRSA. Copies of the safety documentation will be distributed to all competitors prior to the competition and relevant parts briefed to relevant parties at the start. Details will vary according to the competition but may include, for example:
 - A course briefing for all coxes and steersmen, noting the particular hazards found on the course.
 - A briefing on emergency arrangements for umpires and race officials.
 - **Instruction for competitors not to lie back at the end of a race, as if they have collapsed (unless they have).**
- 1.3.2 Every member of NRC has a duty to act safely and to comply with all local safety rules when visiting other events. Competitors and coaches should always make sure that they read and understand the host club's safety documentation for the event before taking part.

1.4 Insurance

- 1.4.1 The club maintains public liability insurance covering all aspects of the club's activities. A copy of the insurance certificate is displayed on the Safety Notice Board.
- 1.4.2 When a claim is likely to be made against the club, the club will inform its insurers immediately.

1.5 Training Camps and Training on Unfamiliar Waters

- 1.5.1 A separate safety plan and risk assessment must be prepared for any training camp (including travel to and from the location) by the organiser with the assistance of the CRSA.
- 1.5.2 The club and training camp organiser should:
- Establish contact details for all participants in case of emergency.
 - Check appropriate insurance is in place.
 - Carry out a risk assessment on arrival and amend the Training Camp Safety Plan as necessary.
 - Ensure appropriate welfare provision. Where juniors are involved the organiser should understand and implement the British Rowing Safeguarding and Protecting Children Policy.
 - Check and approve participants planning to attend the training camp.
 - Ensure an appropriate coach/helper to participant ratio.
 - Check locations circulation pattern, first aid provision, rescue launches and communications.
 - Check local weather and other up to date safety information with host club.
 - Establish a system for reporting incidents.
 - Carry out an equipment audit before travelling to training camp.
 - Conduct a post visit review

1.6 Weather and Environment

- 1.6.1 Weather conditions may change rapidly during the course of a rowing outing. If adverse weather conditions are forecast all coaches, coxswains, scullers and oarsmen should take the forecast weather conditions into account when planning an outing and should be prepared to cut short the outing if necessary.
- 1.6.2 No rowing is to take place during thunderstorms or in the presence of lightning; any boats already afloat should return to land as soon as possible in these conditions. Follow the '30/30 Rule' which proposes that if the 'flash to bang' is 30 seconds in length or less then shelter should be sought immediately. Those affected should not go afloat until at least 30 minutes have elapsed since the last thunder or lightning event.
- 1.6.3 At times of high-water flow do not turn immediately above any of the bridges and turn well before the lock at Holme Pierrepont. Do not turn between the Toll Bridge and the outflow of the River Leen.
- 1.6.4 Heavy rain, fog or mist and gusts of wind present further problems of which all rowers and coxes must be aware. During conditions where visibility may be severely impaired, no boats should go afloat and those already on the water should row at extreme caution back to the landing stage. As a rule of thumb, do not boat if Trent Bridge is obscured from the Club House (100m visibility). Do not boat in high winds which are blowing upstream to cause significantly choppy water, particularly when the wind is NE.
- 1.6.5 Particular hazards and risks encountered during cold weather conditions include:
- Ice on landing stages & slipways.
 - Ice forming on the water causing damage to boats.

- Increased risk of hypothermia and cold-water shock in capsize incidents.

1.6.6 Particular hazards and risks encountered during hot weather conditions include:

- Dehydration.
- Heat Exhaustion and Heat Stroke.
- Sunburn.

1.6.7 It remains the responsibility of each NRC member to ensure they feel the conditions are safe in which to conduct the chosen activity. If unsure, ask for advice from your coach/squad captain. If still in doubt, do not go afloat or undertake the planned activity.

1.6.8 In accordance with BR advice, the CRSA receives weather warnings from the Met Office and members will be informed by email of significant warnings likely to impact safety on the river.

1.7 Cold Water Immersion and Hypothermia

1.7.1 Immersion hypothermia is the condition caused when the body is immersed in cold or cool water for a prolonged period of time. To reduce the risk of cold-water immersion and hypothermia:

- Ensure appropriate clothing is worn by all crew members, tight fitting to avoid being caught in equipment to reduce risk of immersion and suitably heat retaining to maintain body temperature.
- The club provides throw lines and thermal blankets for crews being supervised.
- A buddy system should be adopted in cold weather conditions, especially for scullers.

1.7.2 Do not underestimate the effects of immersion. Breathing and circulation are immediately affected and even healthy individuals who are good swimmers can drown within a short period of time.

1.7.3 British Rowing RowSafe advises that everyone should have studied the following on-line learning module and Club Members are strongly encouraged to do so.

https://www.rowhow.org/free/cold_water_course_latest_version/story_html5.html?lms=1

1.8 Swimming and Capsize Training

1.8.1 All active rowing members must be in good health and must be able to demonstrate, when asked, that they are confident both in and under the water.

1.8.2 Everyone taking part in rowing should be able to **float** unaided for at least five minutes and ideally:

- **Swim** a minimum of 50 metres in light clothing (rowing kit).
- **Tread water** for at least 2 minutes.
- **Swim underwater** for at least 5 metres.

1.8.3 Those rowers who can only float or swim when wearing a PFD should also wear such an aid whenever they are afloat.

1.8.4 All active rowing members must be trained in the actions to be taken in the event of capsize as per the British Rowing RowSafe guide and summarised in the NRC Emergency Response Plan (Appendix B). Practical capsize drills are organised by the club at regular intervals and are offered to all members. It is compulsory for new Junior members to attend these sessions.

1.8.5 Competence in the water and capsize training will be recorded for each member of the club.

2 Equipment

2.1 Safety Aids

2.1.1 Safety and first aid equipment is readily available and maintained at or near the safety boards in the Club and Britannia boathouses and in the gym at Sims. These include:

- First aid box.
- Personal Flotation Devices (not in the gym at Sims)
- Throw lines.
- AED - automated external defibrillator (not in the Britannia boathouse).

2.1.2 Any person providing coaching or safety cover from the bank should carry a throw line, **mobile phone, and an audible warning device (megaphone or whistle)**. **Rowers, especially single scullers, are also encouraged to carry a whistle in an emergency.**

2.1.3 The wearing of a personal flotation device (PFD) is compulsory for:

- All coxswains.
- All drivers and passengers of any launch used in connection with club activities.
- Non-swimmers.

2.1.4 Coaches and/or club officers should determine whether PFDs should be worn by Juniors who have not completed a capsized drill/swim test based on a risk assessment that includes the circumstances and their ability.

2.1.5 Where participants are adults and have not undertaken a capsized drill/swim test a PFD should be made available.

2.1.6 All club flotation devices comply with at least BS EN 393 (50N) and are subject to a periodic inspection. In foul weather, coxes and coaches on launches who are wearing heavy clothing should wear a PFD complying with BS EN 395 (100N) and ideally BS EN 396 (150N). All users should carry out a pre-use check (to include the gas cannister in lifejackets). Report any faults immediately to the CRSA. Defective PFDs must not be used and should be quarantined to prevent use.

2.1.7 Where, because of a medical issue, there is a risk to a participant of becoming unconscious or immobile an automatic PFD must be worn.

2.1.8 When using bow loading boats, coxes must wear a lifejacket with manual activation. **Automatic lifejackets and buoyancy aids must not be used.**

2.2 Boats and Blades

2.2.1 It is essential that all equipment used for rowing and coaching is safe and fit for purpose. It is the responsibility of all members of the club to ensure that the equipment that they use is maintained in good order to avoid anyone being put in danger on the water.

2.2.2 In addition to this, the club will ensure any boat purchased has sufficient inherent buoyancy and where the buoyancy of a boat is in question the club will provide additional buoyancy.

2.2.3 Before a boat is placed on the water, the crew/sculler should check that it is in safe condition and that the fittings are in good order, in particular:

- Check that all hatches are intact and secured and that there is no damage to the shell.
- Check that the bow ball is present and secure.
- Check that all heel restraints (maximum 7 cm) are present and secure. Shoe fastenings such as laces or Velcro or similar materials must be able to be released immediately with a single quick hand action of pulling on one easily accessible strap. Where shoes or other devices holding the feet remain in the boat, each shoe or device must be independently restrained such that when the heel reaches the horizontal position the foot will be released from the shoe.
- Check that riggers are securely attached and that moving parts (swivels, sliding seats, stretchers) are in working order and not loose.
- Check that the forward port and starboard riggers on all boats is protected by a backstay (**except for boats where this not possible**).
- Coxes and steersmen must always check that rudder lines, steering gear, rudders and fins are in working order.
- Check that blades are in good condition; particularly that the button is firm and the shaft is free from damage.

2.2.4 To ensure that equipment remains safe, the club implements a tagging system. Boats that are damaged or require essential maintenance are 'quarantined' by having a red tag attached. Damage to a boat or equipment failure must be reported as soon as possible as per the advertised club QR code procedure.

2.2.5 Clean equipment is far more likely to be safe equipment; and rowers who are made personally responsible for the condition of the boats they use are far more likely to notice and deal with wear and tear to equipment before it becomes potentially dangerous. All boats should be cleaned and wiped down after each outing.

2.3 Safety and Coaching Launches

2.3.1 Coaches, launch drivers and passengers must always wear life jackets or buoyancy aids whilst afloat. A launch must not carry more people than it is certificated for.

2.3.2 Before each use the driver must check:

- That the launch, including the motor, is in good condition before starting to use it.
- There is adequate fuel for the outing.
- The engine is secure and properly mounted.
- The kill cord mechanism is working correctly.
- If necessary, the lights are working.
- They are carrying a charged mobile phone (with access to emergency telephone numbers).
- If a radio is carried it is charged and tuned to the correct channel.
- The safety equipment is onboard (see 2.3.3)

2.3.3 All launches must carry the following safety equipment:

- First aid kit in a waterproof container.
- Throw line or equivalent grab line.
- A spare length of rope.
- Serrated safety knife with rope cutter.
- Enough survival equipment or 'Bivi bags' for the launch's passenger capacity (NB: Foil blankets tend to keep people cold and are no longer recommended).
- Paddle
- Boathook.
- Audio signalling device – eg megaphone or whistle.
- Spare kill cord for use in the event of driver overboard.
- Bailer
- Fire extinguisher

2.3.4 All launch drivers must be qualified to a minimum of RYA Powerboat Level 2 and must be approved by the Club Officers.

2.3.5 Unapproved drivers are not allowed to operate a launch.

2.3.6 Coaching launches are not designed to carry out a full recovery of a capsized crew, but they are able to play a significant part in assisting crews by:

- Communicating with the emergency services.
- Helping to recover equipment and to move a capsized boat to the bank.
- Bringing the most distressed people on board if possible and ferrying them to the bank or club.

2.3.7 NRC maintains and services the launches at regular intervals.

2.4 Transport and Trailers

2.4.1 In addition to possessing a valid endorsement for towing on their driving licence, approval to tow boat trailers is required by the Club Captain.

2.4.2 As well as complying with the UK (or foreign as appropriate) traffic laws, the British Rowing Trailer Guidance should be referred to by all drivers when towing. Loaded trailers must not exceed the towing vehicle's legal limit.

<https://www.britishrowing.org/upload/files/RowSafe/FurtherGuidance/DriversHandbookV3.pdf>

2.4.3 The club ensures the trailers are maintained in a roadworthy condition and provides insurance. Drivers must check with their own insurance company that they are covered for towing a trailer.

2.4.4 Before each trip the driver must check the tyres (including spare), lights, projection markers and security of the load. The breakaway cable must be attached.

2.4.5 Drivers should always carry a passenger to help with navigation, manoeuvring and any emergency which may arise. On long journeys adequate rests should be taken with stops every two hours advised. The trailer driver must ensure they carry suitable tools and jack for changing a wheel.

Drivers should be aware of the dangers of high winds and icy conditions and consult a weather forecast before setting off.

- 2.4.6 All straps used to secure equipment to trailers and roof-racks must be in good condition and tensioned correctly. Any loose ends should be tied in so that they do not become trapped (eg under a wheel) and cause damage.

2.5 Gym

- 2.5.1 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 used. The floor around the equipment should be wiped to remove excessive sweat after use.
- 2.5.2 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 a coach.
- 2.5.3 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.
- 2.5.4 Coaches are expected to ensure that the rowers, when indoor rowing, adopt good posture and use the correct technique.

3 Participants

3.1 General

- 3.1.1 NRC has a responsibility to provide adequate instruction to all active members in watermanship and adequate supervision by coaches and experienced rowers to ensure that no-one puts themselves at risk when on the water. This applies particularly to novices, single scullers and juniors.
- 3.1.2 All rowers and scullers not under the direct supervision of a coach must, before going afloat, record the crew leader's name, boat and time in a logbook in the boathouses and record the time on return.
- 3.1.3 Boats with red tags are quarantined for repair and/or maintenance and must not be used. Other tags identify private boats (black) and NTU (pink).
- 3.1.4 Club rowing activities will be co-ordinated with those of other local water users to minimise clashes of interest and the possibility of additional hazards arising.
- 3.1.5 All members must declare on the membership form their floating and swimming ability and any significant medical condition which might impose a risk to themselves or others. Members have a duty to inform the club and coaches of any subsequent condition that develops.
- 3.1.6 All members with long hair should tie their hair back/up before going on a water outing.
- 3.1.7 All crews and single scullers should have access to a mobile phone (protected in a water-proof and buoyant case). This is to summon rapid assistance for others in difficulty as much as for the crew/sculler's benefit.

3.1.8 All members must not wear Dryrobes or heavy cotton clothing at any time when afloat. Hoodies **and other garments** with pockets should not be worn when rowing or sculling or when coxing in a bow-loader.

3.2 Steering and Navigation

3.2.1 Boats must keep close to the north (City) bank when travelling upstream and to the south (County) bank when travelling downstream. Keep out of the middle of the river.

3.2.2 Steers and single scullers should look around at least every five strokes. Increase the frequency of looking when passing the Suspension Bridge and Trent Bridge. The following link from British Rowing highlights the need for frequent checking:

<https://www.britishrowing.org/knowledge/safety/>

3.2.3 Steers are encouraged to use head mounted mirrors or similar devices.

3.2.4 Boats should overtake on the outside of slower boats and exercise caution.

3.2.5 Light pressure only between Trent Bridge and Lady Bay Bridge.

3.2.6 Crews must always boat and land with the bow upstream. Wait on the north (City) side to cross before landing and give way to all traffic on crossing. The Club has a detailed circulation plan when boating from Trentside. The Circulation Plan (which is common for all rowing clubs on Trentside) is available on the Safety Noticeboard and as an appendix to this document. All club members must be fully compliant with the arrangements.

3.2.7 All crews/rowers/scullers should practice the Emergency Stop regularly.

3.2.8 The River Trent at Nottingham is a superb stretch of water for rowing, but it is shared by many other users. Members must be especially vigilant for:

- Kayakers who have a tendency to paddle in directions contrary to the accepted rules of navigation.
- Sailing boats based at Nottingham Sailing Club at Holme Pierrepont.
- Dragon boats from the Anaconda Club (albeit the drumming provides excellent warning!).
- Motorised boats such as canal barges, pleasure cruisers and larger craft operated by Nottingham Pleasure Cruises. Particular care should be taken to avoid boats unexpectedly exiting Colwick Marina and the Nottingham Canal lock opposite the clubhouse.
- The Canal & River Trust deems that the Trent is non-navigable to motor craft above the Toll Bridge, so motorboats will not generally be encountered there. However, rowers should be aware that, although infrequent, there is always the possibility of coming across a motorboat upstream of the Toll Bridge.
- Fishermen with long lines. Try to steer around them if it is safe to do so.
- Wild water swimmers and paddle boarders.

3.2.9 Motorised craft and sailing boats have priority. Rowing/sculling boats must give way to avoid collision.

3.2.10 Rowers and coxes should be aware of the effects of helicoidal flow which produces a lateral movement of surface water towards the outside of a bend. This is especially prevalent at times of high discharge.

3.3 Night Rowing

3.3.1 When rowing at night, at twilight or in poor visibility, all boats must be fitted with lights. The configuration is as follows:

- White flashing light facing forward (bow).
- White steady light facing aft (stern).
- All lights must be of **bright** luminosity and seen from a 120° arc.
- No red lights are to be used.
- **No head torches are to be used and lights must not be attached to the riggers.**
- **Lights should be fixed to the boat using a mount that ensures the light is positioned above the bow/stern canvas of the boat so as to be clear of any obstacles that could potentially obstruct it (i.e. not taped directly onto the canvas).**

3.3.2 Reflective clothing or light-coloured clothing **must** be worn.

3.3.3 Only experienced steers and coxes should be on the water at night or in poor visibility.

3.3.4 Inexperienced rowers/scullers are not permitted to go out at night or in poor visibility.

3.3.5 Junior rowers are allowed to row between the Toll Bridge and Trent Bridge but only under direct supervision.

3.3.6 Side-by-side racing is not permitted. Slower boats about to be overtaken must move close to the bank and stop before resuming once they have been overtaken.

3.3.7 Given the increased likelihood of an incident at night, it is paramount that all boats have access to a mobile phone in a watertight case (as per NRC Safety Plan Section 3.1.7).

3.4 Single Sculling

3.4.1 Apart from beginners who are on the water under supervision, single scullers are solely and fully responsible for their own safety and must follow the appropriate procedures.

3.4.2 Single scullers must be assessed as competent by at least a Level 2 Club Coach (or equivalent) before going on unaccompanied outings. Non-assessed single scullers must keep in the company of other crews (buddy system) or be supervised from the bank.

3.4.3 No inexperienced single scullers are to be on the water in the dark or in poor visibility.

3.4.4 All single scullers are required to demonstrate that they can carry out a capsize drill and swim test.

3.5 Beginners and Less Experienced

3.5.1 The club runs a structured and well managed “Learn to Row” programme including an induction to club policies and procedures.

- 3.5.2 The club asks for notification of swimming ability and any medical conditions that may affect safety on the water before the “Learn to Row” programme commences.
- 3.5.3 All beginner crews are supervised by coaches or senior club members and are frequently accompanied by a safety launch.
- 3.5.4 A dynamic risk assessment is undertaken before beginners are allowed on the water. Conditions which would be fine for other club members can pose risks to inexperienced rowers and scullers.
- 3.5.5 All beginners are to be offered the use of a PFD. Non-swimmers and those unable to float must use a PFD when on the water.
- 3.5.6 Coaches and/or club officers should determine whether PFDs should be worn by Juniors who have not completed a capsize drill/swim test based on a risk assessment that includes the circumstances and their ability.

3.6 Adaptive Rowing

- 3.6.1 In the event of adaptive rowing becoming part of the club’s day to day practice the club will discuss with individuals their needs and aspirations, establish and practise procedures for managing incidents including capsize involving adaptive rowers, check equipment is suitable when adaptations are made and seek advice on equipment that is suitable for adaptive rowing.
- 3.6.2 The club will conduct a risk assessment and produce an action plan for each individual adaptive athlete.
- 3.6.3 The rower must inform the club about any relevant disability or illness and any known warning signs and seek additional medical advice where appropriate.

3.7 Touring, Coastal and Open Water Rowing

- 3.7.1 The club takes part in touring events in both the UK and abroad. All participants must abide according to the published safety plans and risk assessments.
- 3.7.2 For events organised by the club (eg Good Friday row to Newark), separate safety plans and risk assessments are compiled by the organiser. These are given to the CRSA for checking before being submitted to the relevant navigation authority (Canal and River Trust/Environment Agency) for approval.
- 3.7.3 Personal flotation devices (PFDs) must be worn by all participants (in addition to the cox) when negotiating canal locks and when crossing open water.
- 3.7.4 Equipment carried in boats when touring includes:
 - Bailer.
 - Boat hook.
 - Ropes attached to bow and stern.
 - Mooring pegs.
 - PFDs.
 - First aid kit.

- Personal medication requirements.
- Mobile phone(s)
- Flotation bags, fully inflated, in boats without built in buoyancy.

3.8 Coaches

3.8.1 All coaches are British Rowing qualified with Instructor Award (IA) or UKCC Level 2 as the minimum standard.

3.8.2 Coaches are to ensure that:

- Crews are aware of the appropriate safety procedures.
- Crews use safe rowing/sculling equipment, **checked before each outing**.
- 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.
- 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 (**checked regularly/packed correctly**) and **an audible warning device (megaphone/whistle)** should be carried.

3.8.3 Coaches are asked to complete a due diligence Coaching Checklist (Appendix E) to ensure BRs compliance and competence requirements and to fulfil the club's duty of care to its members.

4 Safety Monitoring

4.1 Incident Reporting

4.1.1 Rowing is statistically a relatively safe sport; however accidents and incidents involving club members and equipment inevitably occur from time to time. It is important that the club (and the wider rowing community) learns from these.

4.1.2 Serious occurrences are very rare but are often preceded by numerous related 'near misses'. Therefore, any instance where the safety of club members, equipment or members of the public is put at risk should be reported first to the relevant coach, CRSA or Club Captain.

4.1.3 In all but the most minor of instances, club members are required to complete an online British Rowing Incident Form. This can be done anonymously if required. The data collected from the online forms and coaches' reports, as appropriate, will be collated by the CRSA and considered by the Club Committee.

4.1.4 The following are examples of reportable incidents:

- Capsize or falling out of boat through; inexperience, contact with another rowing boat, contact with other object, equipment or boat failure.

- Collision through; contact with static object, moving object, navigation issue, poor visibility or lighting. Collision of boat with rigger on or off the rack, collision of body with boat (head on rigger for example), collision of rigger with boat (rigger damage on rack) etc.
- Swamping through rough water, collision with other rowing boat, collision with other object, wash.
- Health related: manual handling, respiratory, hypothermia, heat stress, water-borne disease. (only report infected blisters – ignore normal ones!).
- Equipment failure: boat buoyancy, riggers, gates, seats/feet, steering equipment, bow ball, blades/sculls, safety/coaching/rescue launch, PFD's, throw lines, racking.
- Land training due to; weight training, circuit training, running, cycling, indoor rowing, slips/trips.
- Behaviour: vandalism/violence. Bad navigation.
- Near misses should also be reported as they can provide important learning points.

4.1.3 Below is the web address for the British Rowing online incident form:

<https://incidentreporting.britishrowing.org>

4.2 Safety Auditing

4.2.1 A British Rowing Club Safety Audit is undertaken annually and reviewed by the committee with recommendations made for any improvements and areas of non-compliance.

4.2.2 The results of the audit are submitted to British Rowing and are published on the Club Safety Board to ensure that they are accessible to all members.

5. Health and Medical Issues

5.1 General

5.1.1 All members are to declare on their membership form any significant condition which might impose a risk to themselves or others. Individual athletes should notify their coach and/or the Club Captain of any change in their condition.

5.1.2 Ensure that appropriate food and medicines are available on all water outings and when land training.

5.1.3 Coaches and crews should carry a mobile phone to summon medical assistance in an emergency.

5.2 Sunburn, Heat Exhaustion and Heat Stroke

5.2.1 In hot summer months take care with these basic steps:

- Cover up where possible and wear a hat.
- Wear sunscreen.
- Avoid long exposure to the sun.
- Stay hydrated.

5.2.2 All members should be aware of the difference between Heat Exhaustion and Heat Stroke. The latter is a very serious condition and is a medical emergency. Refer to the NRC Emergency Response Plan for more information.

5.3 Epilepsy

5.3.1 The club follows the guidance from the British Rowing Medical Panel which is reproduced below.

5.3.2 “Rowers, coaches (driving launches) and coxswains with epilepsy should not be allowed on the water when there is a significant possibility of further seizures placing themselves and others at significant risk. In line with the recommendations of the DVLA, this period of significant risk is defined as within one year following a seizure and whilst reducing medication, and for six months after stopping medication. In these cases, where there is significant risk of further seizures, rowers and coxswains should not be allowed on the water, except where there is a special individualised risk assessment of the rower and the event”.

5.4 Asthma

5.4.1 All members are to declare on their membership form any significant condition which might impose a risk to themselves or others. Individual athletes should notify coaches of any change in their condition.

5.4.2 All rowers and coaches with asthma must ensure that an inhaler is available on all water outings and when land training. If afloat, the casualty is to come ashore to seek first-aid/medical attention. Extra care if person is in a 1x or 2x. Coaches and crews should carry a mobile phone to summon medical assistance.

5.5 First Aid

5.5.1 First Aid boxes can be found in the boathouses, in the gym and behind the bar in the Club. Members are asked to notify the CRSA or a committee member if any items have been used so that the boxes can remain well stocked.

5.5.2 All coaches are trained in first aid. A list of qualified first aiders is displayed on the Safety Notice Boards and other locations throughout the club.

5.5.3 Automated external defibrillators (AEDs) are located on the external wall below the Club House balcony and in the gym at Sims. Both AEDs have open access and the one at the club is registered with The Circuit and available for public use. All club members are encouraged to be familiar with the equipment in the event of an emergency.

5.6 Water-borne Diseases

5.6.1 Pollution levels on the River Trent are improving but if your boat capsizes, try to keep your mouth closed and avoid swallowing water! Always wash your hands after each outing and especially before eating. Open cuts and grazes should be covered with a waterproof dressing.

- 5.6.2 Cuts and abrasions occurring during a water outing should be treated with an anti-bacterial substance.
- 5.6.3 Be aware of the symptoms of leptospirosis (Weil's Disease) which usually develop seven to fourteen days after exposure.
- High temperature.
 - Chills.
 - Sudden headaches.
 - Nausea and vomiting
 - Loss of appetite.
 - Muscle pain especially in the calves and lower back.
 - Cough.
 - Conjunctivitis.
 - Short lived rash.
- 5.6.4 Seek assistance from a medical professional, notifying them that you have been in the water.

5.7 Sepsis

- 5.7.1 Sepsis is a life-threatening condition and any delay in treatment can make recovery more problematic. Wounds and blisters should be kept clean and, where possible, covered in a suitable dressing. Be aware of the signs and symptoms and seek medical advice immediately if you, or someone else, has them.
- 5.7.2 The link to a relevant BR Safety Alert is given below.

<https://www.britishrowing.org/knowledge/safety/safety-alert-archive/safety-alert-sepsis-june-2020/>

5.8 Medical Emergency Whilst Rowing

If a rower collapses in a boat:

- Use a mobile phone to ring 999. (NB: It is a club requirement that all crews have access to a mobile phone contained in a water-proof and buoyant case).
- Be prepared to give a precise location (perhaps by using What3words) and be totally clear about which side of the river the casualty will be.
- Get the boat to the bank and get the casualty ashore as quickly as possible.
- Administer first aid and/or CPR until emergency assistance arrives. Do not try to administer CPR in the boat.
- If necessary, meet the ambulance and guide its crew to the casualty.

Appendix A: Nottingham Rowing Club Safety Policy

Nottingham Rowing Club

Safety Policy



Nottingham Rowing Club has a zero tolerance for anyone being harmed as a result of our members' participation in the sport.

We believe that harm is not an inevitable consequence of our activities and that incidents that cause harm can be avoided. We will strive to provide an environment in which the sport can be practiced safely and enjoyably by our members. We will guide and lead our members in a way that fulfils these aims.

We recognise that our members have primary responsibility for their own safety and the safety of others. The Club, through its Officers and Committee, will encourage safe practice having due regard for the guidance provided by British Rowing in RowSafe.

The Club has safety rules that it expects its members to respect; these can be found on the Club website and on the Club safety notice boards. Complying with these rules will help to prevent harm.

The Club is also committed to learn from the incidents it becomes aware of and will share this information to help others in the sport to learn too. We are committed to make appropriate use of British Rowing's Incident Reporting System.

Members are invited to refer any questions and concerns, relating to safety, to the Club's Rowing Safety Advisor or any Committee member.

NB: A signed copy of this policy is posted on the Club Safety Board.

Appendix B: Emergency Response Plan

In the Event of an Emergency

- A mobile phone (protected in a tethered water-proof and buoyant case) should be taken on each outing.
- Dial 999. Have details of the incident available, including the precise location.
- The use of What3words to identify precise locations is encouraged.

What to do if Someone Collapses

- If you are on your own and someone collapses, is unresponsive and not breathing normally:
 - Check that you are safe and shout for help.
 - Start doing chest compressions to the rhythm of “Staying Alive”.
 - Call 999.
 - Ask for ambulance.
 - Keep the phone line open.
 - Put the phone on speaker.
 - Try to keep doing chest compressions while answering the call centre’s questions.
 - Keep doing the chest compressions until help arrives. If you do not know or are uncertain how to perform chest compressions, then the call centre will take you through the procedure.
- If there are two or more persons present:
 - Person 1 to call 999 and ask for an ambulance, answer the call centre’s questions, leave the phone line open and put the phone on speaker. Get the AED if one is available.
 - Person 2 to do chest compressions to the rhythm of “Staying Alive”.
- When you have finished talking to the call centre, you can both:
 - Share chest compressions until help arrives.
 - Use the Automatic External Defibrillator (AED) – follow the device’s instructions.

General Considerations

- All Club Members and participants must be able to demonstrate when asked that they can float unaided in light clothing for five minutes and ideally; swim 50m in light clothing, can tread water for 2 minutes and can swim under water for 5m. All members will be asked to sign to this effect when joining or taking part in a water-based activity. Parents of junior members will also be asked to sign.
- First aid kits can be found in each of the boathouses, in the gym and behind the bars in the Clubhouse. Club coaches are first aid qualified, as are other club members who are listed on the Club Safety Board.
- An automated external defibrillator (AED) is located on the wall below the Club House balcony and is available for public use. A second AED is located inside the gym at Sims but it is not available for public use 24/7. Club coaches (and others) are trained in the use of AEDs but all club members are

encouraged to be familiar with the equipment in the event of an emergency. The defibrillator boxes are not locked.

- The club telephone is behind the bar in the Clubhouse.
The NRC contact number is 0115 981 1251.

Access Points to the River

- Nottingham Rowing Club is at Middle of Three, Trentside North, West Bridgford, Nottingham NG2 5FA
 - Grid Reference: SK 5824 3834
 - What3words: **study.socks.sings**
- The landing platform on the River Trent at Holme Pierrepont can be accessed at:
 - National Water Sports Centre, Adbolton Lane, Holm Pierrepont, Nottingham, NG12 2LU
 - Grid Reference: SK 6091 3892
 - What3words: **earth.sorters.timing**
- The Toll Bridge can be accessed on the north (City) bank at:
 - Victoria Embankment, NG2 2JY
 - GR: SK 5696 3816)
 - What3words: **frosted.notes.reward**
- Clifton Bridge (South/County bank) access is from Clifton Lane at:
 - Grid Reference: SK 5620 3671
 - What3words: **thanks.mouse.button**
- Clifton Bridge (North/City bank) access is from Lenton Lane close to Grove Farm at:
 - Grid Reference: SK 5570 3643
 - What3words: **slug.hatch.hits**

In the Event of a Capsize

- Stay with the boat and try to keep calm.
- If you are unable to get back into the boat, then hold onto the capsized hull as a buoyancy aid and swim with it to the bank. If necessary, float to conserve energy until assistance arrives.
- 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 possible, 'buddy-up', holding onto 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 since you are likely to tip over, putting more people in the water with no one to get help.

Cold Water Immersion and Hypothermia

- Be aware of the risks of cold-water immersion and hypothermia. Do not underestimate the effects. Breathing and circulation are immediately affected and even healthy individuals who are good swimmers can drown within a short period of time.
- Severe hypothermia needs urgent medical treatment in hospital. Shivering is a good guide to how severe the condition is but be aware that in severe hypothermia the casualty may lose the ability to shiver. If the person can stop shivering on their own, the hypothermia is mild, but if they cannot stop shivering, it is moderate to severe. As hypothermia can be a life-threatening condition, seek medical attention as soon as possible.
- 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:
 - 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 the body temperature has increased, keep the person warm and dry.
 - It is important to handle anyone that has hypothermia very gently and carefully.

Hyperthermia – Heat Exhaustion and Heat Stroke

- Heat exhaustion is not usually serious if you can cool down within 30 minutes. If it turns into heatstroke, it needs to be treated as an emergency.
- The signs of heat exhaustion include:
 - a headache
 - dizziness and confusion
 - loss of appetite and feeling sick
 - excessive sweating and pale, clammy skin
 - cramps in the arms, legs and stomach
 - fast breathing or pulse
 - temperature of 38C or above
 - being very thirsty
- If someone is showing signs of heat exhaustion, they need to be cooled down.
 - Move them to a cool place.
 - Get them to lie down and raise their feet slightly.
 - Get them to drink plenty of water. Sports or rehydration drinks are OK.

- Cool their skin – spray or sponge them with cool water and fan them. Cold packs around the armpits or neck are good, too.
- Stay with them until they're better.
- They should start to cool down and feel better within 30 minutes.
- Heatstroke is a very condition serious and is a medical emergency. Call 999 if the casualty is:
 - Still feeling unwell after 30 minutes of resting in a cool place and drinking plenty of water.
 - Not sweating even though too hot.
 - A temperature of 40° C or above.
 - Fast breathing or shortness of breath.
 - Feeling confused.
 - A fit (seizure).
 - Loss of consciousness.
 - Not responsive.
 - Put the casualty in the recovery position if they lose consciousness whilst you're waiting for help.

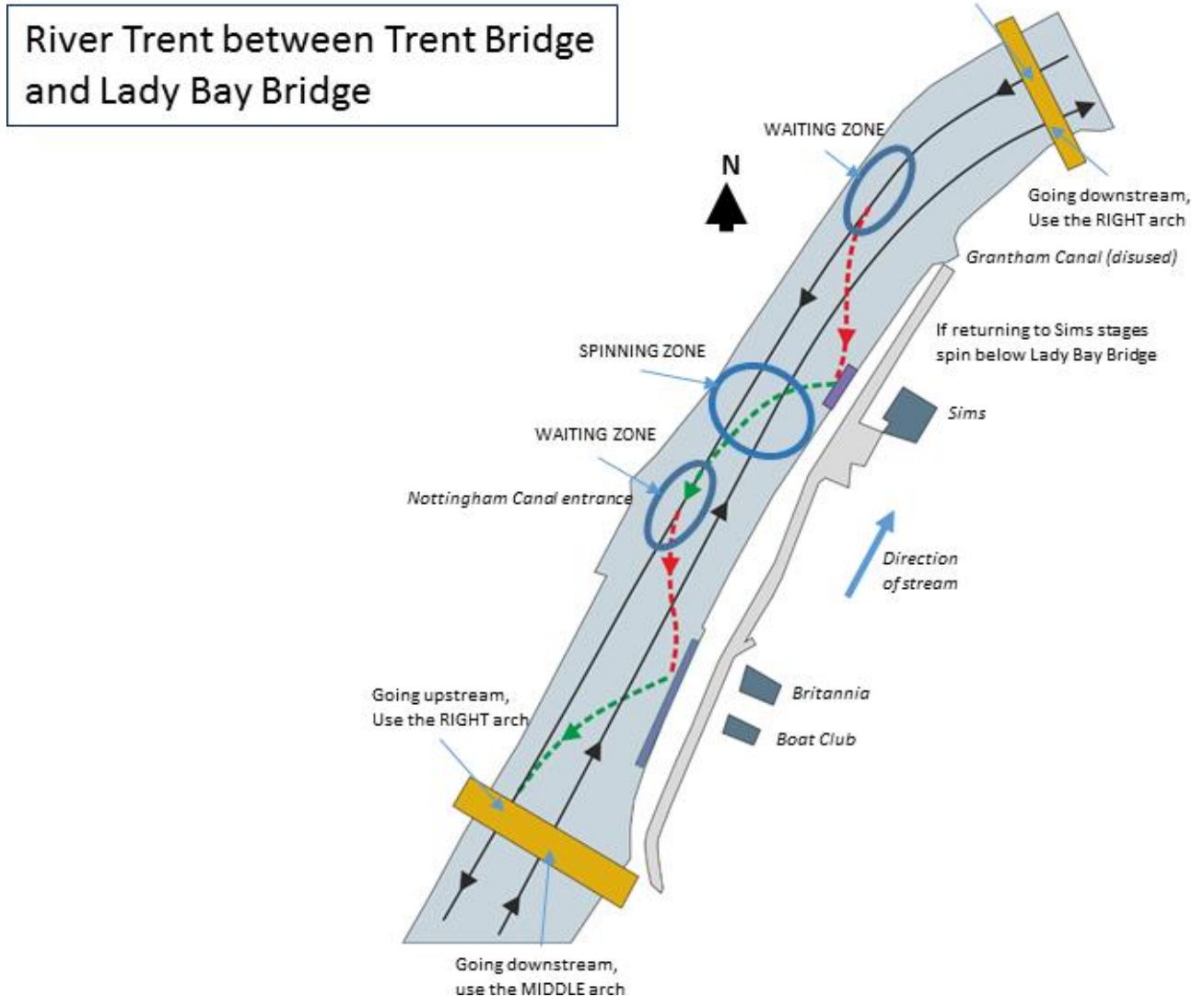
In the Event of a Rower Collapsing in a Boat

- Use a mobile phone to ring 999. (NB: All crews must have access to a mobile phone contained in a water-proof and buoyant case or one carried by the coach when under supervision).
- Be prepared to give a precise location (perhaps by using What3words) and be totally clear about which side of the river the casualty will be.
- Get the boat to the bank and get the casualty ashore as quickly as possible.
- Administer first aid and/or CPR until emergency assistance arrives. Do not try to administer CPR in the boat.
- If necessary, meet the ambulance and guide its crew to the casualty.

Contact/Telephone Numbers

- In an emergency, call 999.
- Nottingham Rowing Club: 0115 981 1251
Trentside North, West Bridgford, NG2 5FA
- Queens Medical Centre: 0115 924 9924
Derby Road, Nottingham, NG7 2UH

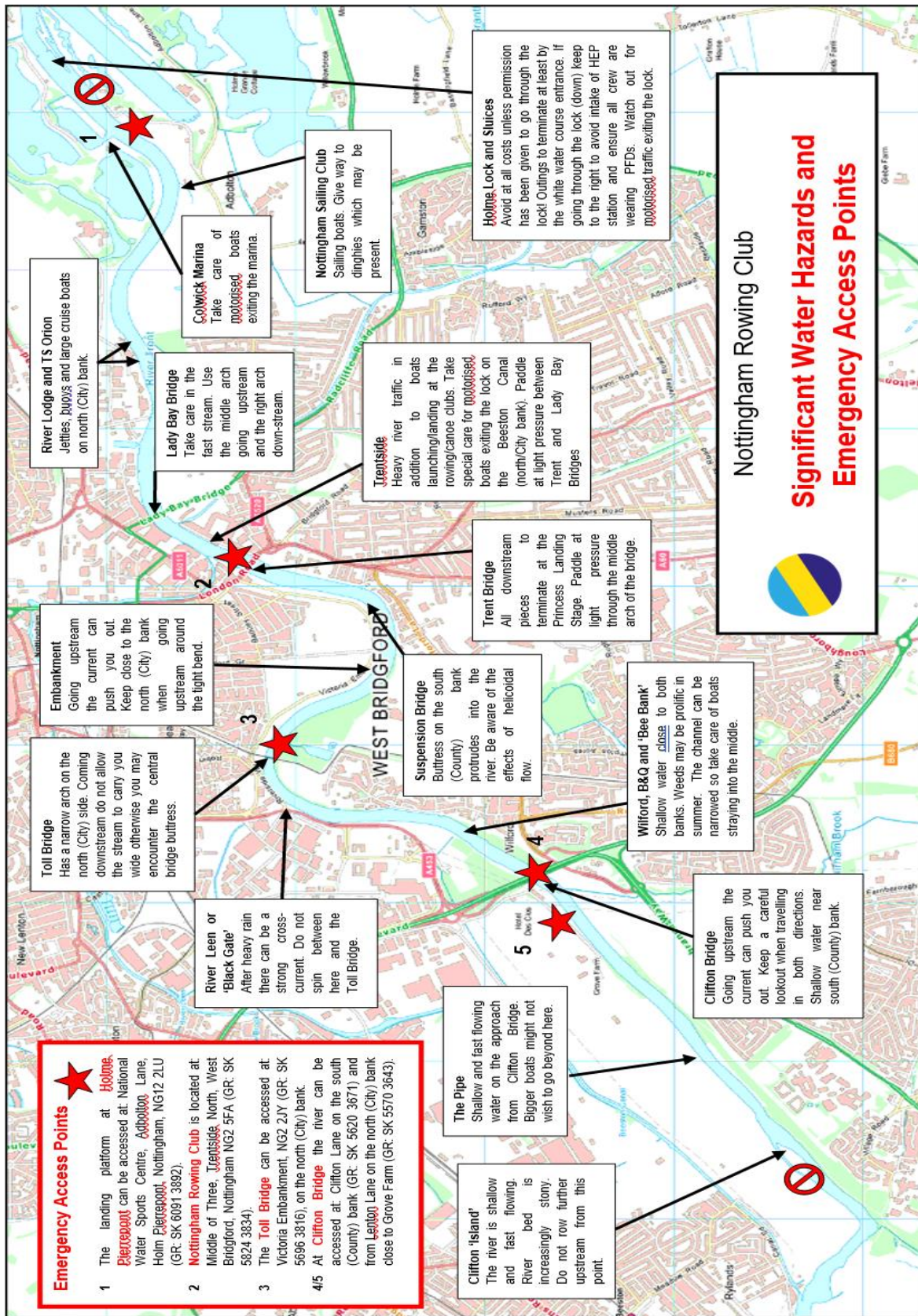
Appendix C: Circulation Pattern (when boating and landing)



Key Points:

- Boats must keep close to the north (City) bank when travelling upstream and to the south (County) bank when travelling downstream.
- Light pressure only between Trent Bridge and Lady Bay Bridge unless permission has been given otherwise (e.g. when racing).
- Crews must always boat and land with the bow upstream.
- Wait on the north (City) side (and preferably upstream of the canal exit) to cross before landing and give way to all traffic on crossing.
- Crews must be especially vigilant for:
 - Kayakers going upstream close to the south (County) bank.
 - Dragon boats from the Anaconda Club (albeit the drumming provides excellent warning!).
 - Motorboats such as canal barges, pleasure cruisers and larger craft operated by Nottingham Pleasure Cruises. These boats tend to use the middle arches of Trent Bridge and Lady Bay Bridge in both directions
 - Motorboats exiting the Nottingham & Beeston Canal lock opposite the clubhouse.

Appendix D: Water Hazards and Emergency Access Points



Appendix E: Coach Checklist

Coaching Qualification(s) and/or relevant experience:

Qualifications and Experience The club is expected to show a positive safety culture and to ensure due diligence as part of its duty of care.	Please provide details of any formal coaching qualification and your rowing experience.	
	Do you have COACH membership of BR?	Y / N
Documentation Please confirm that you are familiar with NRC's essential safety documentation and BR's RowSafe. Also, that you are aware of what is expected of coaches as itemized in RowSafe.	NRC Safety Policy (RowSafe 1.3)	
	NRC Safety Plan and Safety Rules (RowSafe 3.2)	
	NRC Emergency Response Plan (RowSafe 3.3)	
	BR Communication of Safety Information including the use of the on-line BR Incident Reporting system. (RowSafe 2.1)	
	BR RowSafe – especially the sections throughout the document on what is expected of coaches. (v April 2023)	
First Aid and Recovery Please confirm your First Aid status and knowledge of the club's AEDs. Also, confirm you have completed the BR modules linked to capsizes.	First Aid qualification to include CPR (RowSafe 8.3)	Current until:
	Location of NRC First Aid Kits and AEDs. (RowSafe 3.3)	
	BR online learning modules 'Cold Water and Hypothermia' and 'Capsize Training for Coaches and Club Officials' (RowSafe 3.7)	Completed? Y/N
Risk Assessments Please confirm that you are familiar with the NRC's RAs and have completed the BR learning module.	NRC Risk Assessments (Rowing on River, Land Training, Boathouses and Juniors) (RowSafe 3.1)	
	BR online learning module 'Safety Basics'. (RowSafe 3.1)	Completed? Y/N
Safeguarding and Conduct	BR Safeguarding and Protecting Children Policy Safeguarding-Protecting-Children-Policy-March-2020.pdf	
	BR Safeguarding and Protecting Adults Policy Safeguarding-Adults-at-Risk-March-2020.pdf	
	DBS Disclosure Yes / No	Date:
	BR Code of Conduct https://www.britishrowing.org/wp-content/uploads/2020/03/201103-Codes-of-Conduct-2020.pdf	
RYA Powerboat Level 2 Certificate	Yes / No	Date

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