



Oundle Town Rowing Club

Safety Plan

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1. Introduction

This Safety Plan has been produced in line with the best practices published by British Rowing in *RowSafe: Safety Advice for Rowers, Clubs, and Competitions*^[1]. It sets out guidelines that are specific to Oundle Town Rowing Club members and coaches, and is meant to complement the RowSafe guide not replace it.

Throughout this document references to the 'Club' refers to the officers, committee, and coaches of Oundle Town Rowing Club (OTRC) who collectively have responsibility for safety matters under the guidance of the Club's current Safety Adviser. A reference to 'rowers' includes all sweep-oar rowers and scullers.

1.1. Coronavirus (COVID-19)

This document does not provide specific guidance related to rowing and coronavirus (COVID-19) as it is a fast moving situation and guidance is being adapted regularly. The latest guidance on rowing during the COVID-19 pandemic is available from British Rowing here:

britishrowing.org/coronavirus

OTRC's response to COVID-19 and specific guidance on rowing at the club can be found on the club website here:

oundletownrowing.co.uk/covid-19-rowing-update

1.2. Club's Responsibilities

It is the Club's responsibility to produce and communicate a Safety Plan for all members and coaches to follow, and to actively promote a culture of safe practice.

1.3. Safety Adviser's Responsibilities

The Club's serving Safety Adviser is responsible for setting out guidance on safety matters for all club members, to actively promote a 'Safety First' attitude throughout the Club, and to perform safety related activities.

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

1.4. Coaches' Responsibilities

It is the coaches' responsibility to educate and train crews in understanding the club's Safety Plan, and the safety plans relevant to other clubs when training or competing away from home.

1.5. Members' 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.

It is every club member's responsibility to read, understand, and follow the Safety Plan at all times, and to comply with instructions issued by the coaches or the Safety Adviser.

2. Risk Management

2.1. Safety Notice Boards

The Club maintains a designated safety notice board at the Boathouse containing a copy of the

Emergency Response Plan and a list of contacts relating to safety and emergencies (see also Appendix A), plus other important safety related information. All individuals whether rowing or not, should actively make themselves aware of the contents of safety notices and positively contribute to the topics displayed. Copies of all relevant documentation will also be made available on the Safety pages of the club Website^[3].

2.2. Risk Assessment

The Club shall ensure that its activities have undergone a suitable and sufficient assessment of risk and that activities are as safe as necessary. Additional Safety Plans, Emergency Response Plans, or Risk Assessments will be published and communicated before any new or ad-hoc activities take place.

Individuals must read, understand, and comply with any rules, advice, and guidance given. They must assess the risk of their own activities and manage them to a tolerable level, seeking guidance if necessary.

All risk assessments will be reviewed on an annual basis, or following a significant incident, or change in any relevant legislation or guidance.

2.3. Insurance

The Club shall ensure that insurance cover is held appropriate for its activities.

Individuals taking part in club activities (whether rowing or not) shall ensure that they are covered by insurance for their own activities.

All rowing members must be members of British Rowing in order to be covered by British Rowing Insurance Scheme^[2]. The British Rowing Members' Insurance Scheme covers the vast majority of rowing activity undertaken by individually registered members.

2.4. Club Safety Plan

The Club will produce and maintain this Safety Plan for members to follow and make it easily available through the club website^[3] and in hard-copy at the club boathouse. All new rowers, whether learn-to-row course participants or full time members will be made aware of the Safety Plan's existence, and actively encouraged to read it.

The Safety Plan compliments the British Rowing RowSafe guide^[1] by highlighting local rules and hazards. Individuals must read, understand, and follow the Safety Plan asking for help and guidance if required.

2.5. Club Emergency Response Plan

The Club will produce and maintain an emergency action plan that describes the actions to be taken in the case of an incident. Copies will be available through the club website^[3] and in hard-copy at the club boathouse. All rowers will be actively encouraged to read it and understand what they should do in the event of an emergency.

The OTRC Emergency Response Plan is contained in Appendix B of this document.

2.6. Competition Safety Plans

Since OTRC do not organise competitions at Oundle that involve visiting club members, there is no requirement for a separate Competition Safety Plan.

However, if a club-only event is organised by the club that varies significantly from normal training activities, a risk assessment will be completed and if deemed necessary, a special Safety Plan will be produced for the event.

Club members who take part in competitions arranged by other clubs have a responsibility to

make themselves familiar with all of the safety instructions provided by the host club and to observe those instructions throughout their visit.

3. Practical Safety Considerations

3.1. Weather & Environment

No boat is allowed on the water when the river level causes the floating pontoon to rise above the level of the concrete jetty.

There will also be times when wind, weather and river conditions make boating unsafe for some crews, even when the water level is normal.

An assessment of the risk will be made before every outing by the coach, captain, or Safety Adviser. If any one of those three deem the risk to be too high to conduct a safe outing, then the outing will not go ahead and all participants must accept the decision.

Individuals must also assess the weather and water conditions for the duration and type of outing they are about to undertake, taking into account their personal limitations and respecting the concerns and capabilities of other participants.

Weather conditions may change rapidly during an outing. If adverse weather conditions are forecast all coaches, coxes, and rowers should take the forecast weather conditions into account when planning an outing, and should be prepared to cut short the outing if necessary.

No rowing is to take place during thunderstorms or in the presence of lightning; any boats already afloat when lightning is seen should return to land as quickly as possible. No boat should go afloat until at least 30mins after the last lightning was seen.

Heavy rain, fog or mist and gusts of wind present visibility and maneuverability problems of which all rowers and coxes must be aware. During conditions where visibility may be severely impaired, no boats should go afloat; those already on the water should row with extreme caution back to the landing stage.

Particular hazards that may be encountered during cold weather conditions include:

- Ice on jetty & slipway causing a slip hazard
- Ice forming on the water causing damage to boats
- Increased risk of hypothermia/cold water shock in the event of capsize

Particular hazards that may be encountered during hot weather conditions include:

- Dehydration
- Heat Stroke
- Sunburn

It remains the responsibility of the every member to ensure they feel the conditions are safe in which to conduct the chosen activity. If unsure, firstly ask for advice from your coach, captain, or the club Safety Adviser. If still in doubt, do not go afloat or undertake the planned activity.

3.2. Time of Day

Rowing after dark is not permitted and no crew should take to the water before dawn, and unless they can return to the boathouse before dusk.

3.3. Cold Water Immersion

No matter how good a swimmer a person is, sudden and unexpected immersion in cold water causes an initial cold shock that affects the ability to swim, and hypothermia can quickly take

effect. The Club has a responsibility to control the risk of cold water immersion before outings commence, and individuals must comply with any rules, guidance, and instructions given. They must be aware of their own capabilities and respect the capabilities of others.

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:

- All crew members should wear appropriate clothing; tight fitting to avoid being caught in equipment to reduce risk of immersion and suitably heat retaining to maintain body temperature.
- The club will provide throw lines and thermal blankets on the club launches, and launch drivers should know how to use them.
- When planning an outing in cold weather conditions the “one minute one degree” rule of thumb should be adopted. That is, allow one minute of rescue time for each degree of water temperature. If the water temperature is 5°C the launch driver has 5 minutes to remove someone from the water. If you capsize in cold water when a launch cannot reach and rescue you in that time, get yourself out of the water by swimming to the nearest river bank.
- The competency of the whole crew should be assessed to reduce risk of immersion.
- The Club recommends that single scullers do not go out alone in very cold weather conditions, but if you want to continue training, go out with another ‘buddy’ sculler so someone knows where you are at all times.
- As with other medical conditions, in the event of a capsize and cold water immersion, treatment should only be given by those having confidence and knowledge to do so. The first priority should be to obtain professional medical assistance.

3.4. Swimming, Capsize or Swamping

Active rowers must be able to demonstrate the British Rowing minimum standard of swimming competence:

- Swim at least 50 meters in light clothing (rowing kit)
- Tread water for at least two minutes
- Swim under water for at least 5 meters

Anyone unable to satisfy the above standards must wear an approved personal flotation device (PFD) when afloat.

Adult members are expected to honestly declare their swimming ability on their membership application forms. It will be assumed that all Junior members do not meet the minimum requirements until they have undertaken a supervised capsize and swim test. When that test is successfully completed their membership record will be updated by the supervising coach, and only then may they go afloat without a PFD.

It is also unsafe with certain medical conditions to undertake strenuous physical exercise and members must declare any conditions that might put them or others at risk. See also section 7.4 below.

All members must also be aware of what to do in the event of capsize or swamping and the Club will provide information and training when required.

4. Equipment

4.1. Lifejackets and Buoyancy Aids (Personal Floatation Device (PFD))

The Club will provide sufficient personal floatation devices (PFDs) to cover the needs of the club members' activities. There are two types of PFDs:

Lifejackets rely on inflation to provide buoyancy after the user enters the water. Because they have no permanent inbuilt buoyancy, they are generally compact and easy to wear.

The majority of lifejackets provided by the Club are **manually operated**. They need to be activated by the wearer by pulling a short cord, and therefore suitable for rowers, coxswains and launch drivers who can swim, and will be able to operate the inflation device if they get into difficulty in the water.

A small number of **automatically operated** lifejackets are provided and should be used by non-swimmers or those with disabilities or with a medical condition that would make it difficult for them to operate a manual inflation device.

Foam filled **buoyancy aids** have inherent buoyancy and do not require inflation, but they are inherently more bulky than a lifejacket. They are particularly suitable for younger juniors but are only suitable for competent swimmers to provide support to a conscious person who will be able to help themselves until assistance arrives.

When to use a PFD:

- All coxswains must wear a lifejacket on top of all other garments when in a boat.
- Any junior rower who has not successfully passed the capsize and swim test, must wear a lifejacket if they cannot swim, or a buoyancy aid if they can swim.
- Any adult member who cannot swim must wear a lifejacket when afloat.
- Any member who has a condition that may impair their ability to stay afloat after capsize must wear an automatic inflation lifejacket.
- All launch drivers and passengers must wear a lifejacket on top of all other garments when in a launch.
- Any member who is able to swim but who lacks confidence while afloat is encouraged to wear a buoyancy aid or lifejacket.

Lifejackets and buoyancy aids should be stored properly in the boathouse.

Lifejackets should be checked for wear and tear by the user prior to use, and not used if any fault is found. Any fault must be brought to the attention of the club.

The Club will perform an annual check on all PFDs for damage, leaks, and gas cylinder integrity.

All lifejackets and buoyancy aids provided by the Club will conform to the relevant standard.

- Lifejacket 150s (conforming to standard EN396: 1993 or ISO12402-3:2006) are suitable for all non-swimmers, junior or adult, weighing 32-130Kg.
- Buoyancy Aid 50 (conforming to standard EN393:1993 or ISO 12402-5:2006) are not lifejackets, and provide limited protection against drowning and are therefore only suitable for swimmers, in sheltered waters, where help is close at hand.



4.2. Other Safety Aids

The Club will provide sufficient numbers of the following safety aids:

- First Aid kits, for the launches and the boathouse
- Throw lines
- Thermal blankets
- Fire Extinguishers

The purchase and maintenance of all safety equipment will be managed by the Safety Adviser.

If any member makes use of a safety aid that cannot be re-used (e.g. bandage, lifejacket inflator, fire extinguisher, etc.) it must be reported to the Safety Adviser immediately so a replacement can be arranged. Similarly, if any member finds a fault with any safety aid, then this too should be reported immediately.

Each launch will carry a First Aid kit, two throw lines, and at least two thermal blankets.

The Club will provide guidance or practical training on the correct use of safety aids for new members, and refreshers when appropriate (e.g. when an existing rower becomes a coach or launch driver). Written guidance will be periodically displayed on the safety notice board and/or in the newsletter.

4.3. Steering and Navigation

4.3.1. Steering Guidelines

The club will provide advice and training for those who steer boats and ensure that steering equipment is suitably maintained. Individuals will check the steering equipment on any boat that they intend to use before the outing as part of their normal boat checking. Any defects must be reported to the maintenance team.

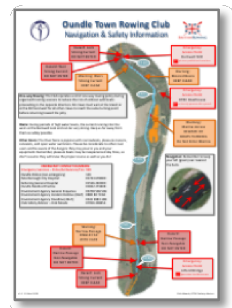
A navigation plan of the River Nene at Oundle and instructions on circulation patterns is included in Appendix A, and is displayed at the club boathouse and on the club's website^[3].

Individuals will make themselves familiar with the circulation patterns and local hazards and comply with any instructions given.

When using the River Nene all boats must keep to the Bow/Green side (Cox's right-hand side) of the centre line of the river. At either end of the river (i.e. at Barnwell Mill or Lilford Bridge), boats should not approach closer than 250m from the locks before turning.

Crews may overtake other boats on the Stroke/Red side (cox's left-hand side) only when the river is seen to be clear ahead and it is safe to do so.

In heavy rain or snow, mist or fog, extra consideration must be given to the visibility of the rower and of other river users before going afloat, and if in doubt ask for guidance.



4.3.2. One-Way Rowing

The Club operates a strict one-way rowing policy for all club sessions. This reduces the risk of two boats colliding with each other when travelling in the opposite direction, and prevents injury to rowers and damage to equipment.

The coach (or designated person responsible for the session) will decide on the outing plan before the session starts, and will communicate that plan to all participants. S/he will take into account the number of boats, the range of abilities and speeds, the number of launches, and other external factors (e.g. visibility, other river users, etc.) and then split the river into sections, and the boats into groups.

The one-way policy means that no boats should be moving in opposite directions on the same section of river. Boats should all be moving in the same direction within their

groups, and only turn and proceed in the opposite direction when their whole group has reached their agreed turning point.

For example, a slower Learn-to-Row group may go down the Mill Straight, while a faster group of boats in race training would go to the Island. Each group may return to the jetty in the opposite direction when their whole group has reached their destination, safe in the knowledge that they won't meet each other coming the opposite way.

Other options are possible, but the principles are the same for all rowers, scullers, and coxes:

- Listen to the coach's outing plan before going on the water
- Ensure you know where your turning point is, and wait until the agreed signal to return
- Ensure you understand the agreed return signal – likely to be either direct instruction from a coach on the launch, or by knowing how many boats in your group have reached the turning point
- Only return when you know that there should be no one else rowing in the opposite direction
- Do not overshoot your designated section of the river, as there may be other boats coming the opposite way
- Even if you know there should be no other rowers on your section of the river, you must still keep to the bow/green side of the river, and always keep a good lookout - the Club's one-way policy does not apply to other river users!
- If in doubt, ask

4.3.3. Other River Users

Be aware of and considerate to other river users, including powered leisure boats, kayaks & canoes, fishermen, and open water swimmers. Be aware of the dangers they may pose to you and your equipment. Remember, boat drivers may be inexperienced day hire operators, so don't assume they will know the proper course as well as you do!

Stationary crews, whether resting or being coached, should not be in a position to cause a hazard or annoyance to others.

Boats pushing-off from the jetty should wait or give way to approaching boats.

4.4. Boats and Blades

The club will ensure that all equipment used for rowing, sculling or coaching is properly and regularly maintained, is safe and adequate for its intended purpose. Instructions will be given in the checking of equipment as is necessary and appropriate.

Before a boat is taken out on the water, the crew or sculler should check that it is in safe condition, that no previous user has noted any defect on the maintenance notice board, and that the fittings are in good order, in particular:

- Check that all hatches are intact and secured.
- Check that the bow-ball and all heel restraints are present and secure.
- Check that riggers are securely attached and that moving parts (swivels, sliding seats, stretchers) are in working order and not loose.
- Coxes and steersmen must always check that rudder lines, steering gear, rudders and fins are in working order.

- Check that oars and sculls are in good condition; particularly that the button is firm and the shaft is free from damage.

Any defect must be reported to the club's maintenance team and noted on the maintenance board in the boathouse for other users to see.

Any new boats purchased, including private boats stored and used at the club, must comply with the relevant buoyancy standard. Older boats should be assessed and additional buoyancy put in place as necessary.

Rowers are expected to clean the equipment they use before returning it to the boathouse.

Regular boat and site maintenance sessions are organized by the committee - all active members of OTRC are expected to participate in these sessions.

4.5. Launches & Launch Drivers

Whilst the club would like all launch drivers to be trained to RYA Level 2 standard, the practicality and expense of training courses for everyone makes this impossible to achieve. However, the club takes this role very seriously and will undertake 'in-house' training and assessment of those coaches and volunteer helpers, as and when appropriate.

Therefore only people who have received practical training and been assessed by another competent driver should take sole charge of one the club launches.

All launch drivers must be over 18, and should be familiar with the guidance in section 5.2 of RowSafe^[1].

Everyone going out in a launch, whether they be driver, helper, or coach must wear a lifejacket at all times.

The maximum capacity is displayed on each launch.

The driver must attach the kill cord before starting the engine, and it must remain attached at all times while the engine is running.

Drivers should observe the maximum speed limit of **7 mph** for the River Nene, as defined by the Environment Agency. A lower speed should be maintained when passing moored boats.



Launches are maintained and serviced by the maintenance committee. However, before every use the driver should check that the launch has the following basic items of safety equipment on board:

- First aid kit
- Throw line
- Space blankets
- Emergency telephone number list and "What 3 Words" locations
- Mobile phone (waterproof case provided in each launch)
- Paddle
- Lifejacket/buoyancy aids for driver and any passengers
- Essential tools, rigger jigger, screwdriver etc.
- Safety knife with rope cutter
- Spare kill cord (for use in the event of driver overboard)
- Bailer
- Foot pump (in the inflatable RIB)

Getting the launches into and out of the river from the boathouse involves a certain degree of risk to people, boats, and equipment that needs to be carefully managed. No person should attempt to move a launch alone, and should seek help from sufficient people to ensure the launch and trailer can be moved without personal injury and under complete control. Particular care should be taken when moving the launches when the slipway is wet or icy. If in any doubt, seek help from others.

4.6. Trailers and Transport

The club will ensure that any trailer used to transport club equipment is suitably maintained and insured.

Drivers who voluntarily use their own vehicles to tow the club's trailers must ensure that they follow the vehicle manufacturer's recommendations with regard to towing, and are responsible for ensuring that they do not invalidate their own insurance by doing so.

Drivers must always comply with UK traffic law, the Highway Code^[4], and Driving Licence rules^[5], noting that the rules on what you can tow are different depending on when you passed your driving test.

Before each trip, the driver must check the tyres (including spare), lights, projection markers, and security of the load. Drivers should always carry a passenger to help with navigation, manoeuvring, and any emergency, which may arise. The driver must ensure they carry suitable tools and jack for changing a wheel. Always be aware of the dangers of high winds and icy conditions and consult a weather forecast before setting off.

All potential drivers are encouraged to read BR's *Guidance for the Transportation of Oar Propelled Racing Boats*^[6] and *Rowing & Trailers*^[7].

5. Participants

5.1. All Members

OTRC has a responsibility to provide adequate instruction to all active members and adequate supervision by coaches and experienced rowers to ensure that no one puts themselves or others at risk when on the water. This applies particularly to beginners, juniors, and adaptive rowers.

Single scullers (apart from those who are on the water during an organized training session) are solely and fully responsible for their own safety, and must follow the appropriate procedures. All single scullers must be able to demonstrate that they can recover from a capsize without assistance.

Ideally no sculler or crew would be on the water alone, but this is not always practical, and there may be occasions when it is not possible to train together with other squads or with safety launch cover. Whilst the club does not encourage lone training, it is acceptable as long as those members always ensure that someone knows where they are and when they are expected back.

Any rowers out on the water outside of an organized training session must book their session in the on line booking system, with time of departure and expected time of return. This will ensure that any other scullers/crews taking to the water are aware of them, and reduced the risk of collision.

5.2. Beginners

The club will ensure that all beginners are given an effective induction with suitable emphasis on safety and safe practice, ensuring a higher level of duty of care is promoted with juniors,

adaptive rowers, and vulnerable adults.

The club runs structured adult and junior “Learn to Row” courses, which includes an introduction to club policies, including this Safety Plan. The club asks all participants to notify them of any medical conditions that may affect safety on the water before the “Learn to Row” course commences. It is the Learn to Row course coach’s responsibility to either take this information into account before and during the course.

All beginner crews will be supervised by coaches or senior club members and accompanied by a safety launch. Beginners will be instructed to stay within sight of the safety launch at all times.

A separate weather condition evaluation should be undertaken before beginners are allowed on the water. Conditions, which would be acceptable to experienced club members, can pose a significantly higher risk to inexperienced crews.

All junior beginners will be required to wear a Personal Flotation Device (PFD) until they have completed a capsized and swim test. All adult beginners will be offered the use of a PFD if they want one.

5.3. Juniors

British Rowing define junior as anyone under the age of 18.

The club will ensure that juniors have an effective induction with an emphasis on safety, safe practice, and respectfulness for others. Juniors will be encouraged to realise that safety is everyone’s responsibility.

The club will ensure a higher level of Duty of care is promoted for all juniors. All juniors will have access to a club Welfare Officer and will be made aware and have access to the *OTRC Welfare Plan*^[8]. Contact details of the club Welfare Officer are posted on the information board at the boathouse. The club Welfare Officer will promote a child-centered approach within the club.

All coaches and other members who have close contact with junior crews will be required to undertake a DBS (Disclosure and Barring Service) Check (previously known as a “CRB Check”). Coaches must understand the *BR Safeguarding & Protecting Children Policy*^[9] and all relevant guidance.

Before any activity takes place the following information must be provided to the club:

- Swimming ability
- Written consent given by a parent or guardian before any activity takes place
- Personal contact details for emergency contacts
- Parent or guardian’s consent in writing to act in “in loco parentis” for the administration of first aid or other medical attention if the need arises
- Written consent by a parent or guardian for taking photographs or video

All junior crews will be accompanied on the water by a safety launch.

5.4. Adaptive Rowing

In addition to the club’s standard safety and welfare practice the club will discuss with the individual their needs and aspirations and will involve and include carers as appropriate.

A risk assessment will be made for each individual adaptive athlete to enable a plan to be produced that enables as much involvement in the club activities as possible.

Suitable rescue facilities will be in place as required for the activities taking place. Individuals

and their carers, as appropriate, will inform the club about any relevant disability or illness and any known 'warning signs', check equipment is safe to use and appropriate to their circumstance, seek advice and provide information as appropriate. They should also keep the club up to date with any changes in their circumstances.

Coaches will identify ability and develop a needs analysis for each individual, they will have an understanding of the individual's disability or illness and any necessary emergency action; seeking practical advice to address needs within their duty of care. Coaches will communicate information and seek advice where appropriate.

5.5. Indoor Rowing and Training

The club will ensure that all equipment used for indoor training is maintained in good order.

Instruction will be provided as appropriate to the individual using the equipment.

Individuals will follow instructions and guidance given, wear appropriate clothing, and maintain hygiene standards. They will inform the club of any reason that may put them at risk due to illness or injury. Individuals must check equipment prior to use and take responsibility for their own safety and those involved in activities around them.

Coaches involved in indoor training will manage activities under their control; check regularly on individuals identified as being at risk and run sessions in accordance with club rules, guidance, and good practice.

Juniors must not use the gym equipment unless supervised by a coach or delegated appointee.

6. Monitoring

6.1. Incident Reporting

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) learn from these. It is important to report near misses too, as these put the more serious incidents in the context of the multiple occasions when no serious harm occurs. But near misses may also indicate a trend that, if the club does not address the root cause, could escalate into something more serious.

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 or captain. In all but the most minor of cases, the club encourages members to log the event on-line using the British Rowing Incident Form (this can be done anonymously if required):

incidentreporting.britishrowing.org

The data collected from the online forms and/or the coach/captain's report, will be collated by the Club Safety Adviser who will discuss with other relevant club representatives to decide if further action needs to be taken to avoid similar incidents happening again in the future.

Examples of incident types you should be reported:

- Capsize or falling out of boat through: inexperience, contact with another rowing boat or other object, or 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, or 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, PFDs, throw lines, racking
- Land training due to: weight training, circuit training, running, cycling, indoor rowing, slips/trips
- Behavior: vandalism/violence. Bad navigation.
- Trailer towing: failure of equipment, driving issue, incorrect or improper stowage, falling from height.

6.2. Safety Auditing

The Club is required to complete the BR Annual Safety Audit, which is pre-requisite to entering BR competitions during the following year.

The Club Safety Adviser will ensure that an accurate annual safety audit is completed and submitted through British Rowing reporting system. The club will review the findings of these audits at committee level and implement recommendations as appropriate to its circumstances.

Club officers, individuals, and coaches will cooperate and assist with this process.

7. Health

7.1. Sunburn, Heatstroke and Exhaustion

The club will advise members about the risk of sunburn, heatstroke, and exhaustion, and coaches will take account of conditions, advise, and act accordingly during training sessions.

Individuals will comply with advice and guidance given and take personal responsibility for precautions including:

- taking on plenty of fluids
- wearing suitable clothing, including a hat
- using suitable sun block
- avoiding over exposure to the sun.

7.2. First Aid

First Aid kits are provided by the club and are carried on both launches and located in the boathouse.

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

7.3. Water-borne Diseases

The club will provide information on diseases most likely to be encountered by club members, either on home waters or when visiting other venues. Individuals will follow advice and guidance given and should adopt good standards of hygiene. Water from the river should never be used for drinking or splashing onto body or face.

Suitable footwear should be used when launching or retrieving boats.

Neither coxswains nor rowers should be thrown into the water, no matter how tempting.

7.4. Medical Conditions and Medication

It is the responsibility of every member, both adult and junior, to inform the club of any known medical condition that could affect your rowing. For example, asthma, heart condition, diabetes, or allergy. This should be done via the annual membership form or, if the condition develops during a membership year, by contacting the Membership Secretary or Safety Adviser.

Any member who has been advised by a medical professional to carry medication (for example asthma inhaler, antihistamines, EpiPen or similar device) **must** take responsibility to ensure they have that medication with them at all times, and ensure they are able to self-medicate whilst in a boat if required.

If the condition could be so severe that self-medication may not be possible whilst on the water some distance from the jetty or nearest support launch, then the member (or parent/guardian of a junior member) **must** discuss with the coach, committee, or Safety Adviser so that a risk assessment and specific welfare plan can be agreed before going out on the water.

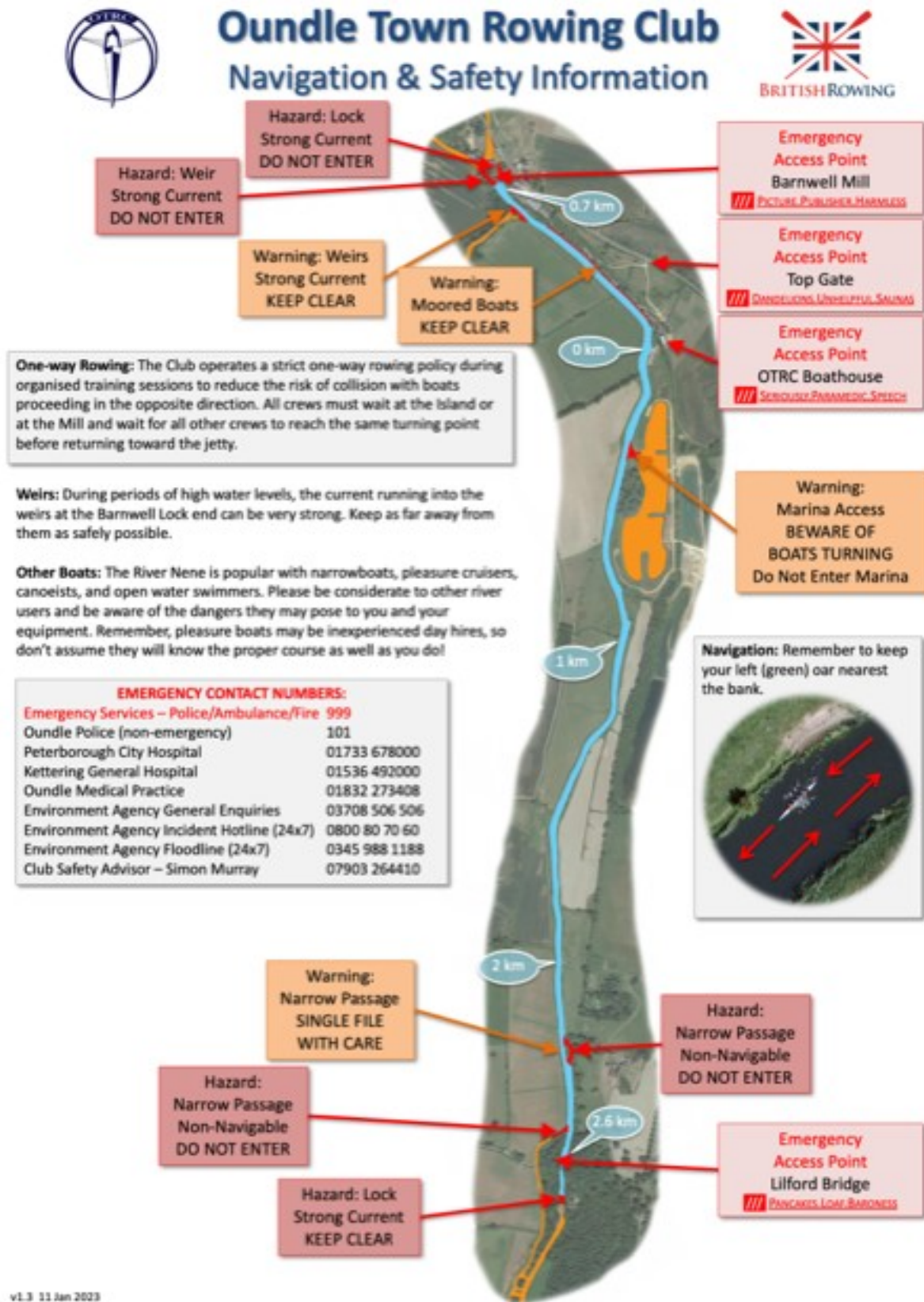
8. References

- [1] [RowSafe : Safety Advice for Rowers, Clubs, and Competitions](#)
- [2] [British Rowing Insurance Scheme](#)
- [3] [OTRC Website Safety Pages](#)
- [4] [The Highway Code – Rule 98 Vehicle towing & loading](#)
- [5] [Towing with a car \(gov.uk\)](#)
- [6] [Guidance for the Transportation of Oar Propelled Racing Boats](#)
- [7] [Rowing & Trailers](#)
- [8] OTRC Welfare Plan
- [9] [BR Safeguarding and Protecting Children and also Adults at Risk](#)

9. Document History

Revision	Date	Author	Comment
1.0	Jan 2006	Richard Box	Original Safety Rules for Crews, Scullers & Coaches
1.1	Oct 2015	Dick Meads	Substantial rewrite in line with latest RowSafe guidelines
1.2	Oct 2015	Dick Meads	Minor changes after review by some committee members, including addition of one-way rowing advice for recreational sessions, and correction of several grammatical errors.
2.0	Nov 2015	Dick Meads	Reformatted one-way rowing section to ensure clarity. Published as version 2.0 for distribution to all club members.
2.1	Aug 2017	Dick Meads	Updated guidelines about carrying and use of medication for known medical conditions. Updated navigation plan to remove Lilford bridge restriction now that it is repaired. Updated guidance on water levels and what to do during thunder storms.
3.0	Aug 2017	Dick Meads	Following review by committee, simplified wording of water level advice. Published as version 3.0 for distribution to all club members.
4.0	Nov 2020	Dick Meads	Updated references to latest BR documentation. Added some essential details for launch drivers. Created 'Time of Day' section to emphasise the rowing allowed in daylight hours only. Updated navigation plan with marina entrance and what3words references for emergency access points. Added training requirement for safety aids. Formalised Appendix B as the Club Emergency Response Plan. Updated recommended reading for trailer drivers as RowHow on-line training is no longer available.
4.1	Oct 2021	Simon Murray	Reviewed and updated a number of typos, and replaced manual recording of outings with on-line booking system
4.2	Oct 2022	Simon Murray	4.5 Changes to equipment carried on launches

Appendix A - Navigation Plan



Appendix B - Emergency Response Plan


Contact Phone Numbers

Emergency Services – Police/Ambulance/Fire..... 999
 Oundle Police Station (non-Emergency)..... 101
 Peterborough City Hospital..... 01733 678000
 Kettering General Hospital..... 01536 492000
 Oundle Medical Practice 01832 273408
 Environment Agency Enquiries 01709 389201
 Environment Agency Incident Hotline (24x7) 0800 80 70 60
 Environment Agency Flood Line (24x7) 0345 9881188
 Club Safety Adviser (acting) – Simon Murray 07903 264410

Boathouse Address

Oundle Town Rowing Club
 Oundle Road
 Barnwell
PE8 5PB

Emergency Services Access Points

Location	Postcode	OS Grid Ref	Coordinates	 what3words
Boathouse	PE8 5PB	TL 04047 86150	52.463368 -0.469958	seriously.paramedic.speech
Barnwell Mill	PE8 5PB	TL 03771 86834	52.469597 0.473778	picture.publisher.harmless
Lilford Bridge	PE8 5SG	TL 02615 83899	52.443347 -0.491405	pancakes.loaf.baroness

First Aid Kits & AED

Launches – First Aid kit in each emergency kit bags
 Boathouse – First Aid kit on top of the filing cabinet
 Nearest AED – ex-Telephone Box, Church Green, Barnwell, PE8 5QH

Fire Procedure

Immediately evacuate the boathouse
 Assemble at the top of the car park
 Call the Fire Brigade