

Southsea Rowing Club

Founded



1860

ROW SAFE POLICY/PLAN



BRITISHROWING



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Introduction

Int.1	<p>Introduction</p> <p>Southsea Rowing Club (the Club) has a responsibility to set, implement and review safety policies for all club members.</p> <p>This policy is central to ensuring safety on and off the water, primarily for members of the Club. It is based on the structure and guidance provided in the British Rowing document Row Safe: A Guide to Good Practice in Rowing 2008 – V1 and is referred to in the Club's Annual Audit and Safety Plan.</p>
Int.2	<p>Club Responsibilities</p> <p>The Club has a responsibility for the safety of its members and for the development of a culture of safety in all activities associated with rowing. The primary responsibility for ensuring safe practice within a club lies with the Club Officers and Club Committee. The Club will appoint a Club Safety Advisor to take the lead in promoting safe practice but such an appointment does not remove the accountability for safety from the Officers and Committee of the Club. In this respect every club member has an important part to play but regardless of the appointment of a Safety Advisor the officers and committee of the Club are accountable for the provision of adequate safety advice.</p>
Int.3	<p>Personal Responsibilities</p> <p>Everyone involved in rowing has a Duty of Care to ensure their actions both on and off the water are conducted in a manner which does not compromise the safety of others. Adults also have a personal responsibility for their own safety.</p>
Int.4	<p>Water Safety Roles and Responsibilities</p> <p>The Club has the following water safety roles and responsibilities:</p> <ul style="list-style-type: none"> • Set, implement and review safety policies for all club members • Assess local risks – update safety plan and rules, produce an water safety emergency action plan, communicate to all members • Educate and train members in risk assessment and safe practice – display up-to-date safety information, including incidents or near incidents and how to avoid • Produce an annual safety audit • Foster reporting of all incidents using the British Rowing on line system – assess club's reports to further develop safe practice • Review safety issues through a permanent committee agenda item • Appoint a club water safety advisor/water safety team • Comply with key elements of the British Rowing Row Safe guidance documents • Individual members have the following responsibilities: <ul style="list-style-type: none"> ○ Share responsibility with the Club to learn how to manage risk in all their activities at all times and promote a safer rowing culture ○ Report all incidents including potential incidents, which could have resulted in injury or damage to equipment.



1. Risk Management

<p>1.1</p>	<p>Safety Notice Board</p> <p>The Club will have a safety notice board situated in the ground floor entrance area displaying the following:</p> <ul style="list-style-type: none"> • List of vital telephone numbers relating to safety, together with names and contact details of club officials, water safety advisor, welfare officer and first aiders. • Locality of the incident reporting by email to safety adviser or direct to British Rowing Website, first aid kit and safety equipment plus directions to the British Rowing Incident Site. • British Rowing Row Safe posters and related information. • A plan of the local waterway, drawing attention to applicable navigation rules and hazards – to include points of access for emergency vehicles. • Instruction and procedures to guide member on way to go afloat and what precautions to take. Including impact of tides, winds and local climatic conditions where necessary. <p>The Club safety notice board will be maintained and updated by the water safety advisor with assistance from the Club Officers and members of the committee.</p>
<p>1.2</p>	<p>Risk Assessment</p> <p>The Club will complete risk assessments for key activities that have significant risk including:</p> <ul style="list-style-type: none"> • Boating and rowing from Southsea • Rowing from Fareham • Southsea Regatta <p>Copies of the risk assessment will be available on the Club Website and notice board.</p> <p>Risk assessments will be carried out using the guidance on the British Rowing website.</p> <p>The above risk assessments will be reviewed annually, following a significant incident or change in any relevant legislation or guidance. Other risk assessments will be carried out should the need arise, e.g. training camps, training on non home waters.</p>
<p>1.3</p>	<p>Club Safety Plan</p> <p>This document forms the Club Safety Plan/Policy. It has been written in association with British Rowings Row Safe Policy and annual audit.</p> <p>The Club will display those items listed in 1.1 above on the safety notice board and other prominent sites.</p>



	<p>The Club Safety Plan together with this policy, associated risk assessments and guidance will be stored on the safety section of the Club website.</p> <p>The Club safety plan will be communicated to all club members through Learn to Row courses, Safety Notice Board Update emails and re-enforced at club ‘rower’ meetings prior to events.</p> <p>In addition the Club Safety Plan will include:</p> <ul style="list-style-type: none"> • Guidance for assessing risks associated with water activity, which is when to ‘go afloat’. This guidance is detailed in Permission to Row, wrt Water Conditions’ • Emergency action plan – members should be made aware of their roles and action to be taken in the event of an emergency.
<p>1.4</p>	<p>Safety Plan for Southsea Regatta and Internal Club Competitions</p> <p>The primary responsibility of a competition safety plan is to ensure the safety of competitors, officials, other water users and the public at large. The Southsea Regatta Safety Plan will be formulated, published and circulated by the Southsea Regatta Secretary to ensure that those affected by the Southsea Regatta Safety Plan know what actions are to be taken, by whom, when and in what sequence, to maintain effective control and co-ordination.</p> <p>The Southsea Regatta Safety Plan will be included in the regatta programme and, therefore will be available to officials and clubs at least three days prior to the event.</p> <p>Smaller internal Club competitions will be subject to a cut down safety plan, which will be available to competitor and officials.</p> <p>The Southsea Regatta Safety Plan will contain those topics highlighted in section 1.4 Competitions and Safety Plans from the “Row Safe” Guide.</p> <p>The Pre- competition meeting for coxswains, coaches, officials and competitors will include reference to the Southsea Regatta Safety Plan and reinforce key issues, such as: special points of danger, safety boat provision and location, first aid positions and Emergency Action Plan.</p> <p>Emergency Services and Queen’s Harbour Master to be provided with a copy of the Southsea Regatta Safety Plan at least one month prior to the event.</p> <p>The Southsea Regatta Safety Plan will be reviewed annually in the light of the competition review and any changes in the risk assessment.</p> <p>The regatta secretary will set criteria to enable club officials to judge when the competition should be cancelled or suspended. On the day the responsibility will pass to H&D and CARA regatta officials with guidance from Club officers. However, in the event of a dispute between the Club and the above officials where one side wishes to cancel or suspend the regatta on the grounds of safety the default will be cancellation on the grounds of safety.</p>
<p>1.5</p>	<p>Insurance</p> <p>The Club will carry insurance which covers all activities, the committee, members, the general public and other water users. In particular the Club will:</p>



	<ul style="list-style-type: none"> • Have adequate public liability insurance including member to member extension. • When arranging insurance, ensure that all activities and businesses are declared on the policy schedule, e.g. corporate days, letting premises for functions or use by other clubs. • Ensure that all events run by the club are covered by club or British Rowing Competition Insurance. • Competitions not organised by the Club must have insurance put in place by the organiser for that competition. • Where a claim is likely to be made against a club or individual, inform the insurers or British Rowing immediately or certainly within seven days of the incident. • When employing a professional coach ensure that the coach has insurance for that purpose if they are not employed and covered by their employer's insurance. British Rowing Member insurance will not provide this cover. <p>Where an incident occurs the Club will prepare an incident report collecting contemporaneous information and witness statements, including: names, contact details and, if relevant, their roles. Details to be submitted through the British Rowing Website, Regional Water Safety Advisor and, if appropriate, to the Club's insurers.</p> <p>The Club will not admit liability following an incident.</p>
<p>1.6</p>	<p>Training Camps and Rowing on Unfamiliar Waters</p> <p>The club does not currently run training camps or row in unfamiliar waters. Should this situation change this policy will be modified and ensure the establishment of a camp organising committee that includes the Water Safety Advisor to plan visits to unfamiliar venues and prepare a Training Camp Safety Plan.</p>



<p>1.7</p>	<p>Weather and Environment</p> <p>The Club has established a system for classifying weather/water/tide conditions as green, amber, amber/red and red according to weather, water and tide conditions. In addition there are three categories of members: gold, silver, bronze with regard to levels of competence in: sweep rowing (small boats) single sculling and coxing (details are provided under “Small Boats Permission” on the Club website).</p> <p>The Club provides links with local weather forecasts, tide tables and local “notices to mariners” on the Club website</p> <p>The classification of weather/water/tide conditions carries with it limits on whether crews may row and with what level of supervision.</p> <p>Active “Gold” category members must be present in the Club or directing activities on the water at all times. Crews will not go afloat if this is not the case.</p> <p>Crews are not allowed to go afloat in the dark (after lighting up time) nor in conditions of poor visibility or during thunder storms.</p> <p>The Club will ensure that “Gold” members understand their responsibilities in directing and supervising outings.</p> <p>“Gold” members/coaches directing outings will:</p> <ul style="list-style-type: none"> • Assess weather/water/tide conditions before and during outings taking account of the weather/water/tide classifications above. • Consider participant’s personal limitations, experience of crew members, equipment and safety facilities available. • Respect individual’s concerns and capabilities with regard to safety of boating in adverse conditions. • Ensure that they are aware of local hazards, weather peculiarities and rules of navigation, particularly when visiting unfamiliar water and point them out to coxswains and crews as appropriate. • Ensure the whole crew, including the coxswain is suitably dressed for the weather conditions (wet, hot or cold) that they are likely to encounter.
<p>1.8</p>	<p>Cold Water Immersion and Hypothermia</p> <p>Gold members as defined in 1.7 above and coaches will take account of the risks of cold water immersion when planning outings. Checks will include:</p> <ul style="list-style-type: none"> • Local weather forecasts plus local observation immediately before outings to check for weather/water/tide and classify as in 1.7 above. • Additional cold water rules will apply during winter months. • Coaches, crews and coxswains will check integrity of key safety features prior to each outing. Key checks will be prompted by the signing out book. • Coaches, crews and coxswains will agree any additional variations to navigation rules to minimise risk prior to the outing. • Coaches, crews and coxswains will agree buddying systems to mitigate risk this will be mandatory during winter months. • Coaches will check that crews and coxswains have adequate clothing for the conditions on the day.



	<ul style="list-style-type: none"> • The Club will provide guidance on suitable clothing for cold weather as part of all Learn to Row courses, on the club website and remind all members of the need for suitable clothing in the autumn of each year. • In winter months the Club will ensure that crews or buddy groups have a means of communication with the shore/emergency services. • The Club will organise capsized drill training for all members proposing to row in small boats and capsized drills and swim tests for all new members. • In winter months the Club will ensure that crews or buddy groups carry throw lines with them in the boat at all times. • The Club will maintain a stock of thermal blankets sufficient for two coxed IVs. • Crews will book out and in before and after each outing. • Members will be trained in what to do in the event of immersion as part of the induction process. • All capsized and cold/hypothermia incidents will be recorded on the British Rowing on line system. They will also be reported and analysed at the next committee meeting to see if lessons can be learned and practice changed.
<p>1.9</p>	<p>Swimming and Capsized Drill Training</p> <p>The Club will</p> <ul style="list-style-type: none"> • ascertain that all members participating on rowing and coxing are competent and confident in and under water and able to swim at least to the minimum standard, i.e. <ul style="list-style-type: none"> ▪ swimming at least 50meters in light clothing (rowing kit) ▪ treading water for at least two minutes ▪ swimming under water for at least 5metres • Ensure all members know what to do in the event of a capsized or swamping of all boat types • Ensure a higher level of support for juniors and beginners <p>The Club will Instruct members on safe capsized techniques for all boat types including:</p> <ul style="list-style-type: none"> • The need to stay with the boat and use it as a life raft • Precautions to be adopted to reduce the risk • The need to get out of the water quickly and on top of the boat to reduce heat loss. • The effects of water temperature, water conditions and clothing • Why boats turn over or get swamped – how to avoid this and what to do if it happens • The means of summoning assistance and how to plan for this. <p>Capsized drill training will include</p> <ul style="list-style-type: none"> • Getting on top of the boat • Lying on top and paddling a boat • Summoning help • Buddy rescue • Recovery using a throw line • Getting back into the boat • Developing confidence in the boat (drills) • Attendance at capsized drills will be documented as part of each members membership profile. <p>The swimming ability of new members will be assessed during the swim test.</p>



2. Equipment

<p>2.1</p>	<p>Safety Aids</p> <p>The Club will provide and adequately maintain</p> <ul style="list-style-type: none"> • a minimum of 4 Life Jackets and 4 British Rowing Life Jackets suitable for rowers. • a minimum of 4 throw lines • a minimum of 8 space blankets <p>The Club will purchase, maintenance and use of safety aids and ensure that all safety aids comply with specified standards. The lead rower of each crew will provide training to the crew on the location and effective use of safety aids.</p> <p>Coaches and coxswains will check that throw lines and Life Jackets are in good order before each use and report any damage/failure to the water safety advisor. Damaged items will be quarantined and taken out of use until repaired and certificated.</p> <p>All Life Jackets will be Lifejacket 150 and conform to EN396 and carry the CE mark of approval</p> <p>This Policy states that all coxswains, launch and safety boat drivers and crew must wear Life Jackets on top of all other garments when in their respective boats.</p> <p>Where a prospective participant does not meet the British Rowing swimming competency standard there will not be allowed to row, cox or crew or drive a launch or safety boat.</p> <p>Where, because of a medical condition, there is a risk of a prospective participant becoming unconscious they will not be allowed to take part in water based activities.</p> <p>Safety equipment will be stored in a place where they can dry out naturally away from a heat source but ready for use in an emergency.</p> <p>The Club will ensure that members are trained in the use of a throw line. N.B. Because the coastal situation of the club the value of a throw line from shore to boat is strictly limited. Use is likely to be restricted to boat to boat or boat to person use and will only be carried in fours</p> <p>The Club shall check the integrity and for damage aids, and shall recording a maintenance log, see INSPECTION / MAINTENANCE OF LIFE JACKETS'</p> <p>Junior beginners must wear a British Rowing Life Jacket until they have completed a swimming test, received training in capsized procedure and reached a satisfactory level of competence in the boat they are using (see also the requirements for small boats permission).</p> <p>Adult beginners should be offered the use of a British Rowing Life Jacket</p>
<p>2.2</p>	<p>Steering and Navigation</p> <p>The Club will:</p> <ul style="list-style-type: none"> • provide advice and training for those who steer boats including those seeking small boats permission



	<ul style="list-style-type: none"> • ensure steering equipment is maintained as part of boat maintenance • display a plan of local water including circulation patterns, the local hazards and access points, including safe access from the sea in case of emergency, swamping or a decision to abort an outing. • Ensure those who steer boats are familiar with the information in the local plan • Provide information on requirements of Queen’s Harbour Master by publishing relevant notices. • Liaise with other water users on the safe use of Portsmouth Harbour, including boating from Fareham, and the sea from Portsmouth Harbour entrance to Eastney. <p>Any person steering a boat takes on a highly responsible role and must:</p> <ul style="list-style-type: none"> • Communicate effectively with their crew • Be aware of their position at all times, relative to circulation patterns and other water users • Maintain a high level of attention, both visibly and aurally in order to be able to assess situations and take action to avoid accidents • Learn and use concise commands for boat control both on and off the water and be able to use these correctly, clearly and instructively • Understand and observe local navigation rules and audible and visual signals given by others. • Know how to stop the boat safely in an emergency • When visiting unfamiliar water, take particular care to learn local hazards, weather conditions and rules of navigation • Be conversant with safety and rescue procedures in the case of an accident • Recognise and respect the needs of other water users, especially anglers • Watch out for swimmers and wild-life at all times and be alert for unexpected floating objects • Know what to do in the case of an accident or capsize and have practiced dealing with such an incident. <p>Coxswains should wear suitable clothing for the weather conditions, which will not hinder movement or increase the risk of drowning, e.g. wellington boots.</p> <p>Lead rower must be aware of the symptoms and dangers of hypothermia and be willing to abort outings at the request of any crew member or symptoms occurring.</p> <p>Those responsible for steering boats must be in good health with adequate vision of hearing. If this is not the case they will not be allowed to steer boats.</p> <p>Rowing or sculling after lighting up time is not allowed by the Queen’s Harbour Master</p> <p>The Club will provide guidance on the Club website for:</p> <ul style="list-style-type: none"> • coxing, • launching and landing, • boating from Southsea, • boating from Fareham,
<p>2.3</p>	<p>Boats and Blades</p> <p>The Club will ensure that:</p>



	<ul style="list-style-type: none"> • All equipment used for rowing, sculling, coaching and safety is properly and regularly maintained • Ensure that all equipment used for rowing, sculling, coaching and safety is safe and adequate for its intended purpose and that it does not expose its users to danger <p>The Club will instruct participants in the process of equipment checking as part of each Learn to Row course and at regular intervals to ensure that it is done prior to each outing.</p> <p>In the event of being swamped all boats must have sufficient buoyancy, together with their oars or sculls to support a seated crew of the stated design weight such that the rowers torsos remain out of the water and the boat can be manoeuvred.</p> <p>The Club will confirm, when purchasing new boats will confirm with the manufacturer that the boat being supplied complies with British Rowing’s requirements on buoyancy.</p> <p>If after risk assessment for a planned activity, it is judged that a boat, new or old has insufficient inherent buoyancy additional buoyancy will be added.</p> <p>Where the construction shape of a boat or its composition is such that the bow presents a hazard in collision, a solid rubber ball of not less than 4cm diameter will be fitted.</p> <p>All boats where fitted shoes or heel traps are fitted will have effective heel restraints to prevent the heel from rising higher than the lowest fixed point of the shoe or heel trap.</p> <p>Buoyancy compartments will be watertight to ensure effective operation.</p> <p>Rudder lines, steering mechanisms, rudder and fin will be secure and in good working order.</p> <p>Buttons on oars and sculls will be secure and properly set.</p> <p>Damaged equipment will be quarantined by used of a laminated “damaged boat or equipment label,” Which will not be removed until after the equipment has been repaired.</p> <p>Before each outing the crew, coxswain and coach will check the following;</p> <ul style="list-style-type: none"> • Buoyancy compartments, seals, hatch covers, boat hull and ventilation bungs are secure and water tight • If applicable, bow ball is securely fixed, fully covering the bow of the boat and with no upstanding fixing screws • Riggers, including top nuts, swivels, gates, seats and stretchers are secure and operating freely • Heel restraints are secure separately on each shoe/heel trap and prevent the heel from rising above the lowest fixed point of the shoe/heel trap. • Rudder lines, steering mechanisms, rudder and fin are secure and in good working order. • Buttons on oars and sculls are secure and properly set.
<p>2.4</p>	<p>Launch Driving</p>



	<p>The Club does not have a safety launch. However, occasional use of a launch is made for coaching and regatta safety.</p>
<p>2.5</p>	<p>Transport and Trailers</p> <p>The Club will:</p> <ul style="list-style-type: none"> • Ensure that any vehicle or trailer used by the club is maintained in a roadworthy condition • Ensure the vehicle used for towing is appropriate for the length, load and type of trailer. • Insure the trailer • Confirm that all drivers have the appropriate vehicle licence and insurance for the towing vehicle, trailer type, length and load • Confirm that all drivers are competent in towing and/or minibus driving • Provide all drivers with British Rowing Guidance on towing and loading the trailer <p>As a minimum the Club will</p> <ul style="list-style-type: none"> • Ensure that the minibus has a file with British Rowing Guidance for the Transportation of Oar Propelled Racing Boats and a copy of the current insurance certificate(s) for minibus and trailer. • Ensure that drivers are aware of the correct loading pattern to ensure even loading on the trailer • Ensure adequate protection markers and lights are available • Ensure adequate ties in good condition are available • Before each trip the driver will check tyre pressures, including spares, lights, projection markers and the security of the load, jockey wheel and brakes • Ensure the trailer carries a spare wheel, tools and jack for changing a wheel. • Drivers should normally carry a passenger to navigate and help with manoeuvring and any emergency • In winter drivers will check local weather forecasts before setting out and avoid high winds and icy roads wherever possible.



3. Participants

3.1	<p>Beginners</p> <p>The Club will:</p> <ul style="list-style-type: none"> • Ensure that all beginners take part in the Club’s induction process that has emphasis on the safety aspects of rowing, coxing and training; • Ensure a higher level of duty of care for beginners, juniors and, where applicable, adaptive rowers and vulnerable adults by adopting the gold, silver and bronze system. • Support the principle that safety is everybody’s responsibility • Ensure that health, safety and welfare of the individual is the overriding principle. • Ensure that all members set and example for beginners to follow. <p>Before any activity with beginners the following information will be recorded by the Club:</p> <ul style="list-style-type: none"> • Swimming ability will be assessed as part of the induction process programme • Information concerning medical conditions the could affect safe practice • Personal contact details for emergency contacts • Parental or guardian consent given for juniors to participate. <p>The Club’s induction process will provide basic information of the following topics:</p> <ul style="list-style-type: none"> • Risk assessments – what they are and why they need to be done • Local hazards, what they are, how are they controlled • Navigation rules, where not to go and reasons for rules. • Emergencies, what to do, how to summon help • Equipment, function and safety checks to perform before each outing, as in 2.3 above • First Aid, who are first aiders and location of first aid box • Incident reporting – what needs reporting to whom and why • Safety equipment – types, storage, rules on use, inspection, maintenance and location • Club Officers: Safety Advisor, Captain, Welfare Officer, etc • Capsize, swamping – what to do if it happens to you or someone else. • Life Jackets, types rules on wearing, 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 or train on land and training times, including restrictions for juniors concerning weight training • Boat/outing logging – why necessary for emergencies • Weather – availability of local forecasts and awareness of local conditions • Boat outing restrictions, temperature, water conditions, tides and timing including ban on night, poor visibility rowing • Water borne diseases – symptoms, hygiene • Safety notice board location and contents • Boat types – restrictions on small boats • Personal responsibility for safety. <p>All the above will be supported by documentation of the safety section of the Club website.</p>
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	<p>The Club will have the following in place with regard to beginners activities:</p> <ul style="list-style-type: none"> • Risk assessments • Trained coaches Level 2 or IA for water activities • Boat logs – outing times, duration • Safety Notice Board • Capsize drill – system for ensuring beginners know what to do, via practices, demonstrations, videos etc. • Communication system for summoning emergency assistance • System for restricting access to damaged equipment • If a member is unable to swim they may not take part in water activities. <p>In addition the Club will:</p> <ul style="list-style-type: none"> • Document completion of the induction process • Ensure swimming tests and capsize drills will be part of the induction process • Have a policy for wearing Life Jackets for beginners and juniors and enforce • Encourage parents will be encouraged to attend first session.
<p>3.2</p>	<p>Juniors</p> <p>The Club will:</p> <ul style="list-style-type: none"> • Have a policy of not taking juniors under the age of 14 years to row for safety reasons • Ensure that all juniors are effectively inducted through the Club’s Learn to Row Course • Ensure a high level of duty of care is promoted for all juniors • Ensure that juniors below the age of 17 do not participate in weight training except to use an unloaded bar during circuit training • Juniors aged 18 and above will be instructed in safe weight training technique before lifting weights and be supervised during weight training sessions. <p>All the requirements for beginners above apply equally to junior members.</p> <p>In addition before any activity takes place the Club will record:</p> <ul style="list-style-type: none"> • swimming ability after the swimming test • parent, carer, guardian consent to act “in loco parentis” for the administration of emergency first aid, or other medical attention if the need arises • personal contact details and emergency contacts • written consent by parent carer or guardian before any activity takes place • written consent to parental agreement to the Club’s policy with regard to taking photographs or videos. <p>If a junior is unable to swim they will not be allowed to go afloat in any club boat.</p> <p>Parents will be encouraged to attend the first and subsequent training sessions</p> <p>Juniors will be consulted with regard to Club policies to ensure that they are appropriate for juniors and to gain ownership and adherence</p>
<p>3.3</p>	<p>Adaptive Rowing</p>



	<p>The club does not currently have facilities for adapting rowing but refers prospective adaptive rowing members to Guildford Rowing Club. Any development of Club facilities will take account of the needs of adaptive rowers.</p>
<p>3.4</p>	<p>Touring Rowing</p> <p>The Club does not organise Touring Rowing Activities. Should this position change this policy will be updated accordingly.</p>
<p>3.5</p>	<p>Coastal and Open Water Rowing</p> <p>The Club will ensure that all boats and equipment purchased and/or provided are in safe working order and manage water based activities in accordance with local rules, conditions and implement appropriate water safety procedures.</p> <p>The Club will adopt the following minimum standards:</p> <ul style="list-style-type: none"> • Establish and maintain buoyancy for all boats • Operate a budding system during cold water rowing. • Establish effective communications with the shore and emergency services for any emergency situation that is foreseeable • Provide teaching sessions for all coxswains and rowers to ensure they understand the hazards and controls to be used in coxing and rowing along Southsea Seafront or in Portsmouth Harbour and Fareham Creek. • Crews will be instructed in correct techniques for beach launching, and safe carrying of boats • Coxswains will wear Life Jackets for all outings <p>The club adopts a permission to row policy based on a crews status and the weather conditions. These are detailed in Appendix D and Appendix E respectively.</p>
<p>3.6</p>	<p>Indoor Rowing</p> <p>Within the Club, indoor rowing is used as part of overall training for rowers. Requirements with regards to general health apply to indoor rowing.</p> <p>The Club will:</p> <ul style="list-style-type: none"> • provide safe and serviceable machines • Provide induction training for beginners as part of Learn to Row Courses • Record all incidents regarding the use of indoor rowing machines on the British Rowing incident reporting system. • Encourage self recording of performance • Assess and manage the risks prior to running an activity or event • Maintain high standards of equipment hygiene by encouraging members to clean machines after each session • Monitor posture and technique and correct faults as the occur <p>Other Land Training</p>



	<p>Within the Club, weight training, circuit training running and trunk and core strength training is used as part of overall training for rowers. Requirements with regards to indoor rowing apply to these activities:</p> <p>The Club will</p> <ul style="list-style-type: none"> • provide coaching in safe techniques for the above activities • provide guidance on safe land training including running in darkness • encourage the development of trunk/core flexibility, stability and stamina through the British Rowing Safe and Strong Trunks Programme during the Learn to Row course and as a component of all land training. <p>Non Club Members</p> <p>If non club members use the Club's facilities the Club will ensure that they are supervised by club members.</p>
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4. Monitoring

<p>4.1</p>	<p>Incident reporting</p> <p>The Club will:</p> <ul style="list-style-type: none"> • Foster within the Club the reporting of incidents and near incidents using the British Rowing on line reporting system. • Ensure that club members are aware of what constitutes an incident or near incident that need reporting and aware of how to report them on line • Set up a system in the Club to ensure all incidents are reported to the Committee and the Regional Safety Advisor. <p>The Committee will</p> <ul style="list-style-type: none"> • Review safety incidents at committee meetings on a monthly basis • Inform members, including on the safety notice board, of incidents and near incidents and actions to be taken to avoid repetition
<p>4.2</p>	<p>Safety Auditing</p> <p>The Club will ensure that an accurate annual Water Safety Audit is completed and reported on time to the Regional Safety Advisor through the British Rowing on-line system.</p> <p>The Committee will review the findings of the Club's Water Safety Audit and implement its recommendations as appropriate.</p> <p>The Club will conduct a safety audit on Southsea Regatta using British Rowing's Competition Safety Audit.</p> <p>The Club will act on any recommendations or non-compliances they or the Regional Water Safety Advisor identify in the Water Safety Audit.</p>



5. Health

<p>5.1</p>	<p>Sunburn, Heat Stroke and Exhaustion</p> <p>The Club will advise members about the risk of sunburn, heat stroke and heat exhaustion as part of the induction process and again before the beginning of each regatta season. As part of this advice the Club will:</p> <ul style="list-style-type: none"> • Advise members on the need to wear clothing to protect them from the sun, hats long sleeved shirts sunglasses and the use of high factor sun block • Advise members on the need for fluid intake, before during and after training or racing • Consider changing training times and duration to avoid risk from exposure to the sun • Coaches will look out for the signs of over exposure to the sun and warn members to cover up where appropriate • Provide shelter from the sun at regattas through provision of Club gazebo at summer regattas • Advise members of the need to avoid caffeine and alcohol if heat stroke or heat exhaustion are a risk. • Young members and those with fair skins will be reminded to take extra care
<p>5.2</p>	<p>First Aid</p> <p>The club will:</p> <ul style="list-style-type: none"> • have an emergency action plan (EAP) within the club safety plan to ensure that first aid is available during all club activities. • Communicate the EAP to members through the club website and on the safety notice board along with emergency numbers and exact location of Club including post code • Encourage club first aiders to maintain their certification • Keep a record of who the first aiders are and display on Safety Notice Board • Provide suitable quantities of First Aid materials within boxes clearly marked as "Fist Aid. • First Aid boxes will be located in the club kitchen and launches as appropriate • Provide basic life support training to participants on any assistant coaches course organised by the Club
<p>5.3</p>	<p>Water-borne Infectious Diseases</p> <p>The risk of water borne diseases is minimal along Southsea Seafront but increased when boating from Fareham, particularly as there are no public toilets to hand. Other river sites in Southampton are potential sources of infection.</p> <p>In general the Club will:</p> <ul style="list-style-type: none"> • provide advice on diseases likely to encountered on home waters within the safety section of the Club website • include advice on water borne diseases as part of Learn to Row Courses <p>Members will be advised to:</p> <ul style="list-style-type: none"> • never to drink water from a river or lake • report drinking of contaminated water to GP • only drink from their own water bottle • wash hands or shower after contact with water especially before eating



- never to throw coxswains into the water, this has the additional risk of head injuries and drowning
- cover cuts and abrasions with waterproof dressings
- wear protective shoes to avoid cuts and abrasions to feet
- avoid contact with/ immersion in water if there is algal scum or bloom
- hose down all equipment after outings to remove potential contamination
- keep oar handles clean, particularly if contaminated with blood
- wash and thoroughly dry any contaminated clothing
- maintain immunisation regimens, particularly tetanus

The club will warn members of the additional dangers of rowing from Fareham and other river sites and encourage the use of alcohol containing gels to prevent cross contamination prior to showering or thorough hand washing with soap or hand washing solutions.



Appendix A. THE USE CARE OF LIFE JACKETS

Who must/should wear?

Life Jackets must be worn by all coxswains, launch and safety boat drivers and crew over the top of all other clothing.

British Rowing Life Jackets must be worn by junior members 18 years or below who have not completed the Club's swimming test, laid down by British Rowing

British Rowing Life Jackets are available to adult beginners on request

Those training alone away from immediate help should wear a British Rowing Life Jacket, especially in cold conditions (November to March)

Before Use - Check

- that there is no external damage to the Life Jacket
- the straps are in working order
- the CO₂ cylinder has not been fired
- the manual activation cord is present .

How to wear

Life Jackets should be of the correct size to be a comfortable but not tight fit, when fastened correctly. Any straps should be adjusted so that the jacket will not slip over the head

Any crotch straps should be fastened

After wear

Note any damage or if it has been activated report to club safety advisor or senior member of the Club and quarantine with a "boat/equipment damaged" label and place on work bench.

Otherwise hang up to dry out naturally

Do Not

Abuse Life Jackets by drying with artificial heat, sticking safety pins in them or placing boats or equipment on them.

Appendix B. INSPECTION / MAINTENANCE OF LIFE JACKETS



Life Jackets must be inspected at least 3 monthly and a record kept of the following

- All webbing, stitching, buckles and zips are in good order.
- Where appropriate, the CO₂ cylinder is free from corrosion and screwed up tightly and ensure that it has not fired.
- The inflation bladder must be checked for leaks by inflating.
- Check foam Life Jackets for deterioration of outer fabric and foam filling.

Any Life Jacket(s) not meeting inspection criteria will be quarantined and physically separated from other Life Jackets until repaired and certificated or destroyed.

Inspected by:					
Life Jacket No.	Webbing In Good Condition Including crotch strap	CO2 Cylinder Check Including Clip	Bladder Inflation	Fabric &/or Foam Filling	Overall Pass/Fail

Tick pass or cross for fail, as applicable, in table above. Destination of failing Life Jackets will be noted below:

Signed.....

Date.....



Appendix C. INTRODUCING WEIGHT TRAINING FOR BEGINNERS

Introduction

This is the policy for Introducing Weight Training For Beginners and Juniors. New members (beginners) are at risk from injury from resistance training, particularly if they have not been physically active before joining the club.

There is some evidence that it may be more beneficial for young athletes to spend their time perfecting, balance, agility, coordination, kinaesthetic awareness and stability than resistance training. Heavy weights also place stress on developing skeletal, connective tissue and muscular systems potentially increasing the likelihood of injury in the young athlete.

Warm Up

Before undertaking any of the training below athletes should warm up for a minimum of 10 minutes on the ergo or light running plus the warm up stretches listed on the Club's training notice board.

Initial Training

Before undertaking resistance training beginners, including juniors should undertake training to develop:

- Flexibility
- Tendon strength (cross training)
- Core and trunk strength and endurance

All the above should be developed using the British Rowing basic, intermediate and advanced flexibility, stability and strengthening exercises together with general bodyweight circuits and cross training such as cycling, swimming and running.

Introduction of resistance training - adults

In adults resistance training may be introduced after a minimum of three months twice weekly flexibility, cross, core and trunk strength and endurance training as above. As a minimum athletes should be able to cope well with the intermediate core and trunk flexibility, strength and endurance exercises and maintain good posture and technique during a 20 minute UT2 row on the ergo or water.

Beginners should be instructed in safe technique before undertaking resistance training. Resistance training should be introduced through circuit training such as the Club's Bernie or Big circuits. Bernie circuits should be introduced with light weights, low repetitions, e.g. 10, 5, 5 or 10, 10, 5 and supervision to ensure safe technique throughout. Big circuits should be introduced with changes after 20 seconds, preferably with an experienced partner, accompanying each beginner to ensure safe technique.



Adult beginners should not progress to weight training until they have undertaken three months of the above circuit training and can cope safely with a 20, 15, 10 Bernie circuit, maintaining good technique throughout.

Weight training should be introduced as an extension of the circuit training above starting with 3 x 10 -12 repetitions of each exercise under supervision of a coach.

Progression should be through small increases in weight (max 10% increase at a time) whilst maintaining safe technique or increasing the number of sets to 4 or 5, then increasing the weight.

Relatively safe ways of increasing weights are:

- Planning say 3 x 10 repetitions of an exercise but attempting 12 on the final set. If this can be achieved with safe technique, progress by increasing weight by 10% or to 4 sets
- Planning a pyramid 10, 8, 6, 8, 10 with the weight increasing up the pyramid by 10% from a “comfortable” starting weight.

Juniors under 15

Whilst the Club does not generally allow membership below the age of 15, youngsters joining as coxswains or children of members below that age should not under any circumstances undertake resistance training though they can be introduced to “initial training” as above.

Juniors under 16

In J16s resistance training may be introduced after a minimum of four months twice weekly flexibility, cross, core and trunk strength and endurance training as above and be able to cope with the intermediate core and trunk flexibility, strength and endurance exercises and maintain good posture and technique during a 20 minute UT2 row on the ergo or water.

Thereafter Bernie and Big circuits may be introduced but using a weight bar or hollow bar with 5kg weights only.

Juniors should not progress to heavier weights in circuits until they are 17 years old.

Juniors under 18

Juniors under 18 may progress to lifting heavier weights in Bernie or Big circuits but under supervision of a coach to ensure maintenance of safe technique. Big circuits are particularly useful for juniors because partners can correct poor technique and rest periods allow recovery prior to the next exercise.

If weight training is introduced prior to the age of 18 it should be after 2 – 3 years of twice weekly flexibility, cross, core and trunk strength and endurance training plus 1 year of circuit training. The 3 x 10 or pyramid systems of training described above are suitable for 17 – 18 year olds provided that repetitions are not reduced below 6 as described above. Also high velocity strength endurance work (25+ reps) should be avoided to minimise fatigue and poor lifting technique.



Appendix D. Permission to Row, wrt Water Conditions

This is the policy for permission to row with respect to assessment of water conditions.

Water Conditions

At the start of each session, an experienced member will classify the water conditions into one of four categories:

- Green
- Amber
- Amber/Red
- Red

This will be displayed on a dedicated notice board with the date/time of the classification. If the water conditions are not classified (or the classification is for a previous session), no-one should go out until the water conditions are re-classified (i.e. ask someone to do it). Water conditions may change throughout the session, at any time those experienced members on the water (or at the club) may change the classification of the water conditions. This re-classification must be adhered to immediately (i.e. crews must come off if no longer allowed out due to classification). The classification will primarily be for the water outside the club, conditions at and beyond the point can vary considerably.

The rules are divided into **Winter** and **Summer** rules. The transition is defined by the committee dependant on conditions, but as a guide **Winter** rules apply from October to April.

The following tables summarise the rules, final discretion within these rules is with the lead rower:



Winter Rules

GREEN	<p><i>Flat water/minimal wind/warm temperature Wind on shore / October to April:</i></p> <p>Who can go out:</p> <ul style="list-style-type: none"> • Small boats at Bronze, Silver, Gold status • Fours with Bronze, Silver, Gold coxes <p>All outing MUST operating buddy rowing rules. That is, greater than two boats and at least one boat with a safety kit (phone, rope and thermal blankets).</p>
AMBER	<p><i>Some waves/reasonably windy(< or = force 2)/fairly cold/ an off shore wind:</i></p> <p>Who can go out:</p> <ul style="list-style-type: none"> • Small boats at Silver, Gold status'. • Fours with Silver, Gold coxes. • Fours with Bronze cox provided experienced crew. <p>All outing MUST operating buddy rowing rules. That is, greater than two boats and at least one boat with a safety kit (phone, rope and thermal blankets).</p>
AMBER/RED	<p><i>Not rowable</i></p> <p>Who can go out:</p> <ul style="list-style-type: none"> • <i>No one.</i>
RED	<p><i>Not rowable</i></p> <p>Who can go out:</p> <ul style="list-style-type: none"> • No one.



Summer Rules

GREEN	<p><i>Flat water/minimal wind/warm temperature Wind on shore / April to October:</i></p> <p>Who can go out:</p> <ul style="list-style-type: none"> • Small boats at Bronze, Silver, Gold status. • Fours with Bronze, Silver, Gold coxes.
AMBER	<p><i>Some waves/reasonably windy(< or = force 2)/fairly cold/ an off shore wind:</i></p> <p>Who can go out:</p> <ul style="list-style-type: none"> • Small boats at Silver, Gold status. • Fours with Silver, Gold coxes. • Fours with Bronze cox provided experienced crew.
AMBER/RED	<p><i>Rough water/strong wind/cold temperature</i></p> <p>Who can go out:</p> <ul style="list-style-type: none"> • Small boats at Gold status. • Small boats at Silver status provided supervised and approved by Gold status crew. • Fours with Gold cox. • Fours with Silver cox provided experienced crew.
RED	<p><i>Not rowable</i></p> <p>Who can go out:</p> <ul style="list-style-type: none"> • No one.

Experienced is defined as >50% of the crew being a gold cox and gold in at least one discipline.

Responsibility still lies with the lead oars person or crew (small boats) to make their own assessment whether they are competent for the water conditions even if the classification says they can go out. If not sure don't go out!

Harbour outings are restricted the same as if Amber/Red conditions regardless of the water conditions. Small boats and coxes should ensure they have been briefed on harbour hazards and navigation prior to entering the harbour and should not enter the harbour unaccompanied until they have gained experience through accompanied outings.

If any of the above conflicts with guidance on small boats levels of coxing levels then the water conditions guidance shall take precedence.



Appendix E. Permission to Row, with Respect to Status

This is the policy for permission to row with respect to status.

Status

Members wishing to row small boats must apply to the committee for Bronze small boats permission. This will typically be after a number of sessions with a Gold status member. Advancement to Silver to Gold levels are awarded by the committee, members can apply for advancement for consideration by the committee.

Separate sculling and sweep small boats permission applies, with separate lists maintained. Members must apply to committee in each discipline.

BRONZE	<p>Has demonstrated competence in fours, or has previous small boats experience elsewhere. Should attend next cox education/small boat sessions.</p> <p>Can scull or can double/pair with others at Bronze, when supervised by someone at Gold (either from launch or alongside in small boat or coxing competent four).</p> <p>New Bronze level members for sweep should go out with Gold members for first outings to build experience prior to rowing with another Bronze under supervision.</p> <p>Must stay outside the club.</p>
SILVER	<p>Has demonstrated competence at Bronze, and awareness of local conditions and hazards. Has attended cox education.</p> <p>Can go out unaccompanied with others at Silver level or above.</p>
GOLD	<p>Has demonstrated good knowledge of local conditions, hazards. Able to cox novices proficiently.</p> <p>Can supervise others at Bronze or Silver.</p> <p>Can take out any club member in double/pair, but is responsible for the steering/safety of the crew.</p>

Supervision means that the crew supervising will remain in close proximity to the supervised crew, be able to intervene if an incident occurs, help coach (local conditions



and hazards), and determine if the crew is not suitable for the water conditions regardless of the general classification - not just be on the water at the same time.

Any deviation from above to be approved by Captain or Vice Captain on a per-session basis. Outings in small boats only allowed according to the water classification, and the constraints they impose.

Coxing

Members wishing to cox must apply to the committee for a coxing level. The committee will award a coxing level based on previous experience. Advancements are awarded by the committee, members can apply for advancement for consideration by the committee. A status level granted in small boats permission does not necessarily mean you will receive an equivalent level in coxing.

BRONZE	<p>Should attend next cox education session.</p> <p>Can cox with adequate supervision. This is either:</p> <ul style="list-style-type: none"> • an experienced crew (containing >50% gold small boats) who can supervise from within the boat • or any crew with suitable supervision from a Gold small boats person along side in a small boat, launch or coxing another experienced four. <p>Must agree with crew on where they will go, prior to boating, and ensure they understand the navigation in that area.</p>
SILVER	<p>Must have attended cox education, or have previous experience.</p> <p>Demonstrates awareness of local conditions and hazards, and boat handling - through experience rowing/coxing.</p> <p>Can cox non-beginner crews unsupervised, and beginner crews with Supervision.</p>
GOLD	<p>Can cox any crew unsupervised.</p>

Coxes should ensure they are comfortable with the conditions and the skill level of the crew, and should never be pressured to cox in conditions or areas they are not confident in.

Outings are only allowed according to the water classification, and the constraints they impose.



	Pair / Double	Scull	Cox
Gold	Jon Roberts	Jon Roberts	
	Sam Doody	Sam Doody	Sam Doody
	Graham Baggaley	Graham Baggaley	Graham Baggaley
	Jeff Watling	Jeff Watling	Jeff Watling
	Paul Hollis	Paul Hollis	Paul Hollis
	Mike Gisborne	Mike Gisborne	Mike Gisborne
	Alex Sweeney	Alex Sweeney	Alex Sweeney
	Andy Stearne	Andy Stearne	Andy Stearne
	Jane Stearne	Jane Stearne	
	Rob Stearne	Rob Stearne	Rob Stearne
	Pete Mahoney	Pete Mahoney	Pete Mahoney
	Emily Harrison	Emily Harrison	Emily Harrison
	Cynthia Mynhardt	Cynthia Mynhardt	Cynthia Mynhardt
	Dave Hunt	Dave Hunt	Dave Hunt
	Mike Osborne	Mike Osborne	Mike Osborne
	Andy Thompson	Andy Thompson	Andy Thompson
	Becky Thompson	Becky Thompson	
	Mark Baker		Mark Baker
	Tom Purnell		
	Pete Clarke		Pete Clarke
	Jordon Duwa		Jordon Duwa



	Pair / Double	Scull	Cox
Silver	Alex Bennett		Alex Bennett
			John McNamara
			Becky Thompson
		Mark Baker	Mark Baker
			Jon Roberts
	Adam Azzi	Adam Azzi	
	Gintare Budriunaite	Gintare Budriunaite	Gintare Budriunaite
	Sophie Britland	Sophie Britland	Sophie Britland
	Catherine Hodges	Catherine Hodges	Catherine Hodges
	Louise Pedder	Louise Pedder	Louise Pedder
	Abbie Hollis		
	Amy Hollis		
	Chelsea Armstrong		
	Crispin Smith	Crispin Smith	
	Louis Oldfield	Louis Oldfield	Louis Oldfield
	Michael St Pierre		
	Michael St Pierre		
	Emily Smith		
	Rose Barrand		
	Andy Stewart		
	Rebecca Hoxey		
	Georgina Smith		



	Pair / Double	Scull	Cox
Bronze		Andy Stewart	Andy Stewart
	Peter Cleary		Peter Cleary
	John McNamara	John McNamara	
	Abbie Hollis	Abbie Hollis	
	Amy Hollis	Amy Hollis	
	Chelsea Armstrong	Chelsea Armstrong	Chelsea Armstrong
	Clare Larvan	Clare Larvan	Clare Larvan
	Amanda Matthews	Amanda Matthews	
	Guy Elder	Guy Elder	Guy Elder
	David Osborne	David Osborne	David Osborne
	Paul Drew	Paul Drew	Paul Drew
			Emily Smith
	Lucy Gross		Lucy Gross
			Rebecca Hoxey
			Georgina Smith
			Rose Barrand
	Ryan Mellor		Ryan Mellor
	Sandra Rodrigues		Sandra Rodrigues
	Tarek Fergani		Tarek Fergani
			Tom Purnell
	Will Mahoney		Will Mahoney
		Jordon Duwa	
		Michael St Pierre	
		Pete Clarke	