

UPPER THAMES ROWING CLUB

SAFETY PLAN 2018/19



Document Control Sheet

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1 Positive Safety Culture

1.1 Introduction

- 1.1.1 The aim of the UTRC Safety Plan is to ensure that all members and visitors are made aware of the best practice safety recommendations for rowing, sculling and related activities on the Henley stretch so that they may participate safely.
- 1.1.2 The Safety Plan is supplementary to the BRO RowSafe guidelines, which is the overall authoritative document a copy of which is kept in the Safety “pigeon hole” at the side entrance to the Clubhouse and can also be found here:
- <https://www.britishrowing.org/wp-content/uploads/2018/10/Row-Safe-April-2018.pdf>
- 1.1.3 These safety requirements apply to the Henley stretch and Club members when operating away from UTRC except where local safety procedures are issued for the location visited.
- 1.1.4 These instructions are also to apply to crews visiting UTRC and any other person boating from the premises.

1.2 Club Rowing Safety Advisor

- 1.2.1 The UTRC Committee has appointed a Club Rowing Safety Advisor (CRSA) who is responsible for advising on all safety matters both on and off the water. The CRSA although unelected, is a member of the Committee. The contact details for the CRSA are displayed at the entrance hall to the Club and on the main Website under “Who Does What”.

1.3 Individual’s Responsibilities

- 1.3.1 All Members of UTRC are expected to:
- Take responsibility for their own safety both on and off the water;
 - Ensure that their actions both on and off the water do not put others at risk;
 - Be aware of, and abide by, the Club Safety Rules;
 - Follow the guidance in the Club Safety Plan;
 - Report all incidents to British Rowing and the CRSA;
 - Comply with any instructions issued by the Officers of the Club in respect of Safety.
- 1.3.2 Any individual failing to comply with these instructions, or behaving in a way which jeopardises the safety of him or herself, or any individual or group of individuals, must answer to the UTRC Committee and may be suspended from rowing or have his/her membership terminated.

Club Risk Assessment

- 1.3.3 Hazard identification and risk assessment are the basis for planning to maintain and improve safety. These provide clubs with the ability to understand the ways in which harm can be caused and to minimise both the probability of that harm occurring and the severity of harm should it occur.
- 1.3.4 All Members of UTRC are expected to:

- Understand, and abide by the rules that the Club has defined as a result of its Risk Assessment.
- Be familiar with the Club's Safety and Emergency Response Plans.
- Be aware of the hazards associated with each of the Club's activities that they take part in.
- Be aware of the hazards in other Club facilities such as gym, kitchen or workshop.
- Complete the Safety Basics online learning module found here:
<http://www.rowhow.org/free/riskassessment/basiclatestversion/>
- Report all incidents using the British Rowing Incident Reporting System.

Swimming Ability and Medical Conditions

1.3.5 On joining the Club, individuals are responsible for declaring their swimming ability, and advising any medical or physical condition that may preclude them from heavy exercise or taking to the water.

1.3.6 The required swimming ability is defined as follows:

Be capable of swimming in and under water for 50m in light clothing plus tread water for 2 minutes and under water for 5m.

Single scullers, and those using pairs and doubles must be able to perform the capsized drill.

1.3.7 Everyone joining UTRC is required to complete a Membership Form and this includes declaring their swimming ability and any pre-existing medical condition which may restrict or limit their performance.

1.3.8 For junior athletes this declaration is to be completed and signed by a parent or guardian.

1.3.9 This information will be transferred to a Medical Information Form by the Membership Secretary. The Membership Secretary will advise the Head Coach of any members whose performance may be limited or restricted by a medical condition.

1.3.10 Members are responsible for advising the Membership Secretary (and Head Coach) if their swimming ability changes, a pre-existing medical condition worsens or if they develop a new medical condition which will impact their rowing/sculling performance.

1.3.11 The Membership Secretary will update the individual's Medical Information Form and pass any new information to the Head Coach.

1.3.12 The Head Coach is responsible for ensuring that only coaches of each squad have access to this confidential information.

1.3.13 In the absence of a Head Coach, the Captain will be responsible for ensuring the coach of each squad has the relevant medical information.

1.3.14 Members are responsible for advising the Coach, or in the absence of a Coach, the Captain, if they are not medically fit to partake at any time.

2 General Water Safety Requirements

2.1 Individual's Responsibilities

2.1.1 Anyone planning to row from the club must:

- Have a UTRC rowing membership (not social, gym only etc);
- Be a member of British Rowing;
- Have the required level of swimming skill (as defined above);
- Comply with the traffic light system, communicated on the Safety Notice Board at the side entrance to the Club House.
- Comply with the rules on rowing at night.
- Comply with the rules on rowing in fog and poor visibility.
- Assess the conditions and decide whether it is safe to go afloat.

2.1.2 Ultimately only you really know how good/confident you are. Even if the rules above might let you go out, you should use your common sense.

2.2 Traffic Light System

2.2.1 The condition of the river shall be assessed by taking into account all factors including flow rate, temperature, wind speed and visibility.

2.2.2 The traffic light system of green amber and red shall be used to indicate the state of the river.

2.2.3 It shall be the responsibility of the Club Captain and Head Coaches to determine the state of the river in consultation with the CRSA.

2.2.4 The river condition shall be communicated to members by the posting of an appropriately coloured board on the Safety Notice Board located at the side entrance to the Clubhouse, by email to all members and a coloured banner on the car park side of the main boathouse.

2.2.5 In the absence of an e-mail or coloured banner the Safety Notice Board should always prevail.

2.2.6 Although all prevailing conditions should be assessed, the following flow rates are indicative of the following conditions:

Table 1 – Indicative Flow Rates

Flow Rate (m ³ /s)	Indicative Conditions
< 75	Normal (Green)
75 - 100	Cautionary (Amber)
> 100	Severe (Red)

2.2.7 The Environment Agency measures flow rates at lock weirs and displays the conditions by coloured boards at the locks. Refer to the following link for current river flow rates:

<https://www.gaugemap.co.uk/#!/Detail/1132/1230>

2.2.8 The following restrictions apply to all Club Members:

Table 2 – Traffic Light Restrictions

Traffic Light	Restriction	Requirements of the Coach	Requirements of the Individual Rower
Green	Any UTRC rowing member may use the river	Undertake a risk assessment before going afloat	Undertake a risk assessment each time you go afloat
Green – in non-daylight hours	Experienced* UTRC rowing members may boat in Club vessels with the permission of the Captain	Undertake a risk assessment of the river conditions	Undertake a risk assessment each time you go afloat
Green – in non-daylight hours	Experienced UTRC rowing members using their own equipment		Undertake a risk assessment each time you go afloat
Amber	Experienced UTRC rowing members may boat in Club vessels only with the express permission of the Captain An experienced crew containing a junior member must adhere to junior restrictions	Undertake a risk assessment of the river conditions	Undertake a risk assessment each time you go afloat
Amber	Experienced UTRC rowing members using their own equipment do so at their own risk		Undertake a risk assessment each time you go afloat
Amber	No juniors to boat unless they have the express permission of their Head Coach	Undertake a risk assessment of the river conditions. Follow each crew from the bank	
Amber – in non-daylight hours	No rowing in Club vessels		

Amber – in non-daylight hours	Experienced UTRC rowing members using their own equipment do so at their own risk		Undertake a risk assessment each time you go afloat
Red	No UTRC rowing member may use the river		
Red	UTRC rowing members using their own equipment are also strongly advised to NOT use the river.		Any UTRC rowing member not following this advice must complete their own risk assessment

* Experienced – with more than 5 years rowing experience

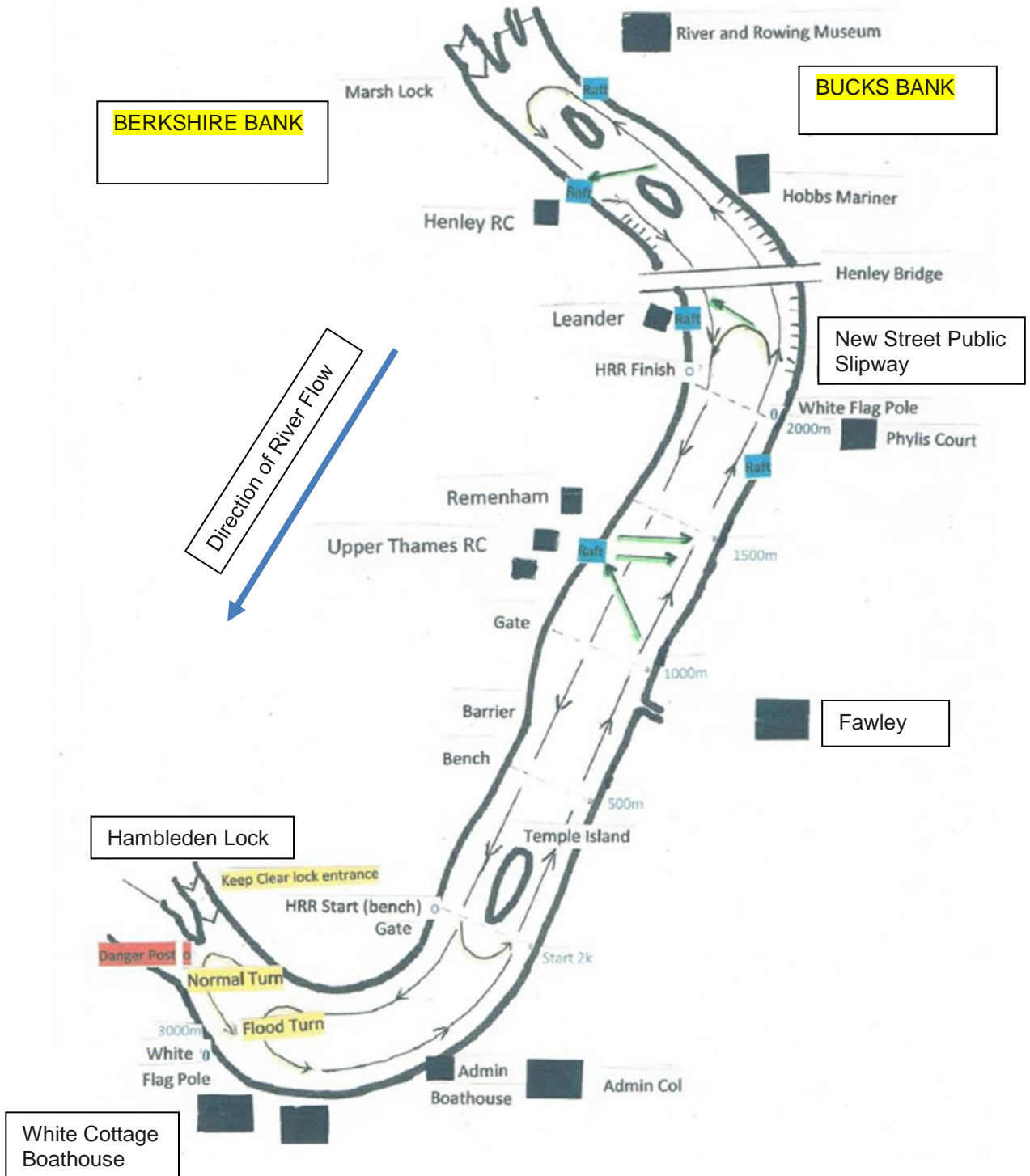
- 2.2.9 On green conditions, UTRC rowing members with less than 5 years experience are not to scull when other rowing members are not present on the river.

2.3 Launches

- 2.3.1 Launches are to be used only by drivers authorised by the Captain and as validated by the CRSA. The list of current approved drivers is maintained by the CRSA. All drivers and passengers are to wear life jackets.
- 2.3.2 The launch driver is responsible for ensuring that a launch rescue kit is carried. Any items used or missing are to be notified to the CRSA as soon as possible. Drivers are to ensure that launches are handled with consideration to other river users and that the rules of the river are complied with.
- 2.3.3 The launch is designed to carry two persons, the driver and assistant if required.
- 2.3.4 In the event of a capsize recovery operation, the maximum number of persons on the launch may exceed two persons in order to safely convey athletes to the bank or boathouse.
- 2.3.5 The Club launch, at this time, is a rescue launch.

2.4 Rules of the River

Navigation



2.4.1 The rule is keep to the right; that is crews (and scullers) proceeding downstream from Henley Bridge to Hambleton Lock keep to the Berkshire (towpath) side, and those coming upstream from Hambleton Lock towards Henley Bridge keep to the Bucks (Town) side.

- 2.4.2 In simple terms, split the river into three channels. Crews travelling downstream are to keep to the channel closest to the Berkshire bank. Those travelling upstream must keep to the Bucks bank. The middle channel is to be kept clear to reduce the risk of collisions.
- 2.4.3 Temple Island is always passed to the right, with the Island on strokeside.
- 2.4.4 When proceeding downstream slower boats should be closer to the Berkshire bank and faster boats further from the bank, within the "Berkshire channel".
- 2.4.5 When proceeding upstream, faster boats are to stay closer to the Bucks bank, whilst slower boats move away from the bank, but still remaining within the "Bucks channel".
- 2.4.6 Crews being overtaken have a duty to stay clear but must take care not to stray into the centre of the river (the middle channel) particularly when coming upstream.
- 2.4.7 NOTE: Special rules apply during Regattas and are advised separately.**

Circulation Pattern

- 2.4.8 The usual training circulation pattern is between the New Street Public Slipway, just below Henley Bridge and the white flag pole at White Cottage Boathouse, above Hambleden Weir.
- 2.4.9 This provides a stretch of over 3000m, being 3000m between the Phyllis Court flagpole and the white flag pole at White Cottage Boathouse.
- 2.4.10 Navigation above Henley Bridge should only take place by crews steered by an experienced cox or steersman/woman and when the river conditions are on "green".
- 2.4.11 Above Henley Bridge care must be taken to avoid the moored boats, and the islands with overhanging branches.
- 2.4.12 Returning from Marsh Lock, look out for crews boating from or returning to Henley RC who may not be expecting to other crews in the vicinity.

Boating from Upper Thames RC Landing Stages

- 2.4.13 Crews boating from the UTRC landing stages must do so with the bows facing upstream, towards Henley Bridge.
- 2.4.14 On boating, having checked for crews and cruisers travelling both upstream and downstream, either:
- proceed to the Bucks bank to head upstream towards Henley Bridge; or
 - turn and proceed downstream on the Berks side of the river.
- 2.4.15 Always check for crews returning to the UTRC landing stages if heading downstream.

Landing at Upper Thames RC

- 2.4.16 Crews travelling upstream must stop on the Bucks bank, downstream of the landing stages, avoiding impeding crews travelling upstream, and check for any crews travelling downstream. Note that crews travelling downstream may be completing training pieces and their speed must be assessed before deciding if it is safe to cross.
- 2.4.17 If it is safe to cross proceed on a diagonal line to the landing stages, coming alongside with the bows facing upstream.

2.4.18 For crews travelling downstream, check that you have enough distance so that you can safely turn on to the Berks bank, just downstream of the landing stages, without impeding other crews also travelling downstream, including crews that may have just boated from the landing stages. Come alongside the landing stages with the bows facing upstream.

Turning and Crossing

2.4.19 There are three designated turning areas:

Table 3 – Designated Turning Areas

Designated Turning Area	Provisions
Upstream of the New Street public slipway	<ul style="list-style-type: none"> Crews turning are to take care to avoid crews travelling downstream, checking for crews coming through Henley Bridge or boating from Leander; Crews stopping to turn are to avoid crews continuing to travel above Henley Bridge.
Between the downstream end of Temple Island and the gate on the Berkshire bank	<ul style="list-style-type: none"> Crews turning are to take care to avoid crews travelling both downstream and upstream, especially those on set work pieces.
Just below the 3000m marker (the flagpole in the grounds of White Cottage Boathouse on the Bucks bank) and above Hambleden Lock	<ul style="list-style-type: none"> Crews turning are to check for motor boats entering or leaving the lock; Having checked that it is safe to do so, crews are to turn on to the Bucks side (facing upstream) and retain clear passage for motor boats entering or leaving the lock. In AMBER conditions this turn MUST be made above the Henley Management College Boathouse on the Bucks bank, immediately after stopping. Under no circumstances must crews turn around or below the “DANGER” sign at Hambleden Lock;

2.4.20 There are two designated crossing points:

Table 4 - Designated Crossing Points

Designated Crossing Point	Provisions
Upper Thames Rowing Club	Crews crossing to and from Club rafts have absolute duty of care to avoid all other craft.
Leander Club	

Henley Bridge

- 2.4.21 Henley Bridge has five arches. Counting from the Berkshire bank crews coming downstream, from Henley RC and Marsh Lock should use arch number two.
- 2.4.22 Crews progressing upstream are to use arch number four.
- 2.4.23 The centre arch (arch three) must always be left clear for cruiser traffic. Arches one and five are not to be navigated.
- 2.4.24 Crews leaving the Leander raft must always ensure that the river is clear for them to do so and likewise when crossing from the Bucks bank back to the Leander raft.

2.5 Rowing and Sculling in non-daylight hours or poor visibility conditions

- 2.5.1 In accordance with Environment Agency rules of navigation, all rowing/sculling boats must show lights in poor visibility (less than 500m) and definitely after sunset or before sunrise. A white light, mounted on both the bow and stern, must be shown. LED lights are permitted.
- 2.5.2 The lights must be visible for 800m and also be visible through 180° – so that the boat effectively has lighting visible through 360°.
- 2.5.3 The following do not work and should be avoided:
 - Using flashing lights as your main light – the main bow and stern light must be constant.
 - Fixing lights to the riggers - they can be obscured when negotiating bends and turning.
 - Head Torches – the movement of your head means it cannot be seen from all directions.
 - Using only one light – unless it is on a pole that is higher than your head
 - Lights with Low Batteries – a failing or weak light is worse than nothing as it can give you a false sense of security.
 - Going Solo – the more people there are in a tight group the more likely you are to be spotted.
 - Dark Clothing – a black compression top may well be warm but it can also make you invisible to other traffic.
- 2.5.4 High visibility clothing above the waistline is recommended to help the crew become more visible to other river users.
- 2.5.5 In foggy conditions with visibility less than 100m, DO NOT GO AFLOAT. Generally, if you are unable to see the Bucks bank from the landing stages, DO NOT GO AFLOAT.
- 2.5.6 When visibility is less than 500m lights must be used.
- 2.5.7 Only experienced crews may go afloat in such conditions having completed a risk assessment to confirm that it is still safe to do so.

2.6 Electrical Storms

- 2.6.1 Lightning safety is about recognising a high-risk situation and moving in time to a low-risk situation.
- 2.6.2 When you see lightning, use the '30 - 30 Rule' and count the time until you hear the thunder. If it is 30 seconds (approx. 10 km away) or less, seek 'proper shelter'.
- 2.6.3 If you can't see the lightning, just hearing the thunder is a good back-up rule for it being time to seek 'proper shelter'.
- 2.6.4 Although no place is absolutely safe from lightning some are safer than others and 'proper shelter' can be:
- an enclosed substantial building with electric and telephone wiring and plumbing to provide a safe pathway for the current to earth to the ground.
 - a fully enclosed metal vehicle with windows shut. This acts as a Faraday cage and guides the lightning around the passengers - mini-buses are an excellent shelter for large groups of people.
- 2.6.5 If you are on the water when you first hear thunder, proceed directly to the nearest landing stages (which may not be UTRC's stages) and seek proper shelter as safely and as efficiently as possible.
- 2.6.6 Wait a minimum of 30 minutes after the last lightning or thunder before leaving 'proper shelter'.

2.7 Coxwains and Lifejackets

- 2.7.1 The wearing of lifejackets by coxes is compulsory and novices are instructed in the operation of both manually operated and auto-inflating gas inflated lifejackets.
- 2.7.2 If bow front-loaders are being used, care is to be taken to ensure that the lifejacket does not prevent a cox from escaping in the event of a capsize or sinking.
- 2.7.3 **This means that AUTO inflated lifejackets are forbidden from being used in a bow front loader.**
- 2.7.4 Lifejackets are stored in the cupboard in the Ergo Room. The lifejacket is to be signed out and checks made by the user to ensure that it is fit for purpose before use (see the guidance provided on the Noticeboard next to the lifejacket cupboard).
- 2.7.5 After each outing the lifejacket is to be signed back in and any damage or accidental inflation reported to the CRSA.
- 2.7.6 If the lifejacket is damaged or it has inflated please remove from circulation and report the damage as soon as possible to the CRSA, so that the lifejacket can be serviced.
- 2.7.7 The cox is responsible for the overall safety of the boat and crew.
- 2.7.8 For coxless boats, the steersman/woman is responsible for overall safety of the boat and crew.

3 Coaches

- 3.1.1 All coaches are to be British Rowing qualified with a UKCC Level 2 Coaching Rowing Certificate as the minimum standard, unless special dispensation has been granted by the Captain. Ideally, coaches are to hold the UKCC Level 3 Certificate in Coaching Rowing.
- 3.1.2 Volunteers assisting a coach are encouraged to complete the UKCC Level 2 Award in Coaching Rowing Sessions but as a minimum must complete the free Safety Basics online module and the Cold Water & Hypothermia online module found here:
- <https://www.rowhow.org/course/index.php?categoryid=22>
- 3.1.3 All coaches and volunteer coaches of junior athletes are to have a Disclosure and Barring Service check.
- 3.1.4 Coaches are to ensure that:
- They complete the Intermediate Risk Management on-line learning module found here:
<http://www.rowhow.org/free/riskassessment/intermediate/>
 - They are conversant with the Risk Assessment for the activity that they are leading;
 - Crews are aware of the UTRC club safety rules including the navigation rules of the river;
 - When training/competing away from UTRC, crews are aware of the local club safety rules, including the local navigation rules of the river;
 - Crews use rowing/sculling equipment that is properly and regularly maintained and pre-outing equipment checks are undertaken by the crews;
 - The outing is conducted appropriate to the prevailing weather and water conditions, mindful that conditions can deteriorate during the outing;
 - Consideration is shown to other water users;
 - Crews, including the cox, are appropriately dressed for the session;
- 3.1.5 The Coach is to be particularly alert for symptoms of hypothermia or heat stroke/dehydration.
- 3.1.6 Particular attention is to be paid to the coaching of coxwains as their competence is essential to water safety as well as the crew's success.
- 3.1.7 The coach/athlete ratio for junior athletes should be one coach to no more than ten junior athletes.
- 3.1.8 Junior athletes under the age of 16 are not allowed on the water unless attended by a coach.
- 3.1.9 Juniors aged 17 – 18 are permitted to row on their own with their coaches' permission in advance.

- 3.1.10 All coaches and helpers must carry, and be able to use, a throw line whilst coaching from the bank. They must carry a mobile phone and have the numbers for the Club and other coaches whom they can call upon.

4 Equipment and Defects

4.1 Club Boats

- 4.1.1 Use of Club boats must be booked with the Captain.
- 4.1.2 If it is a squad boat, you must have permission from the coach of that squad (or the Captain).

4.2 Private boats

- 4.2.1 Private boats must have a valid Environment Agency licence, carry a valid identification number on the boat (i.e. UTC123) and up to date insurance certificate.
- 4.2.2 The Environment Agency licence fee is part of the Club racking fee and the Club registers private boats annually.

4.3 Pre-outing Equipment Checks

- 4.3.1 Before any outing is undertaken, equipment must be checked to ensure that it is in a safe working condition. Checks are to include but not be limited to the following:
 - Check for hull damage, leaks etc;
 - Check that buoyancy compartments, seals, hatch covers and ventilation bungs are secure and watertight;
 - Check that the bow ball is securely fixed and fully covers the bow of the boat in order that adequate protection is given to any person or object struck by the moving boat;
 - The bow ball check should also examine any fixing screws or bolts to ensure that they do not represent a further hazard in the event of accident;
 - Check that outriggers, swivels, gates, seats and stretchers are secure and operating freely;
 - Check that heel restraints and grab laces are adequate, secure and effective;
 - Check that rudder lines, steering mechanisms, rudder and fin, are secure and in good working order;
 - Check oars for damage and ensure that “buttons” are secure and properly set.

4.4 Equipment Defects

- 4.4.1 Any boat, blade or other equipment (including the ergos) defects are to be reported to the Captain.
- 4.4.2 If it is judged that a boat/equipment is not river worthy, it must be taken out of action immediately until the defects are corrected.
- 4.4.3 Appropriate signage will be used to highlight that the boat is “out of action” until further notice.
- 4.4.4 Any defects arising during an outing must be reported to the Captain immediately following the outing and if necessary signage used to indicate that the boat must not be used until the defect is corrected.

4.5 The Lifting of Boats

- 4.5.1 Coaches and crews are to ensure that every care is taken to prevent injury when lifting boats in and out of the racks and on and off the river. One person is to be in charge of the manoeuvre, giving clear instructions before and during the lift.
- 4.5.2 This also applies to lifting boats on and off of the trailer, with an adequate number of individuals available to ensure this is done safely.

5 Racing and Training away from Upper Thames RC

5.1 Authorised Drivers and Responsibilities

5.1.1 Only individuals authorised by the Club are to drive the Club truck and tow Club trailers. All drivers are to be conversant with the British Rowing Row Safe Trailer Driving Guidance, found here:

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

5.1.2 Note that the guidance referred to above only applies in the UK. Authorised drivers are responsible for ensuring that they obey the local highway regulations for all countries visited.

5.1.3 Authorisation to use the Club truck for towing club trailers will be dependent on individuals having the appropriate insurance and entitlement on their driving license.

5.1.4 Note that the entitlement to tow trailers varies depending on whether a full driving licence was held before or after the 1 January 1997. Refer to the following document for full details:

<https://www.britishrowing.org/wp-content/uploads/2015/09/INF301.pdf?ef682d>

5.1.5 The Captain and nominated drivers are responsible for checking:

- the limitations of the tow vehicle in the vehicle handbook – the towing weight & towing hitch loading;
- the total weight of the load being towed and the loading on the tow hitch;
- the vehicle is appropriate for the load, length and type of trailer; and
- the trailers are correctly labelled with the Maximum Allowed Mass (MAM), tyre pressures and jacking points.

5.1.6 All trips involving the towing of a trailer must have a passenger accompanying the authorised driver to assist with navigation, the manoeuvring of the trailer and any emergency.

5.1.7 For trips involving the towing of a trailer, which exceed four hours of driving, the passenger must be another Club authorised driver, so that the driving can be shared.

5.1.8 See the following document for guidance on avoiding driver fatigue:

<https://www.britishrowing.org/wp-content/uploads/2015/09/TowingGuidance.pdf?ef682d>

5.1.9 Remember TIREDNESS KILLS.

5.2 Trailer Loading

5.2.1 When crews are travelling to head races, regattas or alternative training locations, the Captain or Coach will detail the trailer loading plan. Loading is to be strictly in accordance with this plan to ensure that the car and trailer are balanced (see Figure 1).

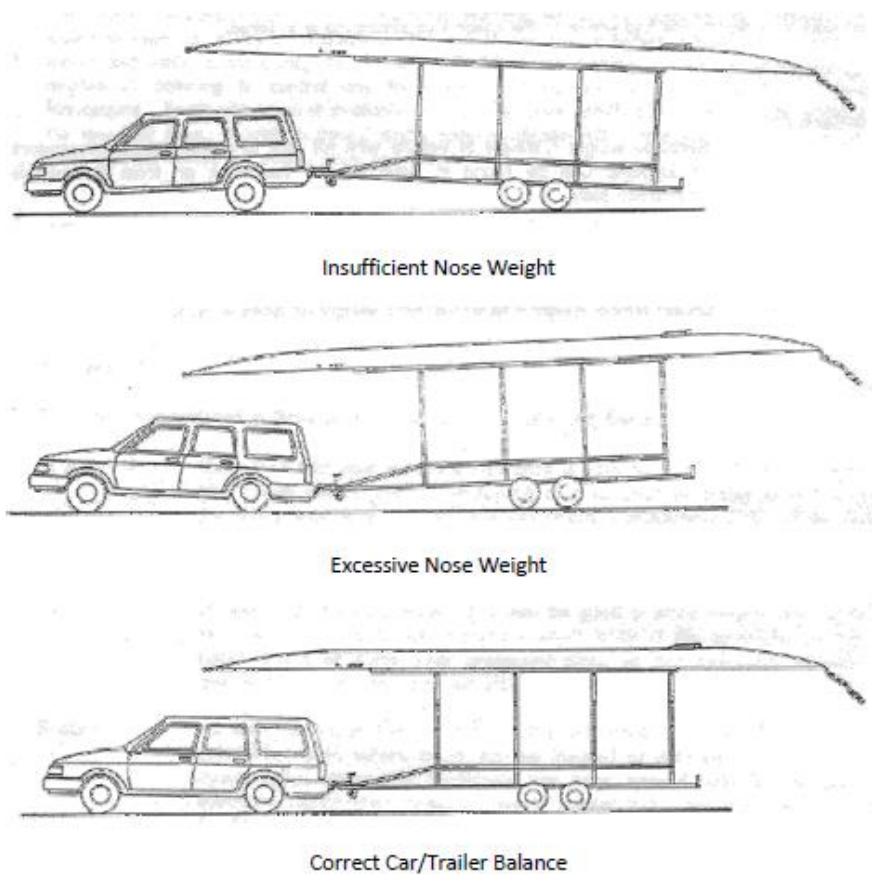


Figure 1 – Car and Trailer Balance

5.2.2 In preparing the trailer loading plan the Captain or Coach will be responsible for ensuring that the trailer weight does not exceed:

- The trailer's Maximum Allowed Mass (MAM);
- The towing weight for the towing vehicle; and
- The tow hitch maximum load.

5.2.3 The trailer loading plan is to be communicated to all travelling crews and each crew is responsible for ensuring that their boat and all equipment is securely loaded, within the allowable overhang limits.

5.2.4 The Club shall provide boat ties for this purpose.

5.2.5 Prior to departure the authorised driver(s) and passenger are to ensure that all boats and equipment is safely secured and that the necessary requirements for front and rear projections and lighting are observed (see Figure 2).

REGULATIONS RELATING TO CARRIAGE ON TRAILERS

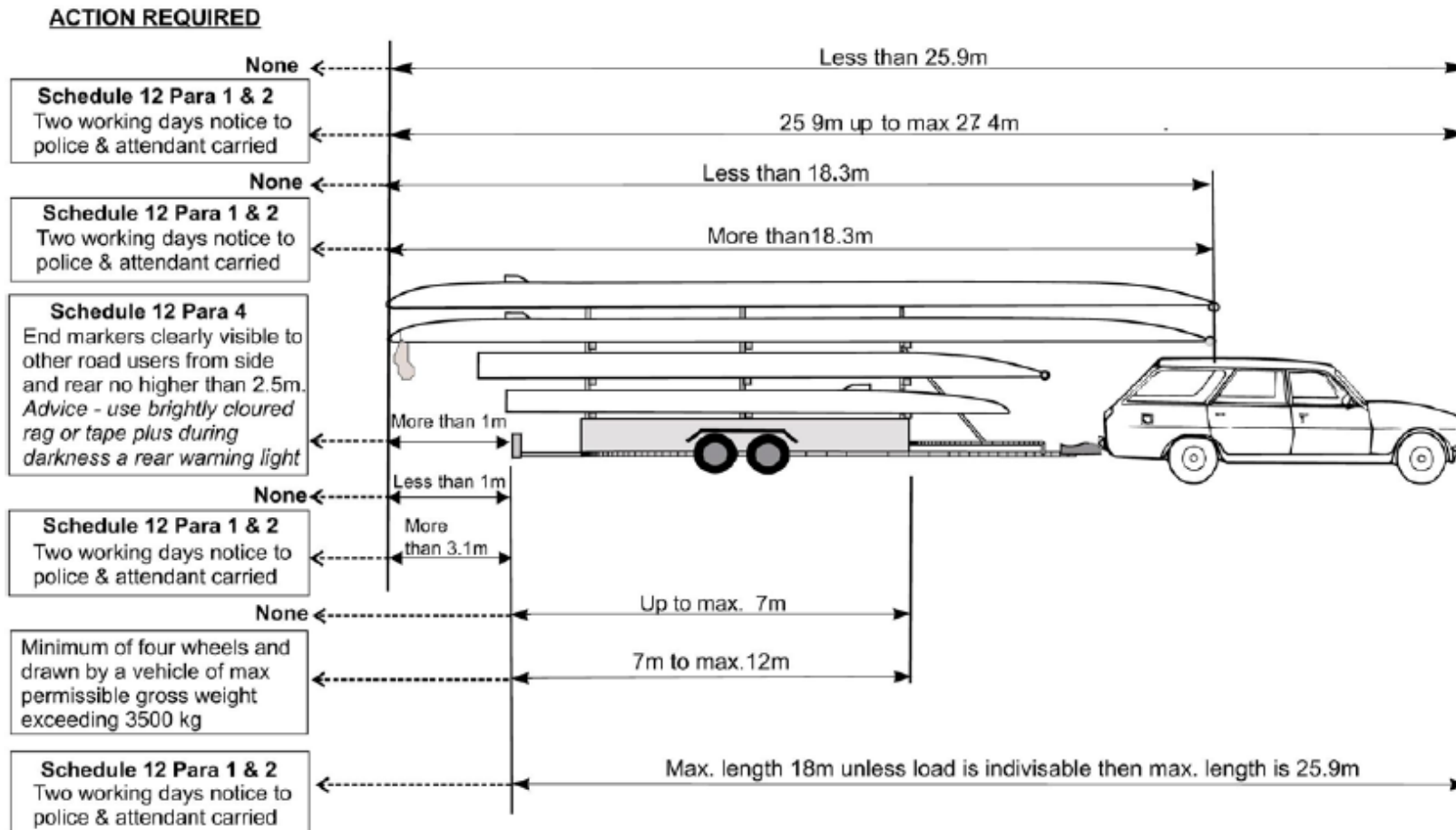


Figure 2 – Regulations relating to Carriage on Trailers in the UK

(The latest regulations are contained in the Road Vehicles (Construction & Use) Regulations 1986: coded '1986 No 1078'. The relevant projection information appears on pages 109 – 113 covered by Regulations 81 & 82 and Schedule 12.)

5.3 Transporting Boats on Car Roof Racks

5.3.1 Members wishing to transport Club single sculls, double sculls and rowing pairs on top of private vehicles must have the express permission of the Captain.

5.3.2 Members transporting any boat on top of their private vehicle are responsible for ensuring that:

- Their private vehicle is roadworthy;
- They have the correct roof bars to carry the load and these are correctly secured to the vehicle;
- They follow the guidance provided in <https://www.britishrowing.org/upload/files/RowSafe/FurtherGuidance/DriversHandbookKV3.pdf> and as shown in Figures 3 and 4;
- They have the appropriate ties, lights and end markers for the load.

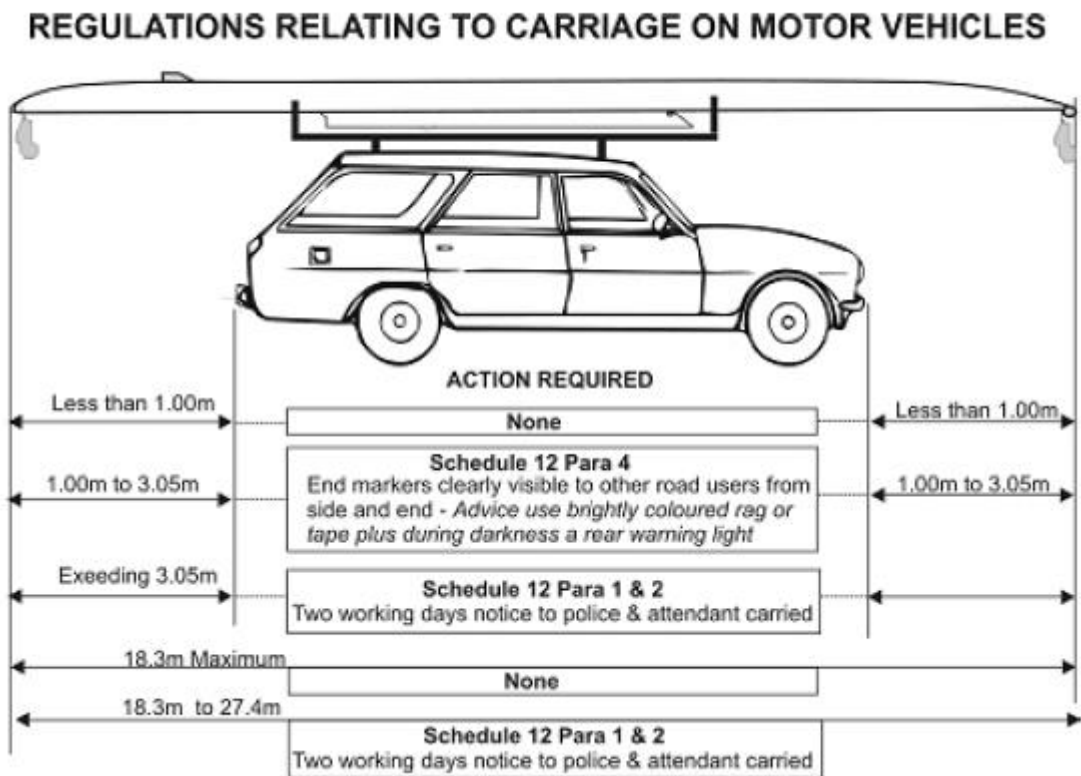


Figure 3 - Regulations relating to Carriage on motor vehicles in the UK (side elevation)

(The latest regulations are contained in the Road Vehicles (Construction & Use) Regulations 1986: coded '1986 No 1078'. The relevant projection information appears on pages 109 – 113 covered by Regulations 81 & 82 and Schedule 12.)

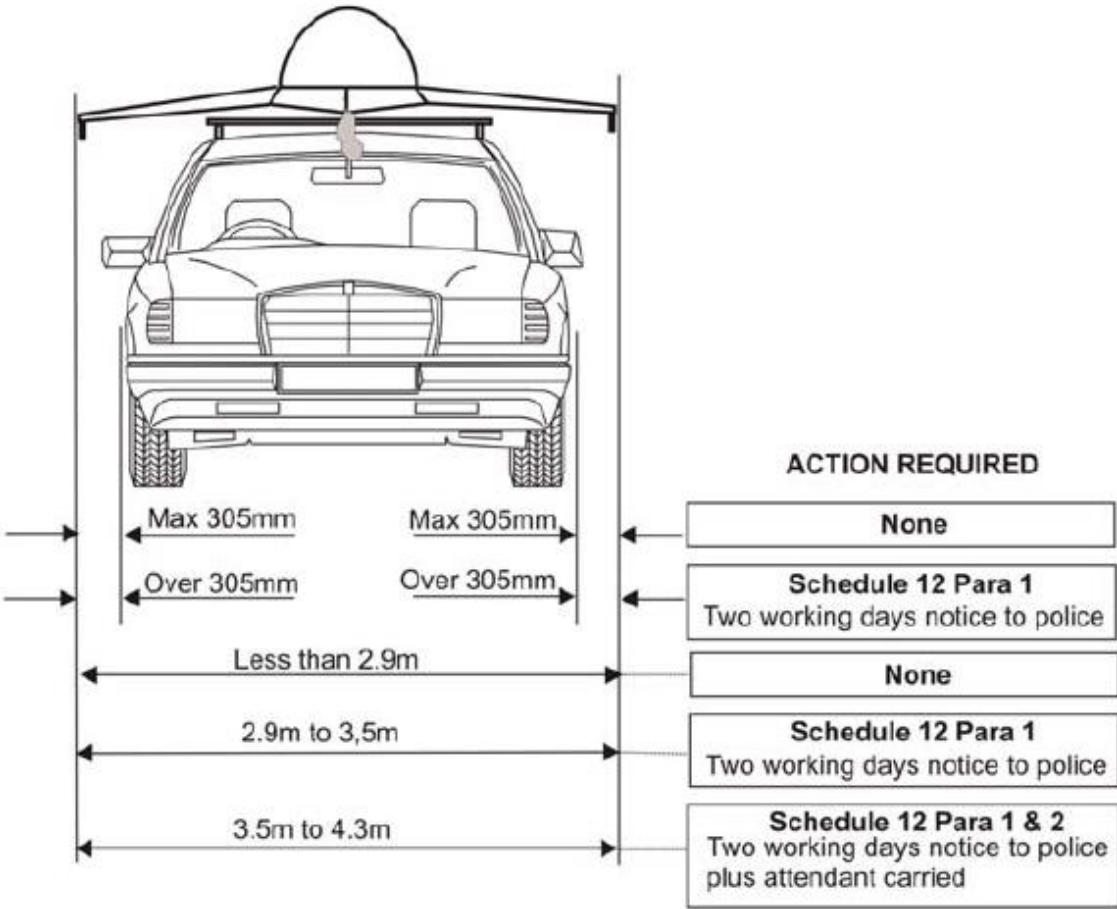


Figure 4 - Regulations relating to Carriage on motor vehicles in the UK (end elevation)

6 Incident Reporting

- 6.1.1 Everyone can help to improve safety by reporting incidents on the British Rowing Incident Reporting System. This confidential reporting system is for everyone; clubs, individuals (members and non-members) and events to report an incident or concern.
- 6.1.2 Incidents that cause harm or damage, however trivial, should be reported as well as those where an injury, health issue or damage has occurred.
- 6.1.3 Near misses should also be reported as these can provide useful information that may help someone to avoid a serious incident.**
- 6.1.4 Incidents include, but are not limited to:
- Capsize or falling in the river;
 - Collision or near miss;
 - Swamping;
 - Equipment failure;
 - River users not following the safety procedures;
 - Health related incident e.g. water borne disease or injury;
 - Incidents on land e.g. in the gym or with trailers or vandalism.
- 6.1.5 Incidents are to be reported on British Rowing's Incident Reporting System:
<https://incidentreporting.britishrowing.org/>
- 6.1.6 At the same time as making an incident report, notify the CRSA at safety@utrc.org.uk
- 6.1.7 It is down to the individual affected to report the incident.
- 6.1.8 If the individual is unable to report the incident the best placed witness must report the incident. This maybe the coach if he/she was alongside a crew or a member of the crew. This witness does not have to be club-tied.

7 Emergency Response Plan

7.1 Fire

- 7.1.1 In the event of a fire or incident rendering the building unsafe/unstable, the Clubhouse is to be evacuated and the Car Park used as a muster point.
- 7.1.2 An attempt is to be made to account for individuals. Members are responsible for the safety of their guests.
- 7.1.3 All Club activities are to be suspended in the event of an emergency.

7.2 Summoning Assistance

- 7.2.1 There is a telephone at the Club that takes incoming calls and makes EMERGENCY calls only. The telephone number for the Club is: 01491 575745
- 7.2.2 Useful telephone numbers:

Table 5- Useful telephone numbers

Telephone Number	Service
999	Emergency Services
0118 322 5111	Royal Berkshire Hospital (A & E) 21 Craven Road Reading RG1 5LE
01865 903703	Minor Injuries Unit, Outpatients Department Townlands Memorial Hospital York Road, Henley on Thames, RG9 2EB
111	GP Out of Hours Emergency Service https://www.oxfordhealth.nhs.uk/service_description/minor-injuries-units/
0800 80 70 60	Environment Agency incident hotline
01491 573943	Henley Rowing Club
01491 575782	Leander Rowing Club
01491 570500	Phyllis Court Rowing Club

07771 925258	Naomi Ashcroft (CRSA)
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7.2.3 The address for the Club is:

Upper Thames Rowing Club

Remenham Lane

Remenham

Henley on Thames

Berkshire

RG9 3DB

Tel No: 01491 575745



Figure 5 – Location Plan for UTRC

7.3 First Aid and Defibrillator

7.3.1 First Aid boxes are located in the Gym, Kitchen, Ergo Room cupboard, in the hall of the side entrance and in the rescue launch.

7.3.2 Should any need arise, for instance an athlete suffers severe chest pains, or a capsized crew show signs of hypothermia, or for any other emergency to avoid any doubt dial the emergency services in the first instance. Then seek the assistance of a First Aider to treat the individual before the emergency service arrives.

- 7.3.3 If necessary, the nearest defibrillator is to the right of the ground floor Clubhouse entrance, facing the river, see Figure 6.



Figure 6 – Location of Defibrillator

7.3.4 THE CODE FOR THE DEFIBRILLATOR IS C159

7.4 First Aiders

- 7.4.1 Qualified First Aiders are:

Table 6 – Qualified First Aiders

Name	Year of Qualification
Senior Men	
Bea Crossley	2018
Ben Weston	2018
Senior Women	
Mary Merritt-Smith	2018
Svenja Perkins	2018
Masters Men	
John Ewans	2018
Graham Lloyd	2018

Mark Shimmin	2018
Paul Stuart-Bennett	2018
Masters Women	
Naomi Ashcroft	2018
Anna Van Leemputten	2018

7.5 Access for the Disabled

- 7.5.1 Access to and from the Clubhouse for those in wheel chairs is by the use of temporary ramps into the rear door of the Ergo Room. The ramps are stored by the door.
- 7.5.2 Within the Clubhouse access to the Men's facilities is on the ground floor. For women the facilities are behind the gym on the first floor. Access is by the lift in the Front Hall.

8 Gym Training and Indoor Rowing

8.1 Gym Training

8.1.1 Members are expected to:

- Keep the gym clean and tidy.
- Wear appropriate footwear and clothing.
- Not loiter around the gym or get in the way.
- Be conscious of other people's needs to access items of equipment.
- Clean and put away equipment when the exercise is complete unless someone else is about to use it.
- Check equipment before use and only use equipment that is in good condition.
- Perform an appropriate warm up before starting training and stretch thoroughly when the exercise is complete.
- Use good technique, this will provide the maximum benefit from the exercise and avoid injury, use relatively light weights until the technique is established.
- Pay attention and be alert to what is going on around them.
- Report incidents to the CRSA and to British Rowing.

8.2 Indoor Rowing

8.2.1 There are risks associated with indoor rowing and these should be assessed and managed in the same way as other risks. All Members must use the rowing machines safely and correctly, and with the correct technique.

8.2.2 All Members are expected to follow the rules on the use of rowing machines including:

- Wearing appropriate clothing.
- Cleaning of the rowing machine after use.
- Inform the Club of any reason that they may be at risk due to current or previous illness or injury - and seek medical advice before continuing.
- Check the rowing machine prior to use.
- Report any defects to the Captain and report Incidents to the CRSA and British Rowing.
- Report incidents to the CRSA and to British Rowing.

9 Coping with Illness

9.1.1 All Members are expected to:

- Practice good hygiene (wash hands, disinfect equipment – many gastro-intestinal and upper respiratory tract infections can be prevented by good basic hygiene).
- Not attend training or competition if they have an infectious illness.
- Inform their coach and other crew members if they are suffering from or recovering from an infectious illness or are feeling unwell.

If unwell then:

- Refrain from training until they feel they have fully recovered.
- Follow medical advice about how much exercise is appropriate.
- Withdraw from competition.

9.1.2 Look after other Club members - if they look unwell ask them how they are feeling and, if they are not well, encourage them to rest.

10 Off-Water Safety Requirements

10.1 No Smoking Policy

10.1.1 The Club has a no-smoking policy and smoking is not permitted in any part of the Boathouses or Clubhouse. Members are responsible for ensuring that their guests are briefed accordingly.

10.2 Kitchen

10.2.1 Users of the kitchen and its cooking appliances are to ensure that care is taken in their use, that the cooker is not left unattended when in use and that all appliances are left safe when finished with.

10.2.2 Furthermore, worktops, crockery etc are to be left in a clean and hygienic state.

10.2.3 Dirty mugs are to be returned to the dishwasher for cleaning.

10.2.4 Food is to be stored in the fridge or airtight containers to avoid encouraging rodents.

10.3 Car Park

10.3.1 Care is to be taken by all members when using the car park in order to prevent injury to people on foot or those carrying boats whose vision may be obscured.

10.3.2 A clear route is to be kept clear at all times for emergency vehicles to access the Clubhouse.

10.4 Members of the Public

10.4.1 Owing to the nature of the premises, members of the public frequently enter the site in the belief that there is public access to the river. All members are to exercise care and attention to prevent members of the public being injured and are to, if appropriate, politely ask them to leave the premises for their own safety.

11 Feedback

- 11.1.1 Safety is a standard item on the UTRC Committee agenda and is reviewed at every meeting.
- 11.1.2 Safety can only be consistently achieved through a process of good communication, education and periodic review. If any individual identifies any safety related issue which is not documented, or that they feel others can learn from, they can make a significant contribution by discussing the topic with the CRSA (safety@utrc.org.uk) who can then take the appropriate action.

Appendix A Leptospirosis and Hand Washing

A.1 Leptospirosis

Leptospirosis, also called Weil's disease, is an infection you can catch from animals.

A.2 How you catch Leptospirosis

Leptospirosis is spread in the urine of infected animals – most commonly rats, mice, cows, pigs and dogs.

You can catch it if:

- soil or freshwater (such as from a river, canal or lake) containing infected urine gets in your mouth, eyes or a cut – usually during activities like rowing, kayaking, outdoor swimming or fishing;
- you touch an infected animal's blood or flesh – usually from working with animals or animal parts.

A.3 Symptoms of leptospirosis

It is recommended that you see a GP if you have been exposed to river water and have the following symptoms, advising your GP that you may have been in contact with rats' urine:

- a very high temperature, or feel hot and shivery
- a headache
- feeling and being sick
- aching muscles and joints
- red eyes
- loss of appetite

Ask for an urgent appointment if you have the following symptoms as you may have a serious infection that needs to be treated quickly:

- yellow skin and eyes (jaundice)
- swollen ankles, feet or hands
- chest pain
- shortness of breath
- coughing up blood

A.4 Treatment from a GP

Your GP may prescribe antibiotic tablets to treat the infection. You should make a full recovery in a few days or weeks, provided that the symptoms are caught early.

Be aware that the symptoms of Leptospirosis are very similar to the flu. If in doubt seek medical advice and advise your GP that you have been in contact with river water.

A.5 How to avoid Leptospirosis

Leptospirosis is rare, especially in the UK. However, you are more at risk if you do lots of outdoor activities (especially while abroad) or work with animals or animal parts.

To reduce your chances of catching it do:

- ✓ wash your hands with soap and water after each rowing outing;
- ✓ clean any wounds as soon as possible;
- ✓ cover any cuts and grazes with waterproof plasters;
- ✓ shower as soon as possible if you've been in potentially infected water.