

## Maidstone Invicta Rowing Club

### SAFETY POLICY

#### **POLICY STATEMENT**

Maidstone Invicta Rowing Club is committed to operating in accordance with the Club Safety Plan and the Row Safe Guidance Notes published by British Rowing to ensure the health, safety and well being of club members and others who may be affected.

The activities undertaken by MIRC include competitive rowing events, fun/social rowing, coaching, training and boat maintenance.

The club chairman has overall responsibility for safety and he will delegate powers to Club officers as necessary. The club has appointed a Safety Adviser who will liaise with other club officers and members on all matters of safety.

A Safety Plan has been prepared by the Safety adviser to cover the club's operations. The Safety Adviser will co-ordinate with other club officers to ensure a satisfactory level of safety is maintained within the club at all times.

The Safety Adviser will prepare safety plans for open club events - Town regatta, Small Boats Head and so on.

MIRC will ensure that the objectives of the British Rowing Row Safe Guidance document are adopted as they apply to each active club member.

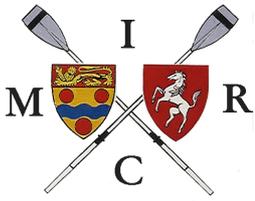
The Management Committee will undertake to review the Safety Plan at their regular meetings and up-date it should the need arise.

The club will ensure that all club members are conversant with British Rowing's "Row Safe" document as well as the club safety rules and procedures.

A copy of the Safety Policy Statement and Safety Plan will be issued to all club members.

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Maidstone Invicta Rowing Club



## Maidstone Invicta Rowing Club

# SAFETY SCULLING RULES

## General

NO scullers or Rowers Shall go out when a notice has been posted at the club cancelling rowing due to adverse water conditions or during Red Flag conditions.

When going out all boats must previously have left details of the outing on the outings board and in the Clubs Boat Log Book (kept in the River Boathouse). In addition if you are the only boat afloat someone on shore must be made aware of your outing. The information left should include return time and proposed route. The other person does not need to be a club member but they should be made aware of their responsibilities.

## **WINTER SINGLE SCULLING RULES (all members).**

During the winter months (when the clocks go back to Greenwich Mean Time), because of the serious risk of hypothermia in case of a capsize; **NO** single sculler may go out on his/her own AT ANY time.

Unless they are each accompanied by a coach then all singles scullers **MUST** stay together and act as each other's buddy in cases of a capsize, so those at risk can be removed from the water as soon as possible in order to reduce the risks of Hypothermia.

## **SUMMER SINGLE SCULLING RULES (Adults).**

All scullers are urged to try to avoid going out alone in case they capsize however, it is recognised that it is not always practical to go out in pairs or doubles and therefore the following safety measures will apply.

Anyone with sculling points who is of senior status or above shall be deemed to be competent from the point of view of going out alone during the summer. A novice sculler who wishes to go out on his/her own must first have satisfied the Safety Advisor or Club Coaches that he/she is competent to do so. This permission must be confirmed in writing.

When going out on one's own a sculler must previously have left details of his outing with another person. Information should include return time and proposed route. This other person does not need to be a club member but they should be made aware of their responsibilities.

## **JUNIOR SCULLERS/ROWERS**

No member of the club who is under 18 may go sculling or rowing at any time unless accompanied by a competent adult.

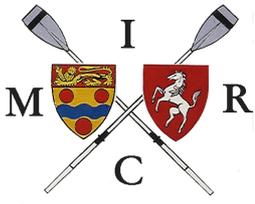
All junior scullers must buddy up remain together during an outing if out of sight of a coach or a competent adult from the bank.

## **SAFETY POINTS**

In the event of a capsize while on the water alone the following principles should be followed. Your boat will still contain buoyancy and you must NOT let go of the boat to swim to the bank or retrieve lost equipment. Instead swim with the boat to the bank using the boat as your bouncy aid. During the winter and at any time when the water is cold you must be be-aware of hypothermia, and you should seek to get yourself out of the water as soon as possible. Do not try to retrieve the equipment but ensure you get out of the water as soon as possible.

Along the river outside the area of the town you can generally stand on the bottom beside the bank so getting out of the water should be made easier. In the stretch in the town where the walls are high make for the town bridge or the steps opposite outside the new Fremlin's Shopping Centre, whichever is closer. Once you have reached the bank and got out of the water your immediate concern should be to get into dry clothes and a warm environment. Concern for your boat should not be a prime concern. In most cases the boat cannot come to any major harm and can be retrieved from where it ends up later.

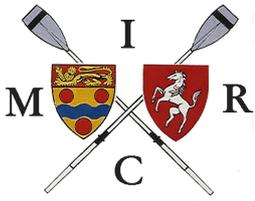
Anthony Marshall Safety Adviser Oct 2014



## Maidstone Invicta Rowing Club

### Safety Policy on Hazardous Substances

- All hazardous substances are to be stored in the cupboard provided in the boat masters store.
- All containers must be clearly labelled with their contents.
- Any new substances should not be stored at the boathouse without the knowledge of the Safety Advisor.
- The following substances fall into the category of hazardous substances:-
  - All poisons
  - Paint strippers 1 thinners
  - Resins
  - Weed Killers
  - Flammable Liquids
- Safety data sheets should be made available for any of the above stored at the boathouse and should be readily available for consultation. Data sheets should contain information concerning the dangers of any given material and the remedial action to be taken in the case of accidental misuse or exposure.
- The Safety Advisor shall be responsible for ensuring the data sheets are provided when any new substance is stored.
- The Safety Advisor shall also be responsible for carrying out a risk assessment of the materials.
- Personal protective equipment should be provided where the risk assessment deems it necessary.
- Access to the hazardous substances should be regulated and restricted if the risk assessment makes this recommendation.
- Club members should be encouraged to adopt good housekeeping and ensure no hazardous materials are left out.
- Any of the above materials should not be stored or used in the training hut, Club Room or the Kitchen and where any food or drink is available for consumption.
- Any unlabelled items should always be considered to be hazardous and must not be consumed.



## Maidstone Invicta Rowing Club

### **Safety Policy:- WHAT TO DO IF SOMEONE CAPSIZES**

In the event of a capsize occurring whilst a coach is in charge of a boat the following safety measures should be followed.

#### **WHAT TO DO:**

When the rower remains conscious and able the coach should not enter the water. The rower should be told to stay with the boat and using it for buoyancy should swim to the bank. The coach should render assistance to exit the water and if possible secure the boat to the bank but should not attempt to remove it from the water. To do so will waste time and may also damage the boat.

Only if the boat is unable to be used for buoyancy or cannot be moved by the rower should the coach tell him/her to swim to the bank and leave the boat.

If the rower is unable to swim but remains conscious and able to hold on to the boat for support the coach should not enter the water but should summon assistance via the club launch or another boat.

Only if the rower is unconscious or is unable to support him/herself and therefore is in immediate danger should the coach enter the water to render assistance. DO NOT jump into the water in case of underwater obstructions. Climb in, swim to the rower and assist to the bank. It may be difficult to remove the person from the water due to weight of clothing. In this instance remain with the person and try to attract the attention of other people.

#### **FIRST AID**

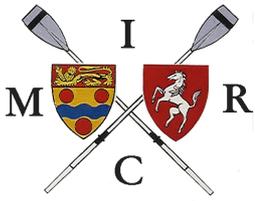
The most likely conditions of a rower, especially a junior, in the event of a capsize are shock and hypothermia. Someone immersed in cold water unexpectedly is prone to panic and may not behave rationally. Under this circumstance the coach should talk calmly to the person until he/she gets over the initial panic. In cold weather the water will have an immediate debilitating effect and the person's ability to help themselves will deteriorate quickly. Under these circumstances it is especially important that the boat is used for buoyancy.

Once ashore if the person is conscious and showing no obvious signs of injury the priority is to get him/her back to the club. It is critical in colder weather to raise the body temperature quickly and the best way to do this is to get into a warm environment and use the hypothermia blankets. If possible the person should change into new clothes but if this is not possible leave on the wet clothes and use the blanket. Summon emergency assistance as soon as possible.

If the person is unconscious when removed from the water he/she may have to be left whilst assistance is summoned. Check airway is clear and that he/she is in recovery position before they are left. Cover with whatever is available to try to keep person warm while assistance is sought.

Carrying a mobile telephone when coaching is to be encouraged as a means of summoning help quickly.

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## Maidstone Invicta Rowing Club

### Safety Policy:-

## SAFETY EQUIPMENT LOCATIONS

- **FIRST AID BOX**

The First Aid Box/ cupboard is on wall of the Club Kitchen.

- **SURVIVAL BLANKETS**

In First Aid Box in Kitchen

- **THROW LINES (&) LIFE BUOYS**

In the River Boathouse nearest the river – (to the left, behind the front doors).

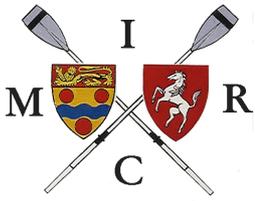
- **LIFE JACKETS & BOUANCY AIDS**

In the River Boathouse nearest the river – (hanging at the rear of the boathouse).

**Please return all items to the same place after use.**

- **HEATING HYPOTHERMIA VICTIMS.**

In cases of cold conditions or hypothermia. Please use the Disabled Shower room using its Heaters to dry and warm the person. If need they should be given a warm shower before drying them out in a warm environment & changing in the warm. They must change into dry warm clothing.



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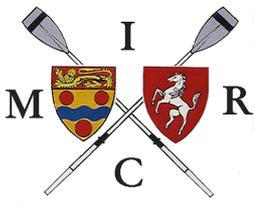
### Safety Policies:-

#### Swimming,

- **Active members must be able to swim 100 Yards in light clothing.**
- **Only those members who can swim 100 meters in light clothing are allowed to go out in any boat from the Club.**

#### Wearing Lifejackets or Buoyancy Aids

- **Life Jackets and Buoyancy aids are kept at the rear of the River Boathouse.**
- **All club members are reminded that the wearing of a suitable life-jackets or buoyancy-aid when coxing is compulsory. (See British Rowing's Row Safe booklet)**
- **All members in coaching launches and safety boats, Must wear a suitable life-jacket/buoyancy-aid.**
- **Should for some reason a suitable life-jacket/ buoyancy-aid not be available then you must not go afloat.**
- **As well as the safety aspects, failure of the coxswain to wear a suitable life-jacket/buoyancy-aid, may invalidate your British Rowing's and the Club's insurance cover.**
- **Automatic inflating life Jackets must not be worn in bow coxed boats.**



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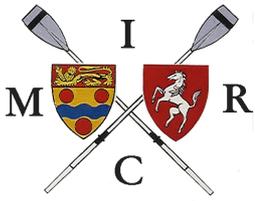
## CLUB STEPS

When the river has been raised above the bottom step; would the **first** Club Members to go out, please sweep any mud from the steps before going out.

This is a safety issue and also will help to keep our equipment clean.

Thanks you for your co-operation

Safety Adviser



Maidstone Invicta Rowing Club

## WINTER SINGLE SCULLING RULES

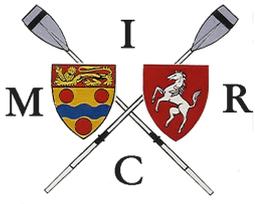
### These rules apply

*During the winter months (when the clocks go back to Greenwich Mean Time), and is implemented to reduce the serious risk of hypothermia in cases of a boat capsizing.*

### Winter Sculling Rules

- **NO** Single sculler may be on the water on his/her own **AT ANY TIME**, during the winter months. *(Unless they are each accompanied by a bank coach with a throw bag).*
- During the winter all single sculler must buddy up with each other or other boats which must remain within visual contact of each other and help in case of a boat's capsize.

*These rules are designed to ensure that in case of a capsize you are in the cold water for as little time as possible. So as to reduce the serious risk of Hypothermia.*



# Maidstone Invicta Rowing Club

## MAIDSTONE INVICTA ROWING CLUB

### Safety Plan

River Medway at Maidstone, Kent

November 2011

#### 1. Introduction

This Plan highlights the:

- hazards on the river
- responsibilities towards other river users
- required actions of all members, specifically those to be taken prior to an outing
- actions to be taken in the event of an emergency

The Management Committee is responsible for ensuring that all members are given a copy of the Plan.

A Safety Board with all relevant advice is maintained in the gym area. All members should be alerted to this.

#### 2. Members – Responsibility for Safety

All members are responsible for alerting themselves to the points raised in this Safety Plan.

The membership form should be completed accurately to provide information with respect to:

- health – and any reliance on medication
- swimming capability so that in the event of a capsize each member can have the best chance of remaining safe

Safety should be the top priority in all circumstances and members must be willing to listen to concerns raised by any other member.

#### 3. Coaches and Safety / First Aid

Coaches, when overseeing an outing, should:

- carry a throw-line with them at all times
- (in winter) have a sliver foil safety blanket with them
- ensure those driving the safety launch are appropriately qualified via a RYA course or have been trained by a competent person to the club's required standard.

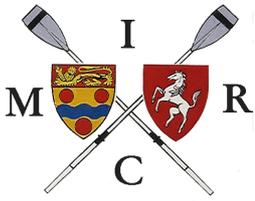
The Management Committee should maintain a record of those with a:

- coaching qualifications.
- launch driving qualification.
- a First Aid qualification.

#### 4. The River Upstream of the Club

Up river of the club, for a distance of 3 miles the river becomes narrow with many bends. There are the following hazards:

- occasional moored boats particularly in the town centre
- usually fishermen on the bank many of whom use long poles that stretch across the water.



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**The town bridge:** when passing through the Town Bridge crews must use only **the centre arch** as either side can be shallow and submerged obstructions may be encountered.

**Turning a boat:** the usual place to turn a boat is at the upstream end of the wall at Tovil or at the landing stage at East Farleigh

Care should be taken here as the water often flows swiftly through the weir and over the sluice gates. When possible turn into the stream and let the current push the bows around.

**Cruisers:** you may encounter cruisers traveling in either direction particularly in the summer months. They seldom give warning of their approach and you should treat them with caution and pull into the side if necessary.

### **5. The River Downstream of the Club**

More training occurs on this length of the river so crews must follow the navigation rules

For a distance of 1 ½ miles the river maintains its width however; the hazards that may be encountered are:

- moored boats in the vicinity of Fords Wharf and Allington Marina
- cruisers
- the Malta Inn at Allington Lock (the furthest point) attracts cruisers and can at times be quite busy
- approaching the bend at The Sewage Works from both directions - the Club and Allington Lock

### **The River**

All members should be aware of the map of the river and the details it offers which is displayed in the gym.

### **6. Club and Landing Stage:**

- crews and scullers should not race past the club steps as there are often boats launching or beginners learning to row
- following flooding / high water on the river the first members down to the Club in a morning should ensure the steps and the stage are safe to use. All mud should be swept away

### **7. Other River Users**

**Cruisers:** two commercial services operate on the river Medway, The Kentish Lady and The Allington Belle both of which provide a regular passenger service to and from the town centre to The Malta Inn.

In addition they cruise upstream to East Farleigh and beyond on private charters.

They can, in the narrower stretches of the river, occupy much of the river and caution must be taken by coxes, those steering coxless boats and by scullers, of their position on the river when close to these river users.

**The Maidstone Canoe club:** the Club operates from opposite our club steps.

Canoeists can be unpredictable and will often follow the bank but on the wrong side of the river. Make sure that they are aware of your presence

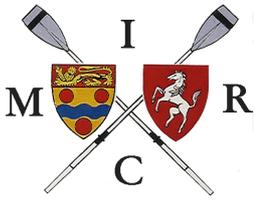
### **8. Moored Boats:**

Crews must keep clear of moored boats. If there is any form of collision a record of the incident must be reported under the safety procedure.

### **9. Prior to an Outing**

The following must be undertaken before crews and scullers go on the river:

- check the Outings Board by the gate to the river for the assessment of the conditions of the river and the safety for its use:



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- Green safe for all crews and scullers
  - Amber safe for experienced crews and scullers only
  - Red not safe for any crew / sculler
- the outings board should be completed to indicate:
    - crew / sculler
    - time of outing
    - estimate time of return
  - The Clubs Boat log (*kept on the entrance door of the River Boathouse*) must be completed by the crew before its outing.
  - Boats must be checked to ensure they are river worthy before they are placed on the water.
  - Boats must be launched and retrieved with bows facing upstream.
  - Adjustments should be made whilst the boat is on trestles to avoiding overcrowding on the steps.
  - A risk assessment must be carried out before going afloat. If you are in any doubt **Do Not Go Afloat**.
  - Coxes must wear a life jacket (kept in the River Boathouse)
  - The slope down to the steps can often be slippery, particularly in cold weather, so do be **BEWARE!** Please put down salt (in the river boat house closest to the river) if there are icy conditions
  - The third step is deeper than the other two **BE CAREFUL!**

### **Scullers**

During the winter months scullers **are not allowed** to go out alone.

A Buddy system should be used.

### **10. Weill's Disease**

All members of the Club should be aware of this Disease and the indicators for it. There are notices around the site providing the details.

Those new to the Club must be informed of this Disease as part of their Induction.

Key point is for members to remember after outings or coming in to contact with the river to wash your hands before eating food as there is always a risk.

### **11. Help or Emergencies**

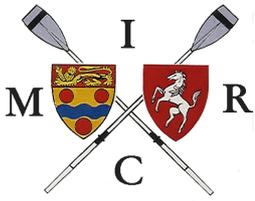
In the event of a capsize members should stay with their boat to use it as a buoyancy aid and to then swim with it to the closest area of a bank where it is feasible to climb out.

If help or emergency services are needed the members should immediately **telephone 999** stating the type and site of the accident that has occurred and the help that is required.

The position on the river should be clearly stated by reference to the nearest road access and direction there from e.g. 200m from Monktons Lane going towards Allington Lock, or, at Springfield 200m from Monktons Lane towards Maidstone etc.

### **12. Vehicle Access Points to the River:**

- Lock Lane, Forstal Road, ME14 3AU, 500m upstream from Malta Inn. Town side.
- Allington Marina, Castle Road, ME16 0NH.



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- Fords Wharf, Buckland Lane, ME16 0BP.
- Monktons Lane, ME14 2PY. Town side.
- Opposite the club LA Fitness (also entrance to Whatman Park) ME16 0SN.(including public slipway).
- MIRC James Whatman Way, ME14 1LQ. Town side.
- River walk from Archbishops Palace, Bishops Way, ME15 6YE. Town side.
- Tovil bridge via Wharf Road
- Lockmeadow car park
- Unicom's Lane off of Fant Lane.

### **13. Safety and First Aid**

A basic First Aid kit is kept in the kitchen.

### **14. Change of Clothes / Capsize**

All members going out on the river are advised to bring a change of clothing with them to the Club.

**All scullers and junior members** should always bring a complete change of clothes, including shoes with them in the event of a capsize.

In the event of a capsize members should use the Disabled Toilet (by the entry to the gym and changing rooms) which is quicker to heat up and has a shower and towel available.

### **15. Capsize Drill / Competency of Members**

All members are expected to participate in the capsize drills organised each year so that there is familiarity with

### **16. Casualty Department**

The nearest Accident & Emergency service is at Maidstone Hospital, Hermitage Lane, Barming, reached via the A26 Tonbridge Road or via the A20 London Road.

### **17. Reporting of Accidents and Safety Related Incidents**

All accidents, capsizes or incidents involving boats or equipment must be reported to a club officer and recorded in the incident log (on the wall in the kitchen) or directly on line to British Rowing

### **18 Hazards and Risk Reduction**

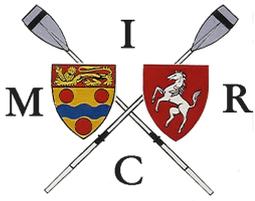
These have been identified in the attached Risk Assessment (appendix 1)

A summary together with the actions required is as follows:

- **Conditions on the day**
- **Moored boats:** Members should note that there are moored boats at various places along the river.
- **Other boat movements on the river**

### **19. Safety Plan**

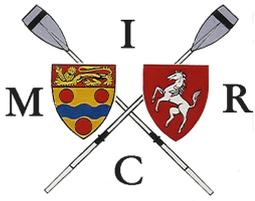
A copy of this Safety Plan is available on the Safety Board which is in the Gym area.



# Maidstone Invicta Rowing Club

## Emergency Phone Numbers & Contacts

- **Ambulance Emergency or Police or Fire Emergencies Call:- 999**
- **Emergency on the River, Call Ambulance or Fire Rescue Services (boat) 999**
- **Other River Problems** .....call the Environment Agency:- 01732-875587
- **Or The Lock Keeper -** ..... Allington Lock:- 01622-757864
- **Senior Junior Coach/ Co-ordinator** ..... Ray Long:- 07809-685935
- **Club Welfare Office (Child Protection Policy)** .....Daniela James 07967-022672
- **Allington Bell Passenger Boat** ..... :- 07763-242701
- **Kentish Lady Passenger boat.**..... :- 07973-866971
  
- **Nearest Public Telephone** is at Maidstone East Railway Station.  
Follow the towpath towards the town until you reach the railway bridge. Go up the steps on to the public footpath over the bridge but turn away from the river and over the road, follow the path into the town. The phone box is at the end of the footpath on the left, next to the railway station entrance.
- **Nearest Accident & Emergency Hospital**  
Maidstone General Hospital Hermitage Lane, Maidstone. (Between the London Road Alysford. and the Tonbridge Road Barming). Turn left at Preston Hall traffic lights on A20 Alysford and follow signs to hospital.
- **Hospital phone Number:- 01622-729000**
- **Nearest Police Station, is in Palace Avenue Maidstone**  
Opposite the Bishops Palace gardens. From the main road-bridge in town take the main road one way system towards Ashford. The Police Station is about 400yards along on the right hand side next to the Magistrates Courts.
  
- **Club Chairman.** ..... Harry Salmon:- 01892-722494
- **Club Secretary** ..... Lyn Grimsey:- 01622-612786  
To be informed of any legal issues effecting the club.
- **Club Director of Rowing**..... Tom Saunders :- 07595-334218  
In charge of all rowing at the club and allocation of all equipment.
- **Club Treasurer** -----Darren Prentice:- 0784-6644280
- **Club Membership Secretary** -----Anne Salmon:- 01892- 722494
- **Club Welfare Office (Child Protection Policy)** ---- Daniela James 07967-022672  
To be Informed of any Welfare Problems including possible bullying or Child Protection Issues.
- **Club Safety Advisor.** ----- Andrea Barker 07973 442056
  
- To be informed with regard to any major accident at the Club or involving the Club.
- **Invicta Barracks Guard Room (normal holders of Club Keys available to members)**  
Should be kept informed regarding the keys drawn from them. Please go up to the Invicta Barracks Guard Room. Only members on the official Key list may withdraw the keys and must give proof of identity
- **Club Boatmaster** ..... Richard Nichols/Ben Finch  
To be informed of all damage to clubs boats and equipment
- **Club Insurance Officer Tom Fuller** ..... 07974-765217  
To be informed of any major damage occurring to the Clubs boats & Equipment.
- **Club Emergency Key Holder.** .....John Clayton 01622-763192  
To be informed of any break in, theft or site security problems including loss of Club Keys.



## Maidstone Invicta Rowing Club

- **Other useful Phone Numbers** Taxis & Mini Cabs (Express Cars) ..... 01622-561234

### **ACCIDENTS. What to do in cases of Accident or a lesser incident (including all Capsized boats) effecting club member or boats. Including minor incidents and capsizes.**

#### **1. SAFETY Ensure everyone is safe.**

If anyone is in the water (including None members or the public)..

- 1.1 Firstly ensure everyone are helped out of the water as soon as possible and all parties are safe.
- 1.2 Ensure they are returned to the club in a safe manor and are able to get dry and Warm appropriately. Use a Thermal blanket when appropriate. Hot/ warm showers are available at the club and should be used when needed.

#### **2. SECURE! Secure the Boat and equipment.**

Whilst ensuring that the people are safe before you do anything else then:-

- 2.1 Get someone else to secure the clubs equipment and to ensuring it is not a hazard to any other members of the public or boats etc
- 2.2 They should then organise the equipment and boats etc are returned to the Club.

*Note if a boat is full of water always empty the water out before attempting to lift it or you will break the back of the boat).*

- 2.3 The boat and equipment should then be fully checked for damage before being put away correctly. If damage has occupied the equipment should be appropriately labelled to stop it being re-use before it is repaired.

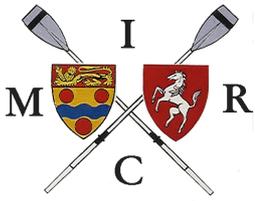
#### **3. DETAILS! Obtain details of the incident/accident.**

Get the details of all the people involved:-

- 3.1 If the incident involves a third party or other craft:-
  - 3.1.1 Obtain the details of all parties involved including phone numbers and names and addresses.
  - 3.1.2 Obtain the details of any independent witnesses to the incident.

#### **4. RECORD the Incident;-**

- 4.1 The coach or person taking charge of the incident on behalf of the club should ensure that the accident/incident is written up in the Club's accident book on the



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rear of the River boathouse Door, and when possible that the details are checked with all the members involved.

- 4.2 This report should give full details of all persons involved and how they can be contacted.
- 4.3 If an insurance claim is likely to be involved or if a third party is involved the full details of the third party and/or witnesses should be given in this log book.
  - 4.3.1. Where possible a description of any damage sustained by either party and plan/map of the positions of craft immediately before and after the incident.
  - 4.3.2 The persons filling out the report should sign it and put down their own details / phone number.

### Note.

*The full details of accidents are required in case where an insurance claim is to be involved. In any incident where such details are not provided the persons involved might find they have become personally liable for the third party costs of the incident, as our insurance company will only cover incidents where they have been made fully aware of the circumstances and details of the accident/incident.*

## **5. RESPONSIBILITIES. As a Member or a coach you are responsible for recording your own incidents.**

All Members and their coaches have a responsibility to record the incidents/ accidents they are involved with and to keep the club's officers and Insurance provider fully informed of the details. Any one not doing so is in breach of club rules.

## **6. PREVENT damaged boats & Equipment being re- used until they have been repaired, and informing the Boatmaster.**

In all cases of damage to a club boat or equipment the boatmaster should be informed and the boat / equipment suitably labelled as damaged and not to be used so that other members do not attempt to use broken or damaged equipment.