

Runcorn Rowing Club

Safety Plan

Introduction

This Safety Plan describes what Runcorn Rowing Club does to care for the safety of its members, other water users and the public. It covers Club policy, responsibilities, the provision of information, including rules and guidance, training and education, the assessment of risks in unusual situations, reporting incidents, and the emergency action plan. It is incorporated into the Club's Handbook, which is given to all members of the club. It can be down-loaded from the Club's website (www.runcornrowing.com/links) and it is pinned to the Club's Safety Notice Board.

Review

This Safety Plan is reviewed by the Club's Captain and Water Safety Advisor in the light of any incidents or changes in good practise. It is reviewed annually in parallel with the review of the Club's Risk Assessment.

Approval

This Safety Plan was approved by the Committee of Runcorn Rowing Club on [date].

Signed Anne Hignell, Chairman.

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The Club's Safety Policy

The Club actively promotes a culture of safe and good practise in all its activities. The Club follows the guidance given by British Rowing in Row Safe. All members should read and be familiar with Row Safe. A copy may be downloaded from <http://www.britishrowing.org/taking-part/staying-safe/rowsafe>.

Responsibilities

All Club members must read, understand and follow this Safety Plan. Coaches and squad leaders should educate and train their crews / squads in understanding and following this Safety Plan. The Captain must ensure that all visitors and guests of the club who intend to use its facilities are provided with this Safety Plan and briefed on its contents.

Information, Rules & Guidance

There are several maps of the waterway the club uses on the walls of the club house. Please familiarise yourself with these maps.

There is a description of the local waterway, the club's facilities and hazards in the Club's Risk Assessment and it is reproduced in Appendix 1 of this Safety Plan. Please read this appendix.

The Club follows the Canal & River Trust's Rules of Navigation and these are reproduced in Appendix 2 of this Safety Plan and there are supplementary local rules of navigation in Appendix 3. Please read these appendices. There are no local circulation patterns except during organised events which are covered by separate Safety Plans. There is a safety zone within the vicinity of the clubhouse (see Appendix 3).

The Club's Water Safety Advisor maintains a Safety Notice Board in the clubhouse which contains important information about safety. Please read the information contained on this notice board and monitor it for updates.

There are posters on the walls of the clubhouse and on the doors of the boat houses which cover various matters relating to safety such as safe practice, life saving, and up to date resuscitation techniques. These are maintained by the Club's Captain and Water Safety Advisor. Please take note of these posters.

The Club has rules and guidance concerning the safety of all its operations. These are contained in the Club's Risk Assessment and are reproduced in Appendix 3 of this Safety Plan. Please read this appendix.

There is a Hazards Notice Board on the back of the RHS door to the clubhouse. It covers hazards due to stream, wind or other climatic conditions, Canal & River Trust operations and any other temporary hazards. Procedures covering the use of this notice board are given in Appendix 4 of this Safety Plan. Please read this appendix. Please read the Hazards Notice Board before every outing and comply with its requirements.

Training and Education

New members may join through the schools programme, the Yearning to Row (YTR) programme or be experienced rowers joining from another club. The schools and YTR programmes incorporate an

induction programme which includes training in safety, capsize training and a swimming test. Experienced rowers who join from another club receive a safety induction from the leader of the squad that they join and may be asked to undergo capsize training and a swimming test. All new members receive a copy of the Club's Handbook which contains a copy of the Safety Plan. Please read the Safety Plan and ask questions during your induction (or at any later time) if there is anything you do not understand.

All coaches have appropriate qualifications which ensure that they have received training in safe rowing practices. Coaches have a responsibility to train the rowers in their charge in safe rowing practise, including particularly, equipment checking procedures and navigation.

All launch drivers must have appropriate qualifications which ensure that they have received training in the safe handling of motorised boats.

The Captain occasionally holds 'Captain's Mornings' which are safety related training days for members led by coaches and experienced rowers. The Captain, Water Safety Advisor or Club Secretary may occasionally issue newsletters or safety notices to members to inform them of changes to safety rules and guidance, or to remind them of current safety rules and guidance.

Assessing Risks in Unusual Situations

The Club has a risk assessment which aims to cover all land and water-based activities of the Club. The criteria for assessing the risks associated with any activity are contained in that document. It may occasionally be useful for coaches to refer to specific parts of the risk assessment when they are not sure about how to manage any unusual situation. It may be downloaded from the Club's website at www.runcornrowing.com/links. If, nevertheless, there is uncertainty about how to assess or manage any situation, then please consult the Club's Captain or Water Safety Advisor for guidance.

Coaches make decisions before every activity about how to manage the activity in order to ensure that risks are acceptable or tolerable. This process is explained in the risk assessment and coaches are trained to do these assessments. An example check list to help with the decision making process is given in Appendix 5 of this Safety Plan.

Reporting Incidents

The following types of incident must be reported:

- Any incident which results in personal injury and / or damage to a boat.
- All capsizes.
- All collisions other than slight contact between blades.
- All incidents which were near misses in the sense that there was very nearly a very serious incident.

The responsibility to report an incident lies with the lead coach when it occurred during a coached session, or with the cox or helmsman of the boat otherwise. Go to the British Rowing website and click on the online services dropdown box on the top right of the home page and select incident reporting or follow the link here: <http://incidentreporting.britishrowing.org/>. Follow the instructions. Please also send a brief Email describing the incident and whether you have reported it online to incidents@runcornrowing.com. This will be forwarded to relevant club officers for review.

Emergency Action Plan

Three types of emergency are possible: medical; fire; or a hazard associated with the adjacent chlorine processing plant. The Club's Captain, any Vice Captain, any other Club Officer, or any coach or any adult member (in that order depending on who is present or in a position to respond) takes charge to ensure there is an appropriate response.

Do not hesitate to call Emergency Services if there is any doubt about how to respond. Telephone numbers for the Emergency Services and the exact location of and directions to the club are posted on the Club's Safety Notice Board. The location of the nearest public telephone is described on the Club's Safety Notice Board (it is approximately 500m up Cholmondeley Road on the LHS). Alternatively, there are private houses higher up Cholmondeley Road from whom permission may be sought to use a private telephone, or a mobile telephone may be used.

The waterway accessed by the club is mostly inaccessible from the road except at the club's base at the bottom of Cholmondeley Road. Access by and communications with Emergency Services up or down river are currently being reviewed by the Club's Captain and Water Safety Advisor.

The names and telephone numbers of club officials to be informed in the event of an emergency and the telephone number of the Canal & River Trust are listed on the Club's Safety Notice Board.

Medical

The names and telephone numbers of first aiders and the telephone number and location of the local accident and emergency hospital are listed on the Club's Safety Notice Board. Call Emergency Services if in any doubt.

The Club's first aid box is located on the side of the kitchen within the clubhouse. There are throw lines, thermal blankets and emergency first aid kits in all the launches. There are thermal blankets inside the buoyancy compartments of the boats used for adaptive rowing. There are buoyancy aids and throw lines on hooks on the LHS of the boatshed to the right of the clubhouse.

Fire

If a fire is detected in any building then that building and all immediately adjacent buildings should be evacuated immediately and all occupants should assemble on the tarmac at the bottom of Cholmondeley Road. Call the Emergency Services. Do not return until the fire brigade has declared the buildings safe.

The club does not have a roll call procedure but, nevertheless, every effort should be made to check that everyone is accounted for and that no one is left inside the buildings at risk. An attempt should be made to extinguish the fire only if it is safe to do so. There are fire extinguishers at the front of the Jim Newcomb boatshed and in the clubhouse.

If the alarm system sounds when the club is open then assume that it has been triggered by a fire and investigate. Respond as above if a fire is detected.

Other

The Club is adjacent to a chlorine processing plant which has an emergency procedure for on-site incidents. Details of how to recognise and respond to this type of emergency are listed on the Club's Safety Notice Board.

Appendix 1 – Description of the River and Hazards

Besides the hazards normally associated with rowing on any stretch of non-tidal water, there are hazards specific to the scope of this risk assessment as listed below. There are several detailed maps on the walls of the clubhouse which identify features referred to in this risk assessment. In addition, Google Maps may be used to obtain large scale satellite images of the river.

Runcorn Rowing Club's boathouses are on a man-made waterway called the Weston Canal which runs for approximately 3500m from the low bridge at the entrance to Weston Point Docks on the Manchester Ship Canal to Sutton Level Locks (disused and hidden in reeds), more commonly known as the first split or the wrecks, where it joins the River Weaver. Weston Canal has very little stream and no large weirs or sluices. The River Weaver itself continues for approximately 7000m up to Dutton Locks and sometimes has a fast flowing stream which goes west at the first split and over Frodsham sluices. Overall, the waterway runs in a south to north direction and this assessment refers to the edges of the river by east and west, east is on the Sutton side and is the true right hand bank (on the right when facing down stream) and west is on the Frodsham side and is the true left hand bank (on the left when facing downstream).

The river is increasingly popular for canoeists and is moderately popular for pleasure craft such as narrow boats which can be moored anywhere along the river's edge. There is also a small marina, Sutton Basin, used by the Weaver Motor Boat Club about 800m upstream of the clubhouse which is active most weekends May to October, with a few motor boats in use in the winter. Although most of these users comply with navigation rules, some do not.

The canal upstream of the clubhouse and up to the Sutton Railway Bridge is frequently used by beginner rowers who can be inattentive and anywhere on this stretch of river.

There are two active locks, Marsh Lock (strictly Weston Marsh Lock) about 2200m downstream of the clubhouse, and Dutton Locks about 9000m upstream of the clubhouse. Dutton Locks is actually two locks side-by-side and is used frequently and creates 150m of turbulent water below the locks when in use.

There are three splits in the river.

- The first split is about 600m upstream of the Sutton Weaver swing bridge. The west channel (the left hand leg facing downstream) is very dangerous because Frodsham Sluices (a weir) are only 200m downstream of this split. The Canal & River Trust buoys which normally rope off this split are frequently not in place. Boats can be swept into this split and over the weir or turned by the stream and broken on the nose of the split when a strong stream is flowing.
- The second split, the Frodsham Cut, is about 1300m upstream of the Sutton Weaver swing bridge. The west channel is narrow and shallow and ends with a flood control gate which is usually closed but is occasionally opened to provide supplementary drainage from the river and in that case boats can be swept into the throat of the split. The entrance to this split is barred by a small barrage held in place by a partially submerged steel cable strung across the cut which is a danger to boats.
- The third split is at the white, two-arched, Dutton Horse Bridge about 500m below Dutton Locks. Upstream of the eastern channel of this split (beyond Dutton Horse bridge) is Dutton Sluices which are the primary means of controlling the stream in the river. Boats which pass this split can be swept into the opposite bank when a strong stream is flowing.

There are several narrow sections of the river.

- At the partly demolished Rock Savage swing bridge adjacent to the Jim Newcomb boat shed at the bottom of Cholmondeley road,
- The Sutton railway bridge about 1000m upstream of the clubhouse,
- The Sutton Weaver swing bridge and its approach from the downstream end about 1300m upstream of the clubhouse where there are several wooden piles which stand away from the river's edge,
- The disused Pickerings Locks which is about 7000m upstream of the club house,
- The Dutton Railway viaduct which is about 7800m upstream of the clubhouse.

There are several bends which are potentially dangerous due to restricted visibility.

- The bend about 1000m downstream of the clubhouse,
- The bend at the Sutton Weaver swing bridge,
- The bend about 3200m upstream of the clubhouse ('Pipe Culverts' bend),
- The bend about 3700m upstream of the clubhouse (between the 'Waterfall' at Sutton Hall and the 'Black Hut'),
- The bend about 5000m upstream of the clubhouse (at the bottom of the 'White Gate' straight).

Most of the river's edges are reinforced with concrete blocks and are in many places at least 30cm above the normal level of the river. It is therefore not easy to embark or disembark from rowing boats along most of the river's edges. In addition, the bank upstream of the Sutton Weaver swing bridge is in many places inaccessible due to fencing and thick brush and in any case can only be reached on foot via footpaths. These run along both sides of the river. The bank is completely inaccessible down stream of the clubhouse due to industrialisation and there are numerous static hazards, several of which jut into the river. The river is also relatively narrow along several long stretches. The upstream river passes through open countryside with few houses and so emergency communication is very limited except by mobile telephone. Emergency communication is impossible downstream except by mobile telephone. The reinforced and vertical edges of the river cause waves created by passing traffic to persist. In narrow sections where the edges are parallel, such as beneath bridges, these can form reverberating lateral waves which can be strong enough to capsize an unstable boat.

The river is gradually silting up and there are several places where the water is very shallow adjacent to the bank. This particularly applies along the east edge upstream of the first split, about 2000 to 2500m upstream of the clubhouse, and at the inside of the bend at the place known as the Black Hut (or Devils Garden), about 4200m upstream of the clubhouse.

There are sections of the river which are well known for having standing waves up to approximately 150mm high when the wind (from the northern quarter) opposes the stream. This primarily affects the wide and open stretches of river from 0 to 2000m above the first split. These waves can swamp an unstable boat.

The canal down stream of the club house runs adjacent to the Mersey river estuary along most of its length and has very limited protection from westerly and north westerly winds. The wide basin adjacent to Marsh Lock is particularly exposed. It is common practise to turn in this basin but this can be hazardous when the wind is strong. Southerly winds can also be dangerous for boats turning

at Marsh Lock because they are aligned with the canal and strike turning boats broadside on and have been known to swamp boats or to blow them into the stone ramparts of the lock.

Many floating hazards can be found on the river particularly after a period of heavy rain. Large sections of tree are typical but there can be many other objects including discarded propane cylinders. Besides overhanging branches, trees occasionally fall into the river and cause an obstruction.

The Canal & River Trust or other agencies occasionally carry out work on the embankment or on structures across the river. Large vessels can be moored nearby. Temporary obstructions may be present in the waterway. There may be workers overhead or in the water.

The INEOS Chlor plant on the east (or boathouse) side of the Weston Canal downstream of the clubhouse is a chemical process plant based around the chemistry of chlorine. It is potentially the source of waterborne and airborne toxic hazards. There is an emergency procedure which applies in the unlikely event of an onsite incident which may affect the public.

There are various outflows into the river which drain farmland, the nearby motorway and railway and overflow from the onsite septic tank. The INEOS Chlor plant has an authorised discharge of brine into the river. The river is the habitat of typical river wildlife. Rats and bats live in the vicinity of the clubhouse.

The Club has a small multipurpose clubhouse with ergos, weights and other training equipment. Sessions in the clubhouse can be busy and congested.

Appendix 2 – Canal & River Trust Rules of Navigation

These rules are abstracted from 'The Boater's Handbook' which was jointly published by British Waterways and the Environment Agency and subsequently adopted by Canal & River Trust when it succeeded British Waterways as the operator of the waterways of England and Wales.

1. Steer on the right hand side of the river (starboard side of the boat nearest the bank, passing oncoming boats port to port) where it is safe and practical.
2. Avoid turning your boat near bridges, bends and locks and do not turn across the bows of oncoming boats - wait until it's safe.
3. Keep a sharp look out at all times for any hazards, taking action when necessary. If in doubt, slow down or stop.
4. Always take care when overtaking and keep clear of other boats (overtaking boats pass on the port side of boats being overtaken).
5. Near bridges or sharp bends, boats going upstream give way to boats coming downstream.

Appendix 3 – Club Rules and Guidance for Mitigating Risk

Local rules of navigation and communication

1. Boats are not allowed to
 - a. go under the low bridge at the entrance to Weston Point Docks,
 - b. go into the western channel of the first split,
 - c. go into the western channel of the second split,
 - d. go under the Dutton Horse bridge into the eastern channel of the third split,
 - e. easy or turn in any narrow section of the river,
 - f. easy or turn adjacent to any bend,
 - g. easy or turn within 200m upstream of the first split.
2. All rowers must pay attention to their position on the water in relation to the bank, other crews or vessels, and their direction of travel and adjust their position, speed and direction of travel to avoid all risk of collision. It is good practise to shout 'ahead!' or similar to other crews nearby (whether ahead, passing or behind) to warn them to look ahead and to take note of oncoming traffic that you know of.
3. The helmsman of crew boats (the cox or the person steering the boat) is in charge of the crew at all times unless the helmsman is a novice, A novice helmsman would be supervised by a coach or, failing that, an experienced member of the crew and that person would then be in charge of the boat at all times. Other crew members nevertheless must be watchful and inform the helmsman (or supervisor) if they believe a potential collision risk has not been identified.
4. Leaders of supervised sessions must remind all participants of the importance of adherence to the rules of navigation, inform participants of boats known to be or possibly could be on the water during the session, be watchful for deviations and provide appropriate reminders during every session.
5. Boats may travel at race pace but collision avoidance is paramount and appropriate precautions must be taken. Inter-crew racing is only allowed when it is appropriately supervised.
6. All crews must be practised in executing emergency stops.

Safety zone

The safety zone runs from the white fencing about 50m downstream of the Jim Newcomb boatshed up to Sutton railway bridge.* Contrary to the normal rules of navigation and if clear to do so, boats may cross the river adjacent to the two boating sites: the pontoon by the Jim Newcomb boatshed, and the concrete landing stage opposite the old boat sheds. If clear to do so, boats may turn anywhere within the safety zone except adjacent to the two boating sites, in the narrows between them or under any of the bridges. Boats travelling anywhere in this safety zone are advised to take extra care to avoid collisions with other boats. Boats are not allowed to travel at speed anywhere in this zone except that racing starts may be practised in the downstream direction between the Sutton Basin marina and the M56 motorway bridge as part of a supervised session when there are no other boats about. Any contact between blades or boats which occurs within this zone must be reported immediately to the Captain and the Club's Water Safety Advisor.

* The safety zone would normally have a footpath running along the entire length of the east bank which would enable supervision and coaching from the bank. The footpath is currently closed beneath the M56 motorway bridge due to collapse of the path. The safety zone defined above still applies but beginner sessions should be limited to no further than the M56 motorway bridge when access from the bank is required.

Launches

Launches can be vital to mitigating risk but they can also be a hazard. The following rules and guidance expand on those in Row Safe and in the RYA training guidance.

Rules

1. Launches must be inspected before they are used. There is a checklist attached to each launch for this purpose (Appendix 6).
2. There must be an authorised driver and at least one other person in the launch when it is in motion.
3. The authorised driver must hold a RYA Level 2 powerboat certificate and have given a copy to the Club's Water Safety Advisor.
4. The authorised driver may allow another person to drive under his or her direct supervision providing the authorised driver is satisfied with the competence of the driver who must be at least 16 years old.
5. The driver must have the kill cord attached to himself or herself when the engine is running.
6. The engine must be killed when the launch is close to anyone in the water.
7. All occupants of launches must wear buoyancy aids.
8. At least one person in the launch must carry a mobile phone. A list of emergency contact numbers is attached to each launch.

Guidance

1. Do not drive at speed when in the vicinity of other river users (this applies even when responding to an emergency) or when close to the bank.
2. Drive at a slow pace when passing the Sutton Basin marina (on the eastern side approximately 100m downstream of the Sutton railway bridge), moored boats or when near to other river users.
3. Do not suddenly open or close the throttle in any circumstances.
4. Beware of swamping the launch when reversing.
5. Distribute weight in the launch so as to improve visibility ahead.
6. Both the driver and the passenger should keep a sharp lookout for other river users at all times.
7. Do not overload the launch with materials or passengers. Four passengers is a reasonable limit for the red and grey launches.
8. Do not stand in the launch when it is in motion.
9. The Club is responsible for the servicing of launches which shall be done at least annually.

Miscellaneous rules

1. All beginner sessions must be supervised by an authorised adult (this overlaps with the requirement for junior sessions but for supervision of adults the authorised adult need not meet safeguarding requirements).
2. All beginners must be supervised by (within seeing and hearing distance of) an experienced person. Note this is distinct and additional to rule 1.
3. Except as allowed by Rule 4, no one is allowed to participate in water-based activities unless they have undergone a swimming test and capsizing training and demonstrated adequate competence.
4. Adults and juniors may participate in beginner sessions conducted within the safety zone without having done the swimming test and capsizing training providing either
 - written evidence is obtained from participants, or parents of participants in the case of juniors, affirming their swimming competence or
 - a buoyancy aid is worn.

5. Inexperienced crews (including singles) or crews with helmsmen who do not have an adequate ability to steer safely or crews with helmsmen who have insufficient knowledge of the river and features of the river such as narrows and bends that may cause the risk of collision to be increased are not allowed to row unsupervised at any time. The Captain or any Vice Captain or the Water Safety Advisor may advise crews of this restriction and may take advice from coaches when making decisions about this.
6. No member may use a club boat outside of their organised sessions without the permission of the Captain or a Vice Captain. Permission will only be granted to adult crews of suitable ability and experience. When this is outside of any organised session, club boats must be returned before the next organised session begins. When this is within an organised session, the permission of the session leader must be obtained and club boats must be returned by the end of the session.
7. Members who own their own blades and boat or who have permission from the owner to use a private boat may row at any time at their own risk. In the case of juniors they must be accompanied by and be in the charge of one of their parents.
8. Independent rowing in a single downstream of the safety zone is discouraged.
9. Rowing is not allowed when
 - a. there is dense fog (the M56 motorway bridge cannot be seen from the clubhouse),
 - b. there is a significant risk of severe weather,
 - c. there is ice on the river.
10. Rowing is not allowed above the Sutton Weaver swing bridge when
 - a. the river is in flood (the river level is above the lip of the concrete in front of the old boathouses),
 - b. a Canal & River Trust stoppage notice halting navigation on the Dutton – Weston river/canal is in force.
11. Floating hazards should be removed or made safe at the earliest opportunity and, until done so, a warning notice placed on the hazard notification board describing the hazard.
12. Members are not allowed to rescue livestock from the river but instead should inform the farmer at Bradley Farm.
13. Clothing with hoods is not allowed to be worn by rowers or coxes unless hoods are secured so as not to cause a snagging risk or to act as an anchor.

Clubhouse training, weights and ergos

1. Training sessions in the clubhouse are timetabled so that only one group may use the clubhouse for training purposes at any time.
2. Only members of the designated group may use the clubhouse during scheduled training sessions.
3. Juniors are not allowed to use the clubhouse for training purposes except during scheduled training sessions for their group.
4. Meetings and other non-training activities must be scheduled so as to avoid conflict with timetabled clubhouse training sessions.
5. Weights may only be used during supervised training sessions.
6. Heavy weights and all weights that entail the use of a bar must be done within the weight cage and with a partner ready to assist and to keep a lookout for passers by.
7. Weights must be restored to the floor in a tidy fashion after use. They must never be left suspended within the weight cage.
8. Juniors in age categories J15 and below are not allowed to use the weights.
9. Juniors in age categories J16 and above are not allowed to use the weights without the direct supervision of a qualified and authorised adult.
10. Ergo tests may only be done during supervised training sessions.

11. Ergos may be used for warming up and general training outside of scheduled training sessions providing the clubhouse is not busy and a watchful eye is kept on possible interference.

Rowing at night

Rowing in darkness is potentially more hazardous than rowing in day light because the risk of collision is greater and self rescue is more difficult due to disorientation, particularly when a boat has capsized. On the other hand, rowing in darkness is akin to rowing with eyes shut and as a result has technical benefits, it relieves pressure on the busy weekend timetable and provides an opportunity to row during the week in the winter months for those who cannot row during weekday daylight hours. With the restrictions below, it is considered that the increased risks are limited and outweighed by the benefits.

1. Applications for night rowing shall be submitted to the club Captain with a minimum of 5 days advance notice detailing: the supervising adult (who shall have a minimum Level 2 coaching qualification), the names of all other participants, the names of the boats to be used, the start and end time of the session and date, and the proposed itinerary.
2. The Captain may grant permission in response to an application for night rowing based on the merits of the application and the following guidelines: only experienced and competent adults shall be allowed to participate, only double and quadruple sculls and fours shall be used (no singles, pairs or eights), the itinerary shall be restricted to downstream of the pontoon by Jim's boatshed and upstream of Marsh Lock, all boats shall move together and racing or high rating work are not permitted.
3. There are the following additional restrictions: all boats shall carry white lights fore and aft, all boats shall carry mobile telephones in a waterproof container tied to the boat, an Email or text reporting safe return should be sent on landing to the Captain or his nominated delegate.

Appendix 4 – Hazard Notification Board

The Club has a hazard notification board on the back of the right hand door of the clubhouse. This board is the primary means of notifying participants of hazardous circumstances on the water, whatever they may be. Important decisions which may restrict water-based activities are taken collectively by members of the Rowing Subcommittee present at the time and recorded on the hazard notification board. If no member of the Rowing Subcommittee is present or can be contacted then decisions may be taken by a qualified coach. Three categories of notice are defined: green, orange and red.

Green notices

Green denotes no significant hazard. The weather currently and the weather forecast are benign (not too cold, not too hot, not too windy etc), the river water level is normal and there has not been a recent period of heavy rain. There may be notices informing participants of floating hazards, unusual agency activities or unusual traffic.

Orange notices

Orange denotes a significant hazard that will affect outing planning judgements (as covered by Appendix 5). Unsupervised rowing may be permitted but unsupervised crews should take advice from Rowing Subcommittee members or, if absent, a qualified coach before boating.

Red notices

Red denotes a significant hazard entailing a restriction to water-based activities, for example when Rules 8 or 9 of the miscellaneous rules apply.

Notice format

Notices have the following format:

1. The category (green, orange, or red)
2. The date and time of the notice.
3. The period for which the notice applies.
4. The group or person authorising the notice.
5. A description of the hazard.
6. Details of any restriction.

Appendix 5 – Outing Planner

This outing planner may be used before an outing commences to help with risk mitigation decision making. The process has often, confusingly, been referred to as a risk assessment but it is in reality just one step in a chain of processes which manage risks and follow from the risk assessment in this document. A record should be made (for example in a log book or diary) to provide evidence that the decision making process has been done for all organised sessions. As a minimum, the record should include the date, the time, the weather forecast for the outing, any hazards that arise from the weather forecast, decisions taken, crew details, and the name of the supervising coach or Club officer who did the assessment.

Appendix 6 – Boat & launch inspections and reporting procedure

Problems with boats and launches which cannot be fixed should be reported by Email to boats@runcornrowing.com at the earliest opportunity describing the problem. Boats must be returned to their racks. A 'do not use' sign must be attached to unserviceable boats and launches – there is space on the back to write a brief description of the problem. Boat and launch problems can also be recorded on the whiteboards in the boathouses.

The following is a check list for boats covering essential safety features.

1. Bow ball intact, not perished, and firmly attached.
2. Bow ball bolt or screw not protruding.
3. Hull undamaged and water tight.
4. Hatch covers secure and leak tight on all buoyancy compartments.
5. Buoyancy bags in place and inflated when the boat does not have bow, stern or under-seat buoyancy compartments.
6. Rigger bolts secure.
7. Pins and swivel top nuts secure.
8. Shoes firmly attached.
9. Heel restraints present, strong and prevent heels from lifting above horizontal.
10. Shoe strap lanyard in place and strong.
11. Steering operational and rudder post leak tight.
12. Fin straight and secure and fin housing leak tight.
13. Microphone, amplifier and speaker system operational.

The following is a check list for launches covering essential safety features.

1. Sufficient fuel in the tank for the outing.
2. Rules, guidance and emergency numbers attached.
3. First Aid kit on board.
4. Thermal blankets on board.
5. Anchor on board.
6. Paddle on board.
7. Repair kit on board.
8. Throw line on board.
9. Knife on board.
10. Bailer on board.
11. Mobile phone carried.
12. Buoyancy aids worn.
13. Kill cord attached to driver.