



# **SUDBURY ROWING CLUB**

## **Safety Policy and Plan**

NOVEMBER 2020



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## 1 Introduction

This Safety Plan summarises the policy and arrangements that Sudbury Rowing Club, through its Management and Rowing Committees, has in place to adopt and implement the current British Rowing policies for safety and child protection.

### **Sudbury Rowing Club Safety Policy**

The Management and Rowing Committees will lead in developing a culture that ensures that health and safety is foremost in decisions and actions both on and off the water.

All members are expected to take responsibility for the safety of themselves and others in line with the Club Safety Plan and the guidance contained in the British Rowing Row Safe Code <http://www.britishrowing.org/taking-part/staying-safe/rowsafe> and detailed in the Learn to Row booklet.

If any member has any suggestions to improve or amend any safety practices they should bring this to the attention of the Club Captain [captain@sudburyrowingclub.org.uk](mailto:captain@sudburyrowingclub.org.uk)

## 2 Risk Management

### **2.1 Safety Notice Board (see Rowsafe Section 1.1)**

Copies of relevant health and safety information will be posted and updated on the safety notice board located at the club-house entrance. This information shall include Emergency Contact Numbers and contact details for Committee Members as well as relevant Rowsafe posters

### **2.2 Risk Assessment (see Rowsafe Section 1.2)**

The club will maintain a current risk assessment of club activities on and off the water and shall review it on a regular basis. A copy of the risk assessment shall be posted on the safety notice board

### **2.3 Safety Plan (see Rowsafe Section 1.3)**

This safety plan is reviewed and revised as appropriate and is posted on the Safety Notice Board. The details in this plan should be read in conjunction with the British Rowing document Rowsafe.

### **2.4 Competition and Safety Plans (see Rowsafe Section 1.4)**

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The annual Sudbury International Regatta will provide a risk assessment and safety plan for all participants. Competition and Safety Plans for events in which club members are racing shall be emailed to participants before the event.

Any internal club events such as a Head Race and Pudding and Easter Egg Races shall be risk assessed before the event and communicated to participants when relevant this will be recorded.

## **2.5 Insurance (see Rowsafe Section 1.5)**

The Management Committee shall ensure that suitable and sufficient insurance cover is in place to meet British Rowing recommendations

## **2.6 Training Camps (see Rowsafe Section 1.6)**

Any training camps organised by SRC whether located at the club or elsewhere will be risk assessed and a safety plan produced before arrangements are communicated to members. Safeguarding arrangements will follow British Rowing guidelines.

## **2.7 Rowing in Unfamiliar Waters (see Rowsafe Section 1.6)**

The Captain and Vice Captains shall ensure that any participants in organised events are provided with details of safety arrangements provided by the organisers.

Any club organised activities on unfamiliar waters shall be risk assessed and participants advised of safety arrangements that are in place.

## **2.8 Weather and Environment (see Rowsafe Section 1.7)**

SRC is fortunate that our river is non tidal and generally slow flowing. On occasions wind, rain, snow, ice, lightning and flood conditions mean that the weather conditions need to be assessed before boating.

When these conditions arise the Club Captain, Vice Captains or most senior members present should review conditions and decide if outings should be postponed or cancelled or on some situations restricted to experienced rowers or crews.

In the event of an approaching lightning storm all crews on the river should be instructed to return to the boathouse.

When boating on unfamiliar waters participants should consult with the local club where they are boating to consider local arrangements and conditions.

## **2.9 Cold Water Immersion (see Rowsafe Section 1.8)**

Rowers should wear appropriate clothing for the weather conditions. In the event of a capsized boat at Sudbury the sculler or crew should swim the boat to the Suffolk bank and a decision made

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whether to re-seat in the boat and row back to the club-house or to leave the boat for later recovery. Other crews shall assist.

Anyone who has capsized should have a hot shower on return to the club house both to reduce potential for hypothermia and in case of contamination to avoid conditions such as Weil's disease.

Any observers on the river should be aware of the permanent throw-lines (See Page 18) and duty persons and launch drivers should carry a throw-line.

## ***2.10 Swimming and Capsize Drill (see Rowsafe Section 1.9)***

All participants should be capable of swimming 50m in clothing, treading water and swimming underwater for at least 5m. All members should attend a capsize drill which is arranged from time to time. Attendance shall be recorded.

## **3 Equipment**

### ***3.1 Safety Aids (see Rowsafe Section 2.1)***

Personal flotation devices (PFD's) are provided for coxes, launch crews and those who cannot confirm they can meet the requirements of 2.10 above.

PFD's should be checked prior to use and shall be formally checked on a three-monthly basis and a record kept.

### ***3.2 Steering and Navigation (see Rowsafe Section 2.2)***

Coxes and bow /single scullers shall adopt the navigation rule of keeping to the right of the river (Essex side whilst travelling down to Cornard Lock and Suffolk side when returning up-river) and shall keep a clear lookout for other boats.

Boats should only overtake when there is a clear passage and boats being overtaken should consider the overtaking boat and allow clear passage.

Coxes new to the role shall be instructed in the theory of coxing and shall be allocated to experienced crews to help develop their competency.

Crews planning to race or row in unfamiliar waters shall consider the competence of the cox before allocating them.

Outings planned in unfamiliar waters shall take into account any local navigation rules.

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## **3.3 Boats and Blades (see Rowsafe Section 2.3)**

Before each outing the crew shall check that the boat is in good condition, the bow ball is fitted; the shoes are in good condition and heel restrains are effective and in good condition; the steering mechanism is operating correctly; riggers are correctly fitted and secure; hatch covers are in place and water tight.

Boats shall be carried under the instruction of the cox or boat captain. If a crew cannot manage the boat safely additional help should be organised.

Blades should also be checked that they are in good condition and buttons and handles are secure.

Any unsafe or damaged equipment should be reported by completing the details on the whiteboard inside the boathouse and an email sent to [boatman@sudburyrowingclub.org.uk](mailto:boatman@sudburyrowingclub.org.uk)

## **3.4 Launch Driving (see Rowsafe Section 2.4)**

The launch shall only be driven by approved competent drivers or those under the supervision of a competent driver.

Before each outing a check shall be made that the launch is in good condition; has adequate fuel; and the safety equipment is carried

The launch driver and passengers shall wear a PFD and the driver shall wear the kill-cord device at all times.

## **3.5 Trailers (see Rowsafe Section 2.5)**

The Sudbury trailers shall only be towed by competent drivers or those under the supervision of a competent driver. Each driver shall hold a driving licence that permits towing the trailer; hold satisfactory insurance cover; be capable of manoeuvring the trailer; check that the load is secure and follow the guidance contained in the leaflet 'Guidance for the Transportation of Oar Propelled Racing Boats'.

The driver is responsible for ensuring that the load is correctly located, secure and marked and that lights are functioning.

# **4 Participants**

## **4.1 General**

Rowers should wear appropriate clothing for the conditions which should generally be close fitting to avoid it catching on seat wheels and on the blade. Jeans and wellington boots should never be worn in a boat.

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Bright coloured clothing is highly recommended especially for those in bow position and for single scullers

The outing details should be completed in the diary located inside the boathouse. This is primarily to enable crews to know who is out on the river before boating as well as a club record of outings.

Night rowing is permitted however needs to be organised by a vice captain or senior club member for competent crew members. Only one boat is permitted to be on the water in hours of darkness. A light must be fitted and the crew must undergo a safety briefing before launching.

Crews are encouraged to proceed in convoy when possible to reduce the number of times they pass in opposite directions

If other crews are observed to be on a collision course then a shout of 'Ahead' with details of the approaching boat e.g. 'Ahead 8' should warn them of the hazard. Scullers and bow should check for other crews about every 5 strokes and as they approach bends

## **4.2 Beginners (see Rowsafe Section 3.1)**

Members new to rowing will attend the structured SRC Learn 2 Row course. The course will follow the guidance contained in the British Rowing 'Learn to Row' booklet. Participants will achieve the competences detailed in Stage 1 Passport contained in the booklet before moving on to the development squad

The Development squad comprises those rowers who have recently completed the Learn 2 Row course and are under continuing coaching and development before joining the Adult Squad. Participants shall achieve the competences detailed in the Stage 2 Passport contained in the 'Learn to Row' booklet.

Beginners and Development crews cannot go out unaccompanied unless coxed by an experienced cox

## **4.3 Juniors (see Rowsafe Section 3.2)**

All Juniors will attend the structured SRC Learn 2 Row course. This course will generally be for Junior participants only although at the discretion of the Vice Captains an older Junior may attend the Beginner L2R course.

The British Rowing guidelines on Safeguarding shall be followed.  
Juniors may only row under the supervision of an approved adult member

## **4.4 Adaptive (see Rowsafe Section 3.3)**

SRC encourages participation by adaptive rowers. The relevant vice-captains shall agree with each adaptive rower a suitable risk assessment and personal action plan to be implemented at the club, on the water and at events. Wherever possible, reasonable adjustments will be made to enable each adaptive rower to achieve their potential.



## **4.5 Touring and Recreational Rowing (see Rowsafe Section 3.4)**

SRC encourages all members to widen their experience of rowing on organised tours and arranged recreational rowing on other waters.

The organiser shall undertake a risk assessment and produce a safety plan for each outing taking into consideration those attending, the boat(s) being used, the type of water, any local weather conditions and navigation rules.

## **4.6 Indoor rowing and use of gym equipment (see Rowsafe Section 3.5)**

The Concept 2 rowing machines are available to all members who will be instructed on its use as part of the L2R course. The rowing machines will be serviced in accordance with supplier's instructions by a competent person.

Members who wish to use the weights and other gym equipment need to attend a supervised session before they can use it alone.

Participants should consider any health conditions before using the equipment.

# **5 Monitoring**

## **5.1 Incident reporting (see Rowsafe Section 4.1)**

All incidents on the water and any significant ones on land should be reported to the Captain ([captain@sudburyrowingclub.org](mailto:captain@sudburyrowingclub.org)), Vice Captains ([vice\\_captains@sudburyrowingclub.org.uk](mailto:vice_captains@sudburyrowingclub.org.uk)) and Club Safety Adviser ([safety@sudburyrowingclub.org.uk](mailto:safety@sudburyrowingclub.org.uk))

## **5.2 Auditing (see Rowsafe Section 4.2)**

An annual safety audit shall be undertaken by the Club Safety Adviser and submitted to British Rowing in good time.

# **6 Health**

## **6.1 Sunburn Heat Stroke and Exhaustion (see Rowsafe Section 5.1)**



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Members are advised to consider weather conditions when rowing and be aware that exposure to the sun even when not noticeably hot can lead to adverse health conditions.

Participants should ensure adequate hydration, wear suitable clothing and use sun-block.

## **6.2 First Aid (see Rowsafe Section 5.2)**

SRC maintains first aid kits at the Club House, on the Coaching Launch and one should be taken to events off site.

Emergency first aid courses are arranged from time to time for members and additional arrangements are organised for first aid cover for the annual Sudbury International Regatta

## **6.3 Health**

Members are advised that river water may contain bio-hazards. Sensible precautions include minimising water contact, ensuring drinking water is not contaminated, washing hands before consuming food, covering cuts and abrasions with a waterproof dressing and showering after contact with water.

In particular Weil's disease is carried by rats, Symptoms are similar to flu and if after recently rowing you feel unwell you should ask your GP to consider Weil's disease in his / her diagnosis.



## Appendix A

### *Emergency Plan*

In the event of an Emergency Club Members should take the following actions

- Call 999  
**The location of the club is Quay Lane Sudbury CO10 2AN**
- Provide appropriate First Aid and keep the casualty warm and safe
- Instruct someone to stand at the top of Quay Lane to direct the first responder and ambulance to the casualty
- **A defibrillator is located at xxxxx**

If the situation is not life threatening but A&E treatment is required the nearest A&E Hospital is at Bury St Edmunds

Bury St Edmunds Hospital, Hardwick Lane, Bury St Edmunds IP33 2QZ

If First Aid treatment only is required the First Aid Kit is in the locker beside the Kitchen Door

Once the emergency is managed contact next of kin as soon as possible and contact the Club Captain or Vice Captain in her absence and Chairman

#### Contact Numbers 2020

Club Captain	Pippa Kerry	07850 156958
Chairman	Keith Paxman	07957 804631
Mens Vice Captain	Tim Hysom	07758940480
<b>Ladies Vice Captain</b>	<b>Sophie Lovegrove</b>	
Junior Vice Captain	Nick Power	07738 214480

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## Appendix B

### ***Sudbury Rowing Club Coaches***

The following are appointed as club coaches

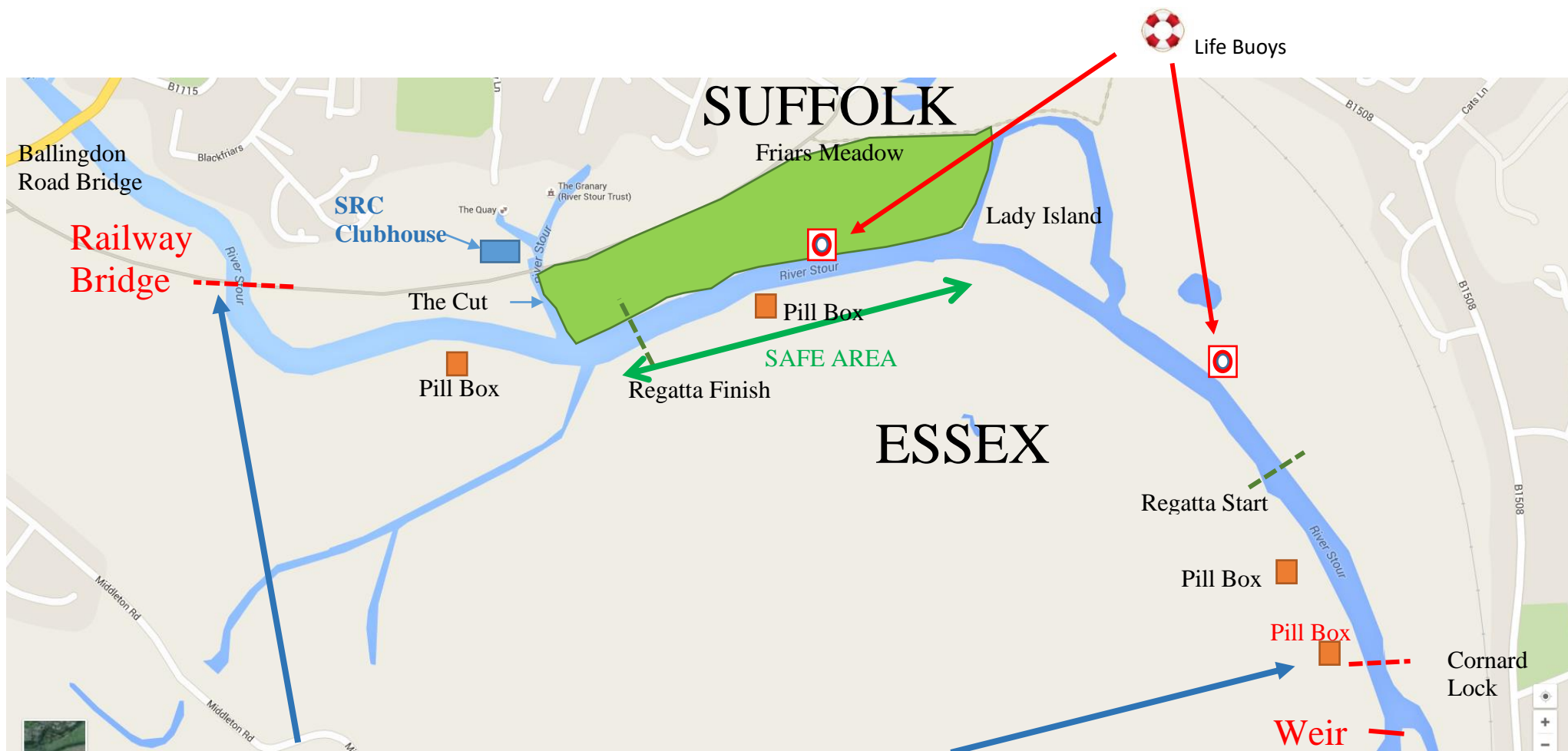
Mike Arnott  
Andrew Blit  
Angela Colclough  
Terry Gostling  
Tony Hogsbjerg  
Chris Jillings  
Tricia McGrillen  
Tony Moule  
Tracy Muir

### ***Sudbury Rowing Club Approved Launch Drivers***

The following are appointed as competent launch drivers

Mike Arnott  
John Bowles  
Tony Hogsbjerg  
Chris Jillings  
Tony Moule  
Tracy Muir

# Appendix C Sudbury Rowing Club: Rowable River Stour



Rowable Stretch: From Railway Bridge to Pill Box, 50m upstream of Weir at Cornard Lock



## Appendix 4: BOAT INVENTORY

In order to keep the fleet in optimum condition some boats have restricted usage.

For weekend sessions boats will have been allocated by the vice-captains. Members wanting to use club boats at other times should consult the list below before deciding which boat to use. Note that the crew weight shown is the maximum average (mean) crew weight.

Boats have been designated as Gold, Silver or Bronze according to their potential use.

GOLD boats are the clubs best boats and are reserved for use by experienced individuals or crews training for and racing at a specific event.

SILVER boats are suitable for racing but are also available for general training. Individuals or crews wishing to use a SILVER boat should request permission from the Captain or Vice-Captain.

BRONZE boats include training boats and are available for general use

First decide what sort of boat you can use (Bronze or Silver) and then decide which boat will be suitable for your weight. Remember to log your outing in the diary.

Boat	Number	Make (and Age)	Max Crew Weight	Boat level
<b>Singles</b>				
101	SRC 101	Janousek– 2007	72.5kg	Silver
Rough Diamond	SRC 114	Edwin Phelps	65kg	Silver
New HWT Scull	SRC 115	Janousek 2006	100kg	Silver
Mark Hunter	SRC 119	Burgashell– 2012	72.5kg	Silver
124	SRC 124	Burgashell	85kg	Silver
126	SRC 126	Janousek	80kg	Silver
Genesis	SRC 122	Genesis	65ks	Silver
Blue / White	SRC 135	Aylings	80 kg	Silver
Nibs 3	SRC 103	Burgashell	90kg	Bronze
Nibs Rendall	SRC 104	Burgashell	75kg	Bronze
Nibs 2	SRC 105	Burgashell	85kg	Bronze
Green Scull	SRC 106	Glynn Locke – 1992	72.5kg	Bronze
PM	SRC 116	Sims	75kg	Bronze
Hope	SRC 117	Wintech – 2010	Up to 90kg	Bronze
Wintech Single	SRC 133	Wintech – 2013	Up to 90kg	Bronze
Virus (Yellow)	SRC 120	Virus Training Boat	100kg	Bronze
Virus (White)	SRC 121	Virus Training Boat	100kg	Bronze
Training Scull	SRC 131	Edon Training Boat	100kg	Bronze
Training Scull	SRC 132	Edon Training Boat	100kg	Bronze

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Boat	Number	Make (and Age)	Max Crew Weight	Boat level
<b>Doubles/Pairs</b>				
Thomas Gainsborough	SRC 201	Sims – 1997	70kg	Silver
The Dunn	SRC 202	Aylings	90kg	Silver
Irene	SRC 207	Janousek	75kg	Silver
Jacko	SRC 208	Janousek	80kg	Silver
Sudbury R.C. (HWT)	SRC 209	Janousek– 2008	95kg	Silver
HG Pair	SRC 210	HG	85kg	Silver
Robert Mole	SRC 211	Janousek	80kg	Silver
Sims	SRC 203	Sims – 1993	80kg	Bronze
Spread Eagle	SRC 205		72.5kg	Bronze
Faith	SRC 206	Wintech – 2011	Up to 90kg	Bronze
June King	SRC 212	Wintech Training Boat	Up to 90kg	Bronze
<b>Quads/Fours</b>				
Empacher	SRC 411	Empacher	95kg	Gold
Ray Cresswell	SRC 402	Sims– 1997	75kg	Gold
Jack Spurgeon	SRC 401	Janousek– 1994	90kg	Silver
Dennis	SRC 404	HG	85kg	Silver
Marjorie Spurgeon	SRC 403	MPS	85kg	Silver
Harry Sykes	SRC 406	Janousek – 1992	80kg	Bronze
Ken Mills	SRC 407	Swift	70kg	Bronze
Leslie Alston	SRC 408	Sims– 1981	80kg	Bronze
Annabel	SRC 410	Sims	75kg	Bronze
Richard Dunning	SRC 405	Aylings 1991 Training Boat	85kg	Bronze
<b>Eights</b>				
Alan Alston	SRC 803	Stampfli - 2011	85kg	Gold
Chris McGlynn	SRC 801	Aylings	85kg	Bronze
Nigel Robson	SRC 802	Sims – 1997	95kg	Bronze

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