



# **CORPUS CHRISTI COLLEGE BOAT CLUB**

## **Safety Plan 2020/21**

CCCBC Safety Officer: Silas Hope

## INTRODUCTION

Corpus Christi College Boat Club (CCCBC) is committed to the safety of its members whilst they are engaged in Club related activities. The aim of the CCCBC Safety Plan is to ensure that all members are made aware of the safety requirements of rowing, sculling and related activities so that they can participate safely.

This Safety Plan is supplementary to British Rowing (BR) RowSafe guidelines. Risk Assessments are contained in this document and are available on request. These risk assessments apply to all activities undertaken by CCCBC members in addition to site-specific requirements. General water safety requirements detailed in this plan will apply to Club members when operating away from CCCBC in addition to local site-specific requirements issued by the location visited. These instructions also apply to crews visiting CCCBC.

**The Emergency Action Plan (EAP) is detailed in Appendix A.**

## RESPONSIBILITIES

- All members are personally responsible for and have a duty of care to ensure that their actions, both on and off the water, are conducted in a manner that does not compromise the safety of themselves or others.
- All members are expected to comply with the requirements of British Rowing, the Club Safety Plan and any other instructions issued by the Club, in respect of safety.
- In the event of a member acting irresponsibly or in an unsafe manner, the CCCBC committee reserves the right to take disciplinary actions.

## GENERAL CONTROL MEASURES

**Risk Assessments must always be adhered to, irrespective of where rowing takes place. Site-specific measures (detailed in this safety plan for the Cam) must also be adhered to, in addition to these generic risk assessments.**

### Safety Equipment

The Club provides items of safety equipment, which shall be used by its members in accordance with the following guidelines:

#### LIFE JACKETS

- The wearing of a lifejacket is compulsory for
  - a. All coxes
  - b. All drivers and passengers of any launch used in connection with Club activities.
- In front loaders, the cox must only wear a manual lifejacket to prevent entrapment.
- Where, due to a medical condition, members are considered to be at risk of becoming unconscious or immobile after immersion, an automatic lifejacket must be worn.

#### THROW LINES

- The coach must equip himself or herself with a throw line if:
  - a. Coaching small boats (single sculls, doubles, pairs but not tub pairs)
  - b. Coaching from a launch
- All active club members and coaches should make themselves aware of the procedure for correct, safe use of a throwline.

#### FOIL BLANKETS

- Foil blankets are available in all first aid kits.
- Coaches must carry foil blankets on the launch if coaching at an external location away from the boathouse.

#### FIRST AID BOXES

- A First Aid Box is located at the back of the boathouse (near Sidney Sussex/ Girton oar rack).
- Should any of the contents of a first aid kit be used, the Club's Rowing Safety Advisor should be notified so that items can be restocked where necessary.
- First Aid Boxes will be checked by the Club's Rowing Safety Advisor every 6 months and any out of date items will be replaced.

#### **Thunder Storms and Lightning**

- Coxes and coaches should be aware of the local weather forecast, particularly when thunderstorms have been predicted.
- If thunder is heard and/or lightning observed before the outing has commenced; individuals and crews must remain at the club.
- If thunder is heard and/or lightning observed whilst on the water, individuals and crews must seek proper shelter. If safe to do so, individuals and crews should return immediately to the Club.
- Individuals and crews must remain at the club or under proper shelter for a minimum period of 30 minutes after the last lightning or thunder, before considering it safe to commence the outing.

#### **Condition of Equipment**

Prior to use, all equipment is to be checked to ensure that it is serviceable and appropriate for the purpose for which it is intended. Any faults must be reported to a Club Captain or the Boatman.

The following should be checked regularly to ensure the equipment is safe for use:

- **Bow ball** - should be secure with no cracks or splits
- **Heel restraints** - should be in good condition and act such that the heel only comes up above the stretcher so far as to allow full movement
- **Steering equipment** - check that rudders and fins are present and in good order, with cables free and with full movement.
- **Riggers** - should be attached securely to the hull
- **Oars** - should be damage-free, with buttons secure and properly set
- **Hull** - check for cracks in the shell that would allow water into the boat

### **Incidents and Accidents**

- All members are responsible for reporting all accidents, incidents and near incidents that they have knowledge of within 24 hours of the event to the club's Rowing Safety Adviser (RSA). They will then report this via the BR online incident reporting system, to satisfy the requirements of the BR RowSafe guidelines (<https://incidentreporting.britishrowing.org/>)
- All accidents and incidents will be reviewed by the Rowing Safety Adviser, and these will be discussed at committee level, along with any additional control measures that are deemed necessary to avoid any future repetition.
- Emergency Services are to be contacted by the best means possible as appropriate to any accident or emergency.

### **Launches**

- Launches are to be used only by drivers authorized by the Club. The RSA maintains the list of current approved drivers. All drivers and passengers are to wear lifejackets. The driver is responsible for ensuring that all safety equipment detailed in BR RowSafe is carried. Any items used or missing are to be notified to the RSA as soon as possible.
- All launch drivers are to ensure that the launches are handled with consideration to other river users and in accordance with the BR RowSafe and the Environment Agency (EA) Regulations.
- The launches are designed to carry two persons. 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.
- Due to use away from the 'home' stretch of river, all launches must contain a kill-cord, a throwline, a foil blanket and a first aid kit.
- All launch drivers must carry a mobile phone or portable radio device, which can be used to summon help.

### **Coxswains and Steerspeople**

- In all coxed boats, the coxswain is deemed responsible for the overall safety of the boat and crew. The wearing of lifejackets or buoyancy aids by coxswains is compulsory. If front-loaders are being coxed, only manual lifejackets may be used to prevent entrapment.
- In coxless boats, the person occupying the bow seat or the person controlling the rudder (when fitted) is deemed responsible for the overall safety of the boat and the crew.
- The only exception to the foregoing being when the coxswain, or the steersperson, is a novice; in which case responsibility will be transferred to the coach or to the person providing the direct instruction and supervision.

### **Coaches**

Coaches are to ensure that:

- Crews are aware of the appropriate safety procedures;
- Crews use safe rowing/sculling equipment;
- The outing is conducted appropriate to the prevailing weather and water conditions;
- Consideration is shown to other water users;
- Crews are appropriately dressed for the session;
- The coach is to be particularly alert for symptoms of hypothermia and heat stroke / dehydration;
- Particular attention is paid to the coaching of coxes, as their competence is essential to water safety as well as the crew's success.

### **Circulation Pattern**

- All members must adhere to CUCBC circulation patterns (applicable to the Cam) or circulation patterns of local clubs, if boating elsewhere.

### **Rowing and Sculling at Night**

- Lighting down is defined as the time when the sun rises to 95° below the zenith, whilst lighting up is the time at which the sun sets to 94° below the zenith.
- In accordance with CUCBC regulations, all rowing/sculling boats must show lights from 15 minutes after Lightning Down and 15 minutes before Lighting Up. No crews are permitted to be on the water before Lighting Down or after Lighting Up, at any location.
- White lights must be mounted on the boat to both bow and stern. LED lights are permitted. Flashing lights are not to be used as main lights. Lights should not be fixed to the riggers as they can be obscured when negotiating bends and turning.

### **Unescorted Outings**

- Outings in single sculls, doubles or pairs are to be authorised by a Club Captain or Coach. An estimated return time is to be stated along with crew details. Individuals are to ensure that they contact a Club Captain or Coach on return to avoid false alarms.

- Any rowers using CCCBC single sculls, doubles or pairs must have done a capsize test.
- Unescorted outings in single sculls are only permitted after 10 escorted outings with an experienced club member and/or a competency assessment by a Club Captain or Coach.
- Pairs and doubles may go out without a banksteerer only if the steerer has at least a year's experience of steering small boats, and the permission of a Club Captain or Coach has been given.
- Coxless IVs and quadruple sculls must be escorted at all times.

### Outings at External Locations

- Responsibility for assessing conditions for outings at external locations, without the CUCBC flag system, lies with the Coach, Cox and/or Captain. The following guidelines should be used to assess whether the outing should take place:

#### *Outing more likely to be safe*





Senior crew  
Senior cox  
River only just above red board level  
River slower  
No debris on the River  
Weather conditions forecast to improve  
Good visibility and not likely to deteriorate  
Wind – light, not gusting, with stream

#### *Outing less likely to be safe*

Non-senior crew  
Non-senior cox  
River well above red board level  
River faster  
Debris on the River  
Weather conditions forecast to worsen  
Poor visibility (fog or darkness)  
Wind – high speed, gusting, against stream  
(wind against stream produces large standing waves).

## SITE SPECIFIC CONTROL MEASURES- RIVER CAM

### CUCBC Flag System

Flag State	Restriction
 <b>Green</b>	There are no restrictions on which crews may boat.
 <b>Yellow</b>	Boating is restricted to University crews, first Vllls, men's crews in the top 2 divisions of the May Bumps and women's crews in the top division of the May Bumps as well as first fours and tub pairs. Members of crews permitted to boat under a Yellow Flag may do so in fours or small boats (i.e. single and double sculls and pairs) with the express permission of the Club Captain and/or Boatman.
 <b>Red/Yellow</b>	The river is closed, except to tub pairs between Jesus Lock and Chesterton and University crews with the express permission of their Head Coach.
 <b>Red</b>	The river is closed to all crews.

•Where the Flag permits a given crew to boat (i.e. green or yellow flag), the final decision lies with the cox and coach as to whether that crew is able to handle the conditions and thus whether boating is appropriate.

- Where the Yellow Flag is set due to fog, all crews are expected to carry white lights on the bow and stern, even during daylight hours.

### **Rules of the Cam: General**

- That no boat be used for a rowing outing on the Cam without its full crew and a coxswain if appropriate, being present in the boat at the commencement of the outing.
- That no tub pairs be allowed below Chesterton footbridge except for a race recognised by the CUCBC.
- During Full Term, pairs and doubles must have a banksteerer outside the hours of 9am to 4pm, or 30 minutes before lighting up if earlier.
- No College crew may be on the water before 11am on a Saturday or Sunday, save when participating in a CRA, BR or CUCBC race.
- Unless otherwise required for safety reasons, or acting on the instructions of an umpire during a race, boats may only spin at Jesus Lock, the Penny Ferry, between the two posts at the bottom of the Long Reach, and by the sign in Baitsbite Reach.
- At the Baitsbite Spinning area and in green flag conditions only, two crews may spin in tandem, providing they do not impede other crews and move off promptly.
- That rowing below Baitsbite Lock be restricted to University crews, first boats, and any other boats in the top two divisions of the CUCBC May Bumps only.
- Crews or individuals shall not boat or row with their College club between the Fish and Duck marina and the Adelaide, except with the express permission of the relevant University President(s).
- That in the Michaelmas and Lent terms no boat may paddle below Baitsbite Lock between 8.30am and 1.00pm or after 4.30pm on any weekday.
- That there be no racing between boats below Baitsbite, and that any training at race pace be kept between the last downstream Horningsea mooring and the Clayhithe Bridge

### **Rules of the Cam: Novices**

- No novice crew must be unaccompanied.
- The first outing of a novice eight must be with an experienced cox, not a novice cox.
- No novice crew may be on the river before 7.30am or within fifteen minutes of lighting down, whichever is later.

### **Rights of Way**

- Below Baitsbite Lock and above Chesterton footbridge each boat keep to its right, the downstream boat giving way to the upstream boat.
- Boats going downstream below Chesterton keep to the non-towpath side of the river until after rounding Ditton Corner, when they cross over to the towpath side at the sign.
- After rounding Grassy Corner they cross back to the non-towpath side at the sign, and keep to that side as far as Baitsbite Lock.

- Boats going upstream below Chesterton keep to the towpath side until they have reached the middle of the Gut, when they cross over to the non-towpath side, taking the inside of Grassy Corner.
- At the top of the Plough Reach, they cross back to the towpath side (taking the inside of Ditton Corner) and keep to that side all the way up to the Boathouses.
- If there be any danger of collision, the boat going downstream give way to the boat coming upstream.
- All boats (whether going upstream or downstream, and whether rowing or paddling) give way to CUWBC, CULRC, CUBC crews and Trial Eights, subject to general navigation law.
- No boat has any rights of way when on the wrong side of the river.

## **OFF-WATER SAFETY**

### **Use of Ergometers**

- During ergometer use, each member is responsible for his or her own safety. Each member should be made aware of the risks of strenuous exercise and the warning signs of injury and dangerous excursion.
- Care should be taken to use equipment only for the function they have been designed for, to refrain from moving the equipment into an unsafe location (i.e. placing ergs too close together or blocking fire exits) and to utilise the correct technique (if unsure, advice should be sought from captains or coaches).
- Equipment should be wiped down by the user once the session has ended and stowed away tidily.
- Members should refrain from wearing loose clothing, which could be caught within the mechanisms of the ergometers.

### **Removal and Replacement of Boats and Blades**

- Appropriate lifting technique is to be used (straight back, bent knees) when lifting boats from heights below the shoulders.
- One person (usually the cox where appropriate) will be responsible for calling the lifting and lowering of boats. This person should give clear instructions.
- Where possible, boats should be carried at shoulders to reduce risk of injury.
- Care must be taking when stepping down from the bank onto the landing stage, especially when carrying boats.
- Any gaps in the landing stage (e.g. between the raft and the bank) should be avoided with care to prevent injury.



- Extra care is to be taken when the landing stage is wet.

### **Fire Procedures**

- In the event of a fire, leave the boathouse by the nearest fire exit and raise the alarm.
- If the fire is small, the appropriate fire extinguisher present in the boathouse should be used as long as doing so does not put the user or any others at risk. If a fire extinguisher is discharged, it must be reported to the Rowing Safety Advisor.
- The fire assembly point is located on the grass patch parallel to Cutter Ferry Lane.
- No one, under any circumstances, is to re-enter the building until it has been declared safe by the Fire Brigade.

Symbols found on fire extinguishers & what they mean

	Water	Foam spray	ABC powder	Carbon dioxide
Class A Wood, paper & textiles	✓	✓	✓	✗
Class B Flammable liquids	✗	✓	✓	✓
Class C Flammable gases	✗	✗	✓	✗
Class D Electrical contact	✗	✗	✓	✓
Class F Cooking oil & fat	✗	✗	✗	✗

### **Boat Transportation**

- Only those authorised by CCCBC are allowed to drive cars attached to trailers.
- Loading the trailer is to be done under the advice of the boatman to ensure the arrangement is safe.
- It is the driver's responsibility to ensure the necessary requirements for rear projections and lighting are observed, and any additional legal requirements when trailering abroad (lights, spares, yellow vests, fire extinguishers, triangle, overhang, etc.)
- All authorised trailer drivers should be aware of the British Rowing and Association of Chief Police Officers (ACPO) guidance for the Transport of Oar Propelled Racing Boats.
- <https://www.britishrowing.org/wp-content/uploads/2015/09/TowingGuidance.pdf?78251f>
- Trailer drivers must always carry a passenger to help with navigation, manoeuvring, and any emergency that may arise.
- It is strongly advised that all trailer drivers take a break every 2 hours of driving.

## **HEALTH CONCERNS**

### **Sunburn, Heat Illness and Exhaustion**

Prolonged exposure to sun can cause sunburn or skin damage at any time of the year, not just in the summer. The body produces a lot of heat when exercising. When dehydration occurs, body temperatures can rise to levels that cause heat illness (hyperthermia).

Symptoms of heat illness

- Confusion/lack of mental clarity
- Inability to hold a conversation
- Bizarre behaviour
- Hot
- Red skin
- Fainting
- Headache
- Rapid strong pulse and sweating

#### Symptoms of heat exhaustion

- High levels of fatigue/ tiredness
- Dizziness
- Nausea/vomiting
- Chills or shivering
- Fast weak pulse
- Clammy cool skin
- Appearing pale
- Numbness or tingling in head, neck, back or hands

#### Treatment and procedures to reduce the risk of heat illness and heat exhaustion:

- Carry drinking water and remain hydrated
- Use high factor sun-cream
- Take breaks and rest in the shade
- Consider rescheduling outings to cooler parts of the day
- Wear appropriate clothing

### Hypothermia

Hypothermia is condition caused by the dropping of the core body temperature below 35°C (though mild hypothermia can start at higher temperatures). It is a big risk in rowing following immersion in water or because of weather conditions.

#### Symptoms of mild hypothermia include:

- Feeling cold and tired
- Poor comprehension
- Disorientation and confusion
- Poor concentration
- Shivering
- Pale skins, blue lips and nails
- Rapid Breathing
- Wheezing or coughing
- Fast pulse
- Slurred speech

#### The symptoms of moderate-to-severe hypothermia include:

- Lack of responsiveness
- Shivering ceases
- Rigid muscles
- Very slow and shallow breathing
- Slow/irregular pulse

#### Treatment for mild hypothermia:

- Get the patient somewhere warm and sheltered
- Remove any wet clothing
- Wrap them in (foil) blankets or any available dry clothing
- Give them a warm drink
- Encourage light activity if possible
- DO NOT apply direct heat to arms or legs (e.g. hot water or heating pad) as this can worsen the condition
- Once body temperature has returned to normal, keep person warm and dry

#### Treatment for moderate to severe hypothermia:

- Attempt to warm up the person
- Seek immediate medical attention

The following procedures should be adhered to reduce the risk of members becoming hypothermic:

- Responsible assessment of weather conditions and subsequent decisions as to whether the outing is appropriate (high risk conditions includes where there is a combination of cold, wet and windy conditions)
- Members should wear appropriate clothing for the conditions (warm inner layers and waterproof outer layers) - coaches can make the decision not to let an athlete row if their clothing choice is deemed unsafe.
- Avoid long periods of inactivity during high-risk weather conditions
- Reducing the length of an outing where appropriate
- Taking care to avoid immersion in water
- Avoid allowing inexperienced rowers in small boats without an experienced partner or bankside coach present
- Ensure any coaches on bicycles take care to avoid cycling off the towpath
- Be careful when boating to avoid placing a foot off the raft
- Taking immediate action upon the event of an immersion
- Get person out of the water as quickly as possible
- Return the person to the boathouse when and where possible
- Remove wet clothes
- Have any bank-based coaches carrying a foil blanket and throwline in high-risk conditions

#### Water Borne Diseases

The presence of unclean water introduces the risk of members contracting water borne diseases. To help prevent this, members are advised to:

- Never drink the water from any river/lake they are training on (either on home water or externally)
- Wash hands thoroughly following an outing
- Cover open blisters and cuts with waterproof dressings and wash thoroughly using antibacterial solution following an outing
- Avoid contact with water where possible - especially where it contains a visible algal scum or bloom
- Wear appropriate footwear to prevent cuts during boating
- Not splash water on the face or body during outings using water from anywhere other than their drinking bottles
- Wipe down equipment after outings, washing where possible
- Take particular care to thoroughly clean oar handles and allow to dry
- Take responsibility for their own immunisation regime - particularly Tetanus
- Seek out immediate medical attention should they knowingly ingest contaminated water

#### WEIL'S DISEASE (LEPTOSPIROSIS):

- This is a rare disease carried by water organisms, which can cause death if left untreated. The chances of contraction are small, but the effects are serious so members should take note of the symptoms and necessary treatment of the disease.
- Early symptoms are flu-like (severe headache, chills, muscle aches and vomiting) and develop between 7- 14 days after infection (however incubation time can be as short as 2 days or as long as 30).
- Should these symptoms be developed, the member should see their GP as soon as possible and mention that they are a rower with regular water contact. Clinical suspicion will be followed by a blood test to allow diagnosis. Treatment will be antibiotics administered early in the course of the disease.

## APPENDIX A: EMERGENCY ACTION PLAN (EAP)

### In the Event of a Capsize

- If out of your depth and unable to wade ashore, hold onto the capsized hull as a buoyancy aid and attempt to swim it to shore.
- If the water is cold, get as much of your body out of the water as soon as possible, draping yourself over the upturned hull (if necessary, turning over the hull for this purpose).
- If possible, "buddy-up"; holding on to each other until rescued to provide mutual warmth and support and to help ensure all are accounted for.
- Other boats in the vicinity should fetch help or a launch if one is available. **DO NOT ATTEMPT TO RESCUE FROM ANOTHER ROWING SCULL** - you are likely to tip over, putting more people in the water with no one to get help.

### In the Event of a Serious Incident

In a medical emergency, including a crewmember being taken seriously ill, drowning or becoming unresponsive, immediately:

- Raise the alarm with a launch or with other boats if available.
- Use a mobile phone to dial for emergency assistance 999; OR if no mobile phone is available (including from a passer-by) row to the nearest location where a safe landing can be made, get to a telephone, and make a 999 call, indicating the closest access location (see *Emergency Access Points*).

### In the Event of a Near-Drowning

- In the event of a near drowning emphasis is placed on rapid recovery of the victim and the initiation of first aid. **DO NOT** endanger yourself in any attempts to rescue the victim. Make as many surrounding people aware of the situation to give options for provision of aid.

#### **Recovery options for a drowning person:**

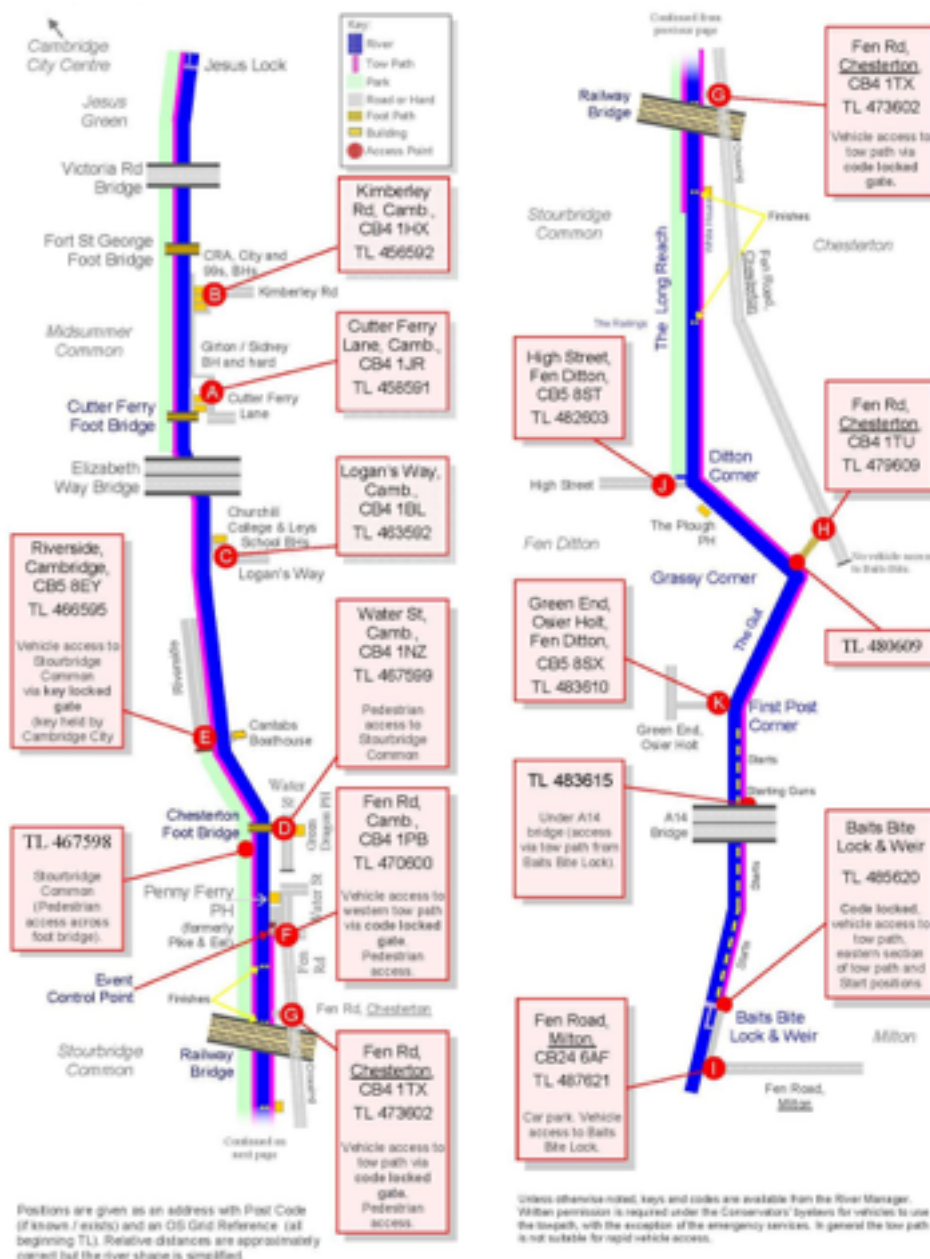
- Use a throw line or long stick to help the victim to the bank or a launch.
- Use a rowing boat to tow the person to shore. Do not attempt to haul the victim into the boat as this could cause capsize or injury.
- Rescue using a launch - take extreme care to avoid swamping the victim in wash from the engine, which could worsen their situation.
- Attempt a swimming rescue as a last resort, only if such a rescue is within your capabilities:
  - o Approach the person from behind, trying to calm them down as you do so

- o Grab a piece of clothing or cup an arm under the victim's chin and pull them face-up to the bank
- If the victim has at any stage lost consciousness, an ambulance should be phoned for as soon as possible.

**First aid for a drowned person:**

- If the victim's breathing has stopped, give 5 mouth-to-mouth breathes as soon as it is safe to do so (this can be whilst the casualty is still in the water)
- Once on shore, reassess the victim's breathing and circulation:
  - o If there is breathing and a pulse, and the victim does not have a suspected spinal injury, place them in the recovery position to allow water to drain. Tilt the chin up to keep the airway open.
  - o If there is no breathing, begin CPR: 30 chest compressions followed by 2 rescue breaths. Repeat.
- If the casualty has a suspected spinal injury, avoid moving them unless necessary. If you have help, get another person to place their hands either side of the casualty's head to keep their head still whilst you administer first aid. It is essential an ambulance be called in the event of a suspected spinal injury, regardless of whether the casualty has regained consciousness.
- If the casualty regains consciousness, keep them warm by removing wet clothing and covering with blankets.
- Remain with the casualty until the emergency services have arrived.

**Emergency Access Points**



Any incident resulting in the implementation of the EAP must be reported to the RSA at the earliest opportunity after casualties have been dealt with.

### Key Phone Numbers

Emergency Services (Police, Fire Service, Ambulance)	999
Corpus Christi College- Porters	01223 338000
Conservators of the River Cam	01223 863785 (working hours) 01223 646459 (out of hours)
Cambridge University Security	01223 767444 (emergency)
Club Rowing Safety Advisor- Laura-Jane Buckley	07544537718
RSPCA 24-hour helpline (for injured wildlife)	0300 1234 999

Environment Agency Incidents Hotline (for pollution incident)	0800 80 70 60
---	---------------

## APPENDIX B: CLUB FIRST AIDERS

Name	Level
Tim Rhodes	First Aid at Work
Laura-Jane Buckley	National Pool Lifeguard Qualification (NPLQ)
John Clark	General Medical Council reg. no 7604160

## APPENDIX C: LAUNCH DRIVERS

Name	Level
Tim Rhodes	RYA Level 2 Powerboat

## APPENDIX D: TRAILER DRIVERS

All trailer drivers have been briefed on British Rowing and Association of Chief Police Officers (ACPO) guidance for the Transport of Oar Propelled Racing Boats.

Name
Tim Rhodes



## APPENDIX E: SAFETY DECLARATION

**(This form is signed by all members of the club)**

I understand that rowing and coxing are undertaken at my own risk.

I have read and understood the Club's safety policy.

I have declared all disabilities and/ or medical conditions, which may affect my ability to participate in Club activities. I agree to bring medication (where required) to all Club sessions. I will inform my Club Captain if circumstances change in the course of my membership.

I confirm I am confident in and under the water and able to do the following:

- Swim at least 50 metres in light clothing
- Tread water for at least two minutes
- Swim under water for at least 5 metres remaining fully submerged

[illegible]

