



GUILDFORD ROWING CLUB

SAFETY MANAGEMENT PLAN

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Revised November 2022

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Record of changes		
Issue	Date	Detail of Changes
A	04/02/05	Initial Draft Version
B	18/02/05	Second Draft
1.0	07/04/05	First issue
2.0	23/03/06	Second issue Minor amendments to text including addition of instruction about boat signing out and revisions to capsize drill and adequate clothing in light of inquests during 2005.
3.0	15/09/07	Third issue Review to reflect lessons learned over last year
4.0	18/01/08	Fourth issue Changes to red board procedures
5.0	10/12/13	Fifth issue Adaptive Rowing/Sculling Risk Assessment added
6.0	15/12/15	Sixth issue Red/Yellow Board Procedures amended Risk Assessment added for Rowers with Epilepsy and risk of Blackout Risk Assessment added for Big Row – sponsored row Weybridge to Guildford Risk Assessment added for Firework Display at GRC
7.0	9/11/19	Seventh addition Updated with reference to BR RowSafe Reporting of incidents on line via BR incident reporting HRSA monthly report Bright coloured kit for single scullers or bow man in crew boat Sculling competency test Equipment checks before boating on all occasions Updated Yellow/Red board authorised club members Back stays

8.0	3/11/21	<p>Eighth edition</p> <p>Updated to include latest BR Row Safe guidance.</p> <p>1.4 changed to reflect GRC Committees responsibility.</p> <p>2.7 added requirement for competency record .</p> <p>2.12 availability of defibrillator added.</p> <p>2.18 added to river users, wild swimmers.</p> <p>3.3 removed the requirement that beginner training be in coxed boats.</p> <p>Restrictions on where beginner sculler can go removed.</p> <p>Appendix D8, caveat added, only to be used with reference.</p>
9.0	20/09/2022	<p>Ninth edition</p> <p>General formatting changes throughout.</p> <p>Appendix E – named authorities Red/Amber Boards.</p>
9.1	02/11/2022	<p>2.4.3 Addition of reference to the Life Jacket and Bouyancy Aid Service and Inspection Record Spreadsheet available on the BR GRC Google Drive</p>

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1 Background - General Information

1.1 Objective

This Safety Plan is intended to promote safe and responsible use of equipment and enable the club to operate in a safe and organised manner.

1.2 Terminology

In this document, the term “club” relates to the Guildford Rowing Club and all its members.

The term “clubhouse” relates to the building within which the equipment is housed and the club holds some of its social events along with ergo training.

The term “rowing” relates to both rowing and sculling.

The following convention in the use of “shall”, “must”, “should” and “will” is applied within this document:

- “shall” and “must” are used in instances where it is MANDATORY that the action/requirement is met
- “should” is used in instances where it is DESIREABLE that the action/requirement is met
- “will” is used to indicate a statement of intent.

1.3 Mission Statement

Guildford Rowing Club (GRC) views safe and responsible rowing as a foundation for successful recreational and competitive rowing. The club believes – “*to row well is to row safely*”.

1.4 Safety Plan

This Safety Plan supplements the British Rowing RowSafe 2021 [1] and the club bylaws [2]. It is divided into three parts.

- Part 1 provides general information about this plan, Guildford Rowing Club and the Wey Navigation
- Part 2 covers the general safety of all rowers at all levels and ability
- Part 3 relates more specifically to the safety issues surrounding inexperienced rowers

The Safety Plan shall be reviewed annually with each member of the GRC Committee, who shall complete a personal safety audit acknowledging that they have understand the principal safety issues at GRC. A copy of the Safety Plan shall be placed in a prominent position within the Club.

1.5 The Wey Navigation

The section of the River Wey Navigation on which the Club is situated stretches approximately 800m from the footbridge opposite the Clubhouse to the corner upstream of the Pilgrims Way footbridge at St. Catherine’s Priory. There is one bridge on the reach, the footbridge for the Pilgrim’s Way, which spans the river at St Catherine’s. Appendix A shows the relevant section of the Wey Navigation along with other notable rowing course features.

1.6 Guildford Rowing Club Facilities

The Clubhouse is situated on the south bank of the Wey Navigation just off the A281 between Shalford and Guildford. From this site the majority of the rowing activity occurs. Facilities

include the Clubhouse buildings, car park and outside areas used for boat storage, rowing preparation and boat launch and landing areas. The club does not have a requirement for the use of motorised coaching and safety launches at this site.

1.7 The Rowing Year

Rowing continues throughout the year at GRC and is restricted to daylight hours only. At the beginning of the year the river is often in flood and fast flowing, although the boathouse is rarely flooded; this, together with extremely cold winter weather, can stop or restrict rowing activity.

In the late spring and summer months, rowing in the evening becomes more practical. During the summer, traffic using the river (both rowing and other watercraft) increases significantly and while rowing times tend to be outside times when other river traffic is busy i.e. early morning and evening, care is required in navigating the river. During the autumn evening rowing is restricted.

As the end of the year approaches, cold weather, fast streams and floodwater can be prevalent. Specific safety issues to cope with seasonal weather changes are addressed in Part 2 of this Safety Plan.

1.8 Changes and Annual Review

Discussions take place between the Club and representatives of the National Trust on a bi-annual basis, or more frequently as required, to highlight any safety concerns.

The contents of this Safety Plan shall be reviewed annually or more frequently if required, e.g. as a result of an incident or British Rowing safety alert and modified taking account of any safety issues which are not adequately addressed. Following review the Captain and the Safety Adviser shall then sign the administration page after appropriate consultation with the Club Committee and the club as a whole. The club members shall be informed of any changes. The Environment Agency, National Trust and BR should also be consulted if major changes in policy are considered necessary.

1.9 Club Officers

While safety is the responsibility of all members, the Club Committee shall oversee and administer safety. The Club Captain, Section Captains and the Rowing Safety Adviser shall be specifically tasked in making sure that safe rowing practices exist, remain adequate and are observed.

2 General Safety

2.1 Requirements of all active members

All members who intend to row/scull must be in good health and if in doubt should seek advice from their doctor. New members must declare any illness/disability on the application form. Existing members whose health changes to an extent that it could affect their safety while rowing must make their disability known.

All active rowers and coxes must be able to swim 100m in light clothing.

All rowers are required to dress suitably for the activity that they are undertaking whilst taking account of the weather conditions. Appropriate clothing in the winter should include leggings and long sleeved training tops and wind/waterproof layers. In the summer, clothing should provide some protection from the sun. Sun cream should also be used.

A change of clothes and a towel must also be brought in case of capsizing.

For safety and visibility all single scullers and the bow person in a crew boat must wear light, bright or fluorescent clothing. Note this does not apply to Regattas or Head races unless specifically required by race organisers.

2.1.1 Rowers with epilepsy. BR advice for rowers who suffer from epilepsy is as follows: 'Rowers and coxswains with Epilepsy should not be allowed on the water when there is a significant risk of further seizures.

In line with the recommendations of the DVLA, this period of significant risk is defined as within one year following a fit and whilst reducing medication, and for six months after stopping it.

In these cases, where there is significant risk of further seizures, rowers and coxswains should not be allowed on the water, except where there is a special individualised risk assessment of the rower and the event. An example of such a risk assessment is at Appendix D8.

2.2 Assessment of new members

All new members must have their rowing ability assessed and have the club's safety rules explained to them, prior to being allowed on to the water. Those who are assessed as inexperienced rowers will be required to comply with Part 2 of this Safety Plan.

Captains or coaches should complete GRC Sculler competency test for new members of all levels. See appendix C.

2.3 Equipment

Club equipment, includes all items and facilities owned by GRC and can only be used with the Captains, or his or her delegates permission. The Captain and / or delegates may further delegate this responsibility to other competent members of the club. Amongst the factors the Captain or his or her delegates should take into account is the ability of the persons requesting permission, and the river and weather conditions.

All equipment should be checked before boating including bow balls, riggers, gates, integrity of the hull and the condition of water tight sections of boats, shoe restraints, shoes/stretchers and blades.

As November 2019 back stays are to be on all bow riggers in crew boats except single sculls. Adaptive boats are excluded following advice from BR.

2.3.1 Equipment Damage/Repair

Any equipment particularly boats and safety equipment found to be damaged or are in need of repair must not be used. Any damage found or incurred to a boat or other safety equipment within the club e.g. lifejackets and fire extinguishers, must be:

- Detailed in the Incident Log book
- Placed in quarantine by putting a sign on the boat signifying it is damaged
- Reported to the Captain or a committee member

In the event of an accident, a British Rowing Incident Report must be made on line, at <https://incidentreporting.britishrowing.org>. The Club Safety Adviser will review all incidents with the committee on a monthly basis.

No boat shall be used that does not have a bow ball properly and securely attached to the boat. Boats without bow balls must be reported as described above.

No boat shall be used without fully intact heel restraints in place. Heel restraints allow feet to be easily released from the shoe in the event of capsize. Heel restraints must be checked at the beginning of each outing by the oarsman/woman intending to use the boat. Heel restraints should be tested by tugging each shoe upwards so as to check the integrity of the restraint. Should the restraint be found to be broken or breaks on testing then it should be replaced with a new restraint and if not repaired immediately, reported as described above.

No boat shall be used without fully sealed buoyancy tanks. These are vital in ensuring that the boat is fully capable of supporting the crew's weight when swamped.

2.3.2 Private Boats

Private boat owners are responsible for carrying out the necessary checks on their own boats.

2.3.3 Trailers

The trailers are used to transport boats to and from training outings and competitions. They shall be serviced annually to ensure that they are kept in a roadworthy condition.

All people who tow the trailers must read the BR guidance notes on trailer safety given in the BR RowSafe.

2.3.4 Lifejackets & Bouyancy Aids

An annual inspection of all lifejackets and buoyancy aids will take place inline with the annual Safety Audit or as part of one the Capsize drills. This will take the form of both a physical inspection and test of a number of buoyancy aids as proof of inflation. Gas canisters will also be both checked and replaced as required.

Details of the servicing and inspection shall be recorded in the GRC Lifejacket & Bouyancy Aid Service and Inspection spreadsheet that is saved and shared on the BR GRC Google drive. This will be updated by a the committee or an approved Coach as appropriate.

2.4 Navigation

The map in Appendix A Figure 1 shows the river and the landmarks referred to in this section. The section of the river considered safe for rowing extends upstream from the footbridge opposite the Clubhouse, to the footbridge upstream of St. Catherine's priory. Members must not go further downstream than the footbridge near the Club unless supervised.

On the river, boats must keep to the right hand side of the river as they face the direction in which they are travelling. That is the Shalford side travelling downstream and Guildford side upstream. Crews travelling downstream have priority.

Turning of boats on the river should be done in a place where there are no hazards immediately downstream, which the boat may get swept onto, and where a good view of other river traffic can be achieved. The main turning points are:

- At the corner by St Catherine's, 20m upstream of the Pilgrims Way footbridge
- Beside the "No Mooring" sign by the boathouse

When returning to the landing stage boats may turn at the corner downstream of the boathouse when the boating area is clear of beginners.

Boats may turn at the top of the straight with prior notification to all other boats on the water.

When Beginners are being taught in the vicinity of the Clubhouse, crews are requested to turn A20m above the *sluice* unless they are intending to come into the landing stage. Crews returning to the landing stage in these circumstances should proceed to the landing stage with caution.

A particular care is needed at the following spots on the river:

- The narrow channel upstream of the straight where there is risk of collision with river traffic travelling downstream cutting the corner and colliding with traffic going upstream traffic drifting wide. Members must be particularly aware at this point in the river
- The area around the sluice immediately upstream of the club notably when the stream is fast

Crews should avoid stopping by the sluice and in the middle of the narrow channel. They should continue beyond these points before turning.

2.5 Overtaking

When overtaking, the faster boat is responsible for collision avoidance. Overtaking must only take place if the river is suitably wide and there is no opposing traffic. You should overtake on the outside of the slower craft (i.e. in the stream).

Overtaking on the inside is permitted only if the slower moving boat has called the faster boat through.

Overtaking is not permitted in the narrow channel upstream of the straight or by the weir.

2.6 Coxing

It is club policy that the coxswain accepts responsibility for the safe conduct of his/her boat. However, many coxes are juniors. If a junior is used as a cox, the responsibility for the outing should be accepted by either the bow-man or stroke. In the case of Junior outings, the responsibility lies with the supervising adult.

Coxes must be tested as experienced coxes or accompanied and supervised by a senior competent rower. Those coxes with sufficient experience are classified as "Experienced" coxes. Only experienced coxes may cox GRC boats under red/yellow conditions with authorisation from the Captain or Safety Advisor. Coxes must wear an approved lifejacket at all times while in the boat. Coxes must be suitably dressed for the conditions on the river at the time of year.

2.7 Junior Rowing

Junior rowing must be supervised by a competent senior member. Inexperienced Junior Rowers will be subject to Part 3 and Appendix B of this Plan.

A Junior is defined as an under-18, but competent members over 15 years of age may be treated as Adult rowers and afforded a reduced level of supervision. A record of competent

members between 15 and 18 will be maintained by the Junior Captain in consultation with Junior coaches.

2.8 Adaptive rowing

Adaptive rowing shall be subject to the conditions and rules laid down in this plan, and have a competent and suitably equipped persons available and ready to help whenever there are disadvantaged rowers on the water. *Each adaptive rower shall be subject to an individual risk assessment to ensure that any additional risks their disability may expose them to is mitigated.* Inexperienced Adaptive Rowers will be subject to Part 4 and Appendix B of this Plan.

2.9 Boating

A safety board is placed on the club house door for any unusual hazards to be recorded. The requirements of 2.3 Equipment / equipment checks must also be followed.

When removing boats from the boathouse, care must be taken to identify and warn other members or members of the public stood nearby.

Boats should be placed in the water with bows facing upstream and will then observe the following boating plan:

- Get into the boat quickly to prevent congestion on the landing stage at peak times
- Look behind you before pushing out to prevent a collision with boats turning upstream of the landing stage and boats coming past to make their way into the landing stage
- After pushing off boats will travel up to a position just downstream of the weir and give way to any crews coming downstream before proceeding upstream. This is to avoid collisions with rowing boats close to the weir and avoid unnecessary damage to boats and injury to rowers

Figure 3 in Appendix A shows the boating pattern.

2.10 Landing

Boats must be landed with their bows pointing upstream having turned downstream of the club.

Figure 3 in Appendix A shows the boating pattern.

2.11 Coaching

All coaches must be experienced rowers and be willing to take the responsibility for the safety of his or her crew. *A register of coaches and their awareness of the club safety plan will be retained by the club*

Coaches must apply paragraph 3.4 Rowing Standards below. Part 3 of this plan includes the recommended format for training.

2.12 First Aid and Hospital Treatment

There is a first aid kit in the boathouse.

A defibrillator is available at the door of the clubhouse. Training in the use of the defibrillator is included as part of the club's first aid training. If the club machine is already being used or is out of order other defibrillators are available at the Yvonne Arnaud Theatre, opening hours only or at the friary Centre, 24/7.

For injuries that cannot be treated with basic first aid, the nearest hospital is Royal Surrey County. Telephone numbers for emergency services are listed next to the telephone in the clubhouse.

2.13 Coaching and Rescue Launches

Launches are not used by the club on home waters. Should a visit to other waters result in the use of a launch then the member responsible for the visit must ensure that the launch users are compliant with all the regulations in force on that water and have all the necessary permissions.

2.14 Rowing in the dark

Rowing in the dark is not permitted.

Rowers out in the early morning and evening must wear light/Hi-Viz coloured clothing to aid their visibility to other river traffic.

2.15 Adverse Weather Conditions and Winter Rowing

At times of adverse weather conditions the Captain, his or her delegates and the Rowing Safety Advisor may restrict or suspend rowing should he or she feel it unsafe for whatever reason. In each case, a notice will be placed on the Safety Board detailing the suspension/restriction imposed.

When there is a strong stream running (most likely to be during the months of October to May), rowing will be suspended or restricted to certain categories of rowers following a Risk Assessment as given in Appendix E.

In adverse weather conditions, all crews and scullers on the water must ensure they stop well upstream of the usual turning points by the clubhouse.

Rowing shall be suspended and no boating allowed when there are large amounts of ice on the water or when the visibility is reduced to 100m or less.

2.16 River States

Other than the arrangements in 2.15 above. A fixed river status board will be prominently displayed at the entrance of the clubhouse indicating when rowing is suspended or restricted respectively. The National Trust controls when the river is open for navigation.

New regulations for handling red and yellow boards were introduced in January 2008, have been updated regularly and are covered in Appendix E

2.17 Unescorted outings

Members in small boats (singles, doubles and pairs) are encouraged to boat when there are other boats on the water.

2.18 Other River Users

Members are expected to show respect and courtesy to all other river users. This includes fishermen, other boat users and wild swimmers. Particular attention should be paid to avoiding snagging the lines of fishermen. Other boat owners may appear to be inconsiderate in travelling too fast and causing large bow waves, but in most cases this is done through ignorance and not intent.

Members are asked to be polite when informing them that they are travelling too fast. Many large boats have high-momentum and lack manoeuvrability. GRC members should give way to these boats wherever a risk of collision exists. This is most likely to occur in the vicinity of the landing stage, and when turning. Significant incidents should be reported to the Club Committee to enable concerns and evidence to be submitted to the National Trust.

2.19 Falling In/Capsize

In the event of capsize and the crew entering the water, the following actions are required:

- The crew ensures that everyone is safe and the rest of the crew provides any assistance needed to ensure a particular person's safety
- The crew **must** always stay with the boat as long as it doesn't put them in increased danger and make their way to the nearest bank
- In a small boat (single, double or a pair) the boat should be returned to an upright position (if possible), and towed into the bank with one person grasping the bows and using the lifesaving kick stroke
- If possible, the crew should try to get back into the boat and return to the Clubhouse. (in accordance with the revised instructions on Capsize issued by the BR following the Coroner's inquiries held in 2005.)
- For larger boats, the crew should position themselves by each rigger and move the boat to the bank allowing the stream to help push the boat into the bank
- Once ashore everyone must be inspected and periodically checked for injury and hypothermia. If anyone is found to be suffering from injury or hypothermia, medical assistance must be sought immediately. Injured persons must not row back to the club. Persons suffering from hypothermia must be kept warm, if necessary using the body heat of others to help warm them
- On return to the boathouse, persons suffering from the cold should have a warm shower as soon as possible to help increase their body temperature. If hypothermia is suspected, the person should be actively warmed using warm, dry clothing, thermal blankets, a warm shower and drinks while proper medical help is sought
- A record of the incident must be made in the online BR incident log in accordance with section 2.21

If other boats are present when a capsize occurs, rowers are expected to stop training and give assistance. Simple obvious advice can be of great assistance to a disorientated rower.

2.20 Weil's Disease

All members should be aware of the risks of Weil's disease. A copy of the advice from British Rowing Association can be found on their website.

2.21 In the Event of an Incident

In the event of an incident, a representative of the crew must log it in the BR online incident reporting system. Details of how to do this can be found on the safety notice board.

There are two classes of incident:

- Recordable incidents - those involving a capsize and/or minor damage to equipment and/or minor injury to a person
- Reportable incidents - those where a serious injury has been sustained and/or major damage to equipment has occurred

When a Reportable incident has occurred the Club Safety Advisor and Club Captain should be informed immediately or, in their absence, another committee member as soon as possible after the event.

The British Rowing Incident report will automatically be reported to the GRC Club Safety Advisor by BR e mail, who will then discuss the incident with the Captain and the rest of the committee as is necessary.

A report of all incidents will be made to committee on a monthly basis by the Club Safety Advisor.

2.22 Breaches of the Safety Plan or Rowsafe.

All breaches in the Safety Plan or the BR's Rowsafe shall be reported to the Club Safety Advisor or the Captain. Members will first be warned that they have breached club safety requirements. If the member continues to ignore the safety rules listed in this plan then the committee will terminate the membership of the club member.

Where damage has resulted from a failure to adhere to the safety plan, the member(s) may be asked to contribute to the cost of the damages.

2.23 Safety Audit

Safety is reviewed throughout the year especially following an incident at the Club or following advice/information on the BR HRSA Monthly Report.

BR require an annual audit of Club Safety procedures to be completed by the Club Safety Advisor. Failure to complete on time can result in the suspension of racing by the Club by BR.

2.24 Safety Awareness

Safety at the club both on and off the water is the responsibility of all members. The Club expects all members to be aware of the rules listed in the Safety Plan and to think about safety each time, before boating.

3 Inexperienced Rowers.

3.1 Inexperienced Rowing

This part of the Safety Plan addresses specific issues associated with inexperienced rowers who are just starting to learn to row.

Inexperienced rowers are defined as those members who have just begun to row or have been absent from the sport for a long time and whose standard has depreciated.

In addition to Part 2, inexperienced rowers must abide by the following guidelines.

3.2 Supervision of Inexperienced Rowing

Rowing by inexperienced rowers shall be undertaken in a supervised and controlled manner by a competent senior rower (ideally an IA, UKNCC Level 2 or higher, qualified coach) which follows a structured pre-determined training programme.

Normal coaching times for inexperienced rowers are determined by the GRC water plan.

Rowing at other times is by the Captain or his or her delegates..

3.3 Training of Beginners

Each new member or prospective member will attend an induction course. The induction course shall include the following issues:

- An introduction to the boathouse and the boats stored within
- A description of the various boat parts and in particular the safety related equipment
- An explanation of the rules governing the use of equipment in the club, times at which they can row and in particular the requirement to seek the Captain's or his, her delegates permission before using club equipment
- The use of lifejackets
- An explanation of the navigation and club rules governing the use of the river and pointing out, by way of a map, the location of hazardous areas of the river
- The seasonal changes of the river and how the club reacts to such changes
- What to do in the event of capsize / falling in

Each new member shall be required to declare that they are a competent swimmer and can swim 100m in light clothing. In the case of Juniors this declaration must be signed by a parent or guardian of the Junior member.

Capsize drills will be undertaken in a swimming pool as soon as possible after a new member joins the Club. Initially the drill will be rehearsed until the opportunity to undergo the pool drill is available.

Rowing and sculling outings will be based on a formalised training programme, see Appendix B.

Rowing outings will take place boats which are deemed suitable for inexperienced rowers.

Coxes will also undergo formal training.

While confidence on the water gained, for the first two outings or longer if the participant wishes, or the coach deems appropriate lifejackets may be worn by inexperienced rowers.

3.4 Rowing Standards

When the inexperienced rower has been coached sufficiently the Captain or his, her's delegate will carry out a practical test of their rowing skills. If the senior rower considers the inexperienced rower to be competent in the basic fundamentals of rowing, then the crew will be allowed to row unaccompanied. See appendix 12 GRC Sculler competency test.

3.5 Coxing Standards

Inexperienced coxes must be assessed by a senior rower before they are allowed to cox a crew unsupervised. Coxes with a high level of experience and competence will be classified as "Experienced" coxes by the Captain or his, her delegates. Only Experienced coxes are permitted to cox under Red conditions following a Risk Assessment as described in section 2.16.

4 Adaptive Rowers

4.1 Adaptive Rowing

This part of the Safety Plan addresses the specific issues associated with people with disabilities that require specially designed or modified rowing equipment. As each type of disability will require an individual approach and capability assessment it is important that each adaptive rower, whether or not experienced, goes through an assessment process and risk assessment which should be reviewed on a regular basis.

In addition to Part 2, adaptive rowers must abide by the following guidelines.

4.2 Supervision of Adaptive Rowers

All adaptive rowers will attend sessions where adequate support is available from at least one experienced rower supported by less experienced rowers and / or non-rowing volunteers. Scheduled coaching times for adaptive rowers are as per the water plan.

Rowing at other times is by arrangement with the Adaptive Vice Captain or his, her delegate.

4.3 Evaluation of adaptive rowers

Each new adaptive member or prospective member shall be required to sign a declaration that they are a competent swimmer and that they can swim 100m in light clothing. In the case of juniors this declaration must be signed by a parent or guardian of the junior member. Each new adaptive member will be asked to disclose the full range of their disabilities and the medical and physical implications. Where there is any doubt about the implications on their ability to row safely preliminary precautions may be required e.g.:

- Use of a safety jacket where the disability may affect their swimming competency
- Restricted to rowing in a double scull with an experienced rower particularly where the disability involves sight or cognitive ability

As part of the risk assessment process each new adaptive member will be evaluated first on an ergo to determine the type of adaptations required for him or her to row safely. Once this has been determined he/she will be given an induction session in an adaptive single that has been set up based on the ergo evaluation and is tethered by a coach or volunteer on the landing stage by means of a rope. The rower will be taken through a series of drills to:

- Experience the stability of the boat
- Row and back down with single sculls
- Turn the boat through 360 degrees in both clockwise and anti-clockwise directions
- Row the boat along the length of the landing stage

At the end of this session the coach supervising the session will decide whether the rower is capable of rowing without the boat being tethered.

Such sessions, will be accompanied by a coach or volunteer on the towpath to assist with steering and a throw bag will be available for use in the event of a capsize or the rower getting into difficulties.

Rowers who can demonstrate an ability to steer at an equivalent level to a non adaptive member may be allowed, with permission of the lead coach at an adaptive session, to progress without a volunteer on the bank. Under no circumstance will an adaptive rower be allowed to go out without bank support if outside an adaptive session.

Capsize drills will be undertaken in a swimming pool as soon as possible after a new adaptive member joins the club. Initially the drill will be rehearsed until the pool drill is available. At each session the adaptive rowers must make sure that the boat is set up correctly and any straps securing them to the boat are fastened correctly to allow them to be undone in the event of an incident.

Each new adaptive rower will also be given an induction course normally as part of their evaluation to make sure that they are aware of the issues defined in the training of beginners, see Section 3.

Appendix A

River Wey GRC Reach



Figure 1 Map of the river showing local area

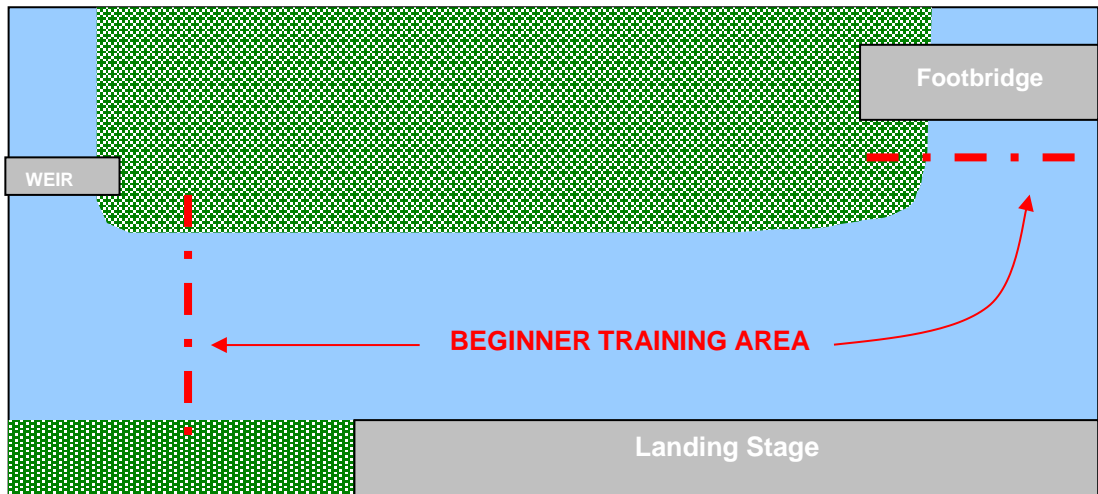


Figure 2 Beginner training area

St Cathrines

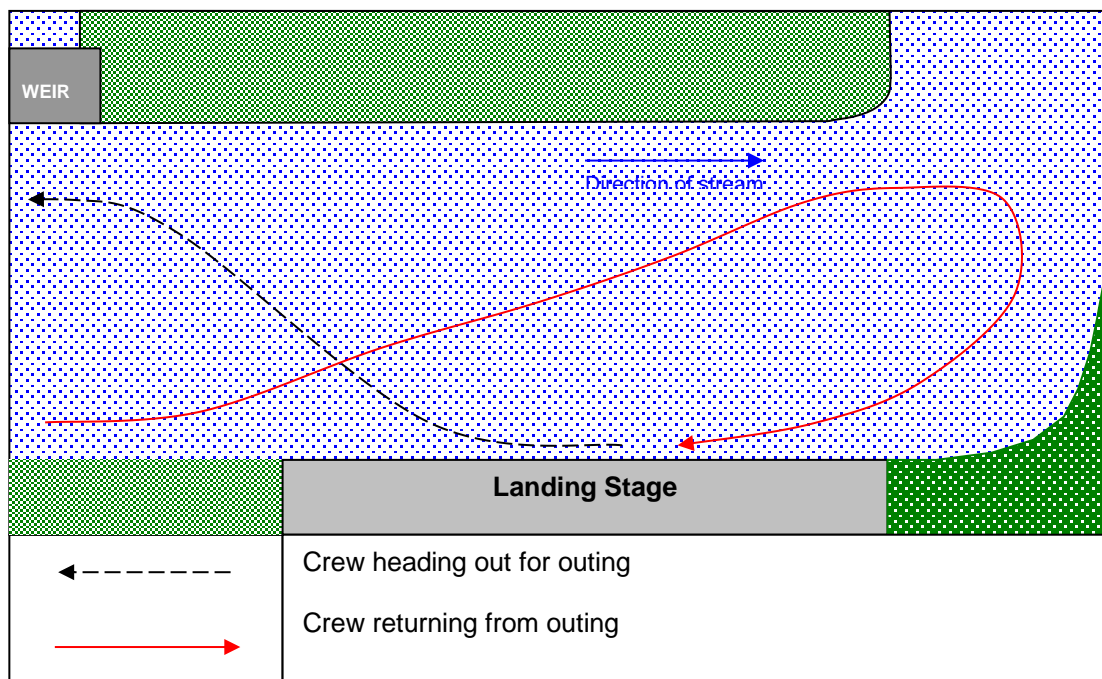


Figure 3 Landing stage boating pattern

Appendix B - Training Course for Inexperienced Rowers.

Inexperienced rower courses are designed to ensure that inexperienced rowers receive training sufficient to allow them to row safely without endangering themselves or other river users. Inexperienced rowers will have their training recorded on a log sheet and signed for by the instructor.

Beginners Introductory Course (2 - 3 hours)

An introduction to the club covering a basic level of information regarding the following:

- The layout of the club
- Location of important safety related items
- A run through of the different types of boats rowed at the club
- The parts of the boat and blade
- General club rules
- Safety rules regarding health, swimming ability, navigation and falling in
- The basics of rowing technique, practising first on an ergo and then in a tethered boat

The course is concluded with a short supervised outing on the river.

Beginners Sculling Course “Go Rowing” (a minimum of 6 sessions)

Designed to teach the absolute beginner how to scull in a competent and safe manner. The course will use the club sculls or any other scull that the member has permission to row in. As well as reinforcing the elements of the Introductory Course, the Sculling Course will cover the following areas, Reinforcement and familiarisation with:

- The layout of the club
- Location of important safety related items
- A run through of the different types of boats rowed at the club
- The parts of the boat and blade
- General club rules
- Safety rules regarding health, swimming ability, navigation and falling in
- The basics of rowing technique, practising first on an ergo and then in a tethered boat

As well as:

- Boat handling within the boathouse
- Confidence drills in the boat
- Manoeuvring skills
- Paddling technique
- Slidework
- Stopping the boat
- Landing

Beginners Rowing Course (approximately 12 outings)

A course designed to teach the inexperienced rower how to row in a competent manner sufficient to allow him or her to row safely on the river without being supervised. The course will use coxed four boats designated for novice rowing. As well as reinforcing the elements of the Sculling Course, the Rowing Course will cover the following areas:

- Boat handling within the boathouse
- Confidence drills in the boat
- Manoeuvring skills
- Paddling technique
- Slidework
- Stopping the boat
- Landing

The course will be concluded with a test where the instructor or other competent oarsperson will go out with the crew and assess the competence of all the above aspects.

Coxing Course (approximately 12 outings)

A course designed to teach an inexperienced cox how to safely handle, control, and steer a boat together with how to instruct the crew. The course will use the clinker tub and coxed fours and quads designated for novice rowing.

The course will take place alongside the Rowing Course mentioned above. As well as reinforcing the elements of the courses above, the Coxing Course will cover the following areas:

- The safety responsibilities of the cox
- Coxing instructions
- Watermanship
- Steering
- Local conditions

The course will be concluded with a test where the instructor or other competent rower will go out with the cox and crew and assess the competence of all the above aspects.

Appendix C

GRC Sculler Competency test

The test applies to beginners & development and new join experienced members in order to use timetabled Free Rowing Periods on the GRC water timetable. Juniors are not allowed to use the Free Rowing period unless supervised by a competent adult. The sculler must be able to demonstrate to the assessor (Captain/Vice Captain/Chairman/Coach) or have demonstrated to the assessor at another time competent use of a sculling boat. It is still advisable that when possible the sculler remains in a group or pairs up with another sculler and does not exceed their own competency. The individual must;

Safety and security

1. Confirm read and understands GRC bylaws, can find a water safety plan
2. Re-confirms ability to swim 50m clothed (verbal) as per BR declaration
3. Have attended a capsize drill or has experienced a capsize whilst being supervised
4. Understand effects of the effects and danger of hypothermia in/off water when wet
5. Have a good understanding of the traffic flow on the water (up/down the river, turning at club house/when to row light/wind down at clubhouse)
6. Understand the danger points on the river and what to do/what not to do/avoid
-sluice area & bends and issues at each point
7. Know the kit code on the water (cold weather/low light conditions hi-viz/light coloured kit all other times)
8. Understand Red board/Yellow board system
9. Know turning points on straight/when allowed/not allowed and Sandbanks
10. Know limits of navigable water-re water safety plan
11. Understand Incident reporting re damage to boats and BR incident reporting systems
12. Demonstrates/has demonstrated care for other on the water
13. Can perform boat checks before and after outing
14. Can open/lock boat house

Use of a sculling boat

1. Be able to successfully take out and return boat from boat shed/racking assisted
2. Understand not to take boats from boathouse/racking unassisted if not competent. Note this ability allows solo sculling, otherwise they must be assisted. This is not part of this assessment.
3. Know which boat to use and to select blades appropriate blades
4. Be able to adjust boat to individual settings
5. Be able to carry boat to water's edge and place in water and lift from the water to return to trestles
6. Be able to get into/out of a boat unaided
7. Be able to launch solo from landing stages
8. Be able to return to landing stage unaided
9. Can successfully scull up/down river
10. Can successfully steer unassisted
11. Can turn
12. Can back down and extract self from bank/reeds
13. Can avoid bank collision by holding up on stroke side
14. Can emergency stop

Name of sculler Sign off by date

Appendix D

Risk Assessment for Guildford Rowing Club

D1 General Risk Assessment

Nature of Hazard		Probability	Severity	Risk	Mitigation
Trip Hazards	Inside Boathouse	Likely	Harmful	Tolerable	Equipment put away neatly in its defined positions. Walkways kept clear and obstruction free.
	Landing Stage – oars before/after outing	Likely	Harmful	Tolerable	Oars placed in external racks prior to boating. After outing, oars replaced in internal racks prior to putting boat away.
Hazards in clubhouse	Slip/Fall in changing rooms	Likely	Harmful	Tolerable	Water spillages to be cleared immediately
Manual Handling of Equipment	Injury/damage whilst taking boat out of/into boathouse.	Unlikely	Slightly harmful	Tolerable	Care taken when lifting equipment and extra assistance sought when lifting heavy boats.
	Injury/damage to people on the Ergos by the boat racks	Highly unlikely	Harmful	Tolerable	Ergo users warned and asked to move to allow boats to be moved in safety. Use of ergos scheduled not to conflict with outings.
	Injury/damage whilst putting boat on / taking boat off water	Highly unlikely	Slightly harmful	Trivial	Crew members spaced evenly along length of boat. If the boat is too heavy, further assistance is sought. Correct lifting procedure observed.
	Injury/damage whilst lifting oars	Highly unlikely	Slightly harmful	Trivial	Boating area to be supervised at all times
Weather Conditions	Slipping on landing stage	Highly unlikely	Harmful	Tolerable	Care taken in icy conditions. Salt used when necessary
	Rowing in Flood conditions	See separate Risk Assessment			
	Hypothermia	Highly unlikely	Harmful	Tolerable	All members who capsize are encouraged to have a shower to warm up. Warm dry clothing to be put on after the shower. Disadvantaged rowers with spinal injuries require additional supervision in cold conditions
	Sun stroke	Highly unlikely	Harmful	Tolerable	Hats and appropriate sun block used to give protection from the sun.
	Strong wind	Unlikely	Slightly harmful	Tolerable	Course adjusted to prevent being blown into bank. Equipment secured correctly.

	Severity		
Probability	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

D2 Junior Rowing/Sculling

Nature of Hazard		Probability	Severity	Risk	Mitigation	
Capsize	Capsize through incompetence	Likely	Slightly harmful	Moderate risk	Improve balance skills in first few sessions and build upon watermanship skills. On bank supervision and use of throw bags to minimise severity of outcome	
	Capsize through collision	Unlikely	Slightly Harmful	Tolerable	Increased awareness of other river users and position on the river.	
	Capsize through equipment failure	Highly unlikely	Slightly harmful	Trivial	Check equipment before taking boat on water ensuring gates are secured.	
Collision with static object	No damage to equipment or individuals	Unlikely	Slightly harmful	Tolerable	Coaches and parents positioned along the bank to ensure that possible collisions are avoided by warning the crew(s) before the incident occurs. Watermanship taught and instilled on a regular basis by coaches on the bank. Single scullers and bow person in a crew boat to wear light, bright or fluorescent clothing at all times.	
	Damage to equipment	Highly unlikely	Harmful	Tolerable		
	Injury	Highly unlikely	Harmful	Tolerable		
	Damage to equipment and Injury	Highly unlikely	Harmful	Tolerable		
Collision with moving object	No damage to equipment or individuals	Unlikely	Slightly Harmful	Tolerable		
	Damage to equipment	Highly unlikely	Harmful	Tolerable		
	Injury	Highly unlikely	Harmful	Tolerable		
	Damage to equipment and injury	Highly unlikely	Harmful	Tolerable		
Swamping through rough water	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial		Guildford has a sheltered stretch of water where the probability of rough water is very low. In extreme conditions water borne activities are cancelled.
	Damage to equipment	Highly unlikely	Harmful	Tolerable		
	Injury/hypothermia	Highly unlikely	Harmful	Tolerable		
Swamping through wash	No damage to equipment or individual	Highly unlikely	Slightly harmful	Trivial	The general speed of craft on the river is low with the majority of the boat traffic slow moving narrow boats that do not create any sizeable wash.	
	Damage to equipment	Highly unlikely	Slightly harmful	Trivial		
	Injury	Highly unlikely	Harmful	Tolerable		
Equipment Failure	Blade	Highly unlikely	Harmful	Tolerable	Equipment checked on a regular basis	

	Boat	Highly unlikely	Harmful	Tolerable	Equipment checked before launching on each occasion.
	Launch	Highly unlikely	Harmful	Tolerable	No launches are used on the Wey. Where a launch is used whilst visiting another club their rules of use must be adhered to.
	Trailer	Highly unlikely	Harmful	Tolerable	Trailer only used by competent adults with knowledge and experience of towing heavy loads.
	Ergo	Highly unlikely	Slightly harmful	Trivial	Juniors will always be supervised whilst using the ergo machines
	Weight Training Equipment	Highly unlikely	Harmful	Tolerable	Juniors will always be supervised whilst using weight training equipment
Others	Cycling	Highly unlikely	Harmful	Tolerable	Equipment to be checked before starting a journey i.e. Tyre pressure & brakes
	Running	Highly unlikely	Slightly harmful	Trivial	Ensure visability to others

Probability	Severity		
	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

D3 Beginner Rowing/Sculling

Nature of Hazard		Probability	Severity	Risk	Mitigation
Capsize	Capsize through incompetence	Likely	Slightly harmful	Moderate risk	Capsize is most likely to occur close to the landing stage whilst under supervision from a coach. Sculler can be quickly rescued.
	Capsize through collision	Unlikely	Slightly harmful	Tolerable	New beginners are kept on a rope until they have control over the scull. Coaches are in close supervision to help the beginner get out any situations which may threaten a capsize.
	Capsize through equipment failure	Highly unlikely	Slightly harmful	Trivial	Equipment checked regularly for fitness for purpose.
Collision with static object	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	The speed of any collision is low due to inexperience of sculler/rower. Coaches or senior member supervising can give warning before incident has a chance to occur. Single scullers and bow person in a crew boat to wear light, bright or fluorescent clothing at all times.
	Damage to equipment	Highly unlikely	Slightly harmful	Trivial	
	Injury	Highly unlikely	Harmful	Tolerable	
	Damage to equipment and Injury	Highly unlikely	Harmful	Tolerable	
Collision with moving object	No damage to equipment or individuals	Unlikely	Slightly harmful	Tolerable	The speed of any collision is low due to inexperience of sculler/rower. Coaches or senior member supervising can give warning before incident has a chance to occur. Single scullers and bow person in a crew boat to wear light, bright or fluorescent clothing at all times.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
	Damage to equipment and injury	Highly unlikely	Harmful	Tolerable	
Swamping through rough water	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Guildford has a sheltered stretch of water where the probability of rough water is very low. In extreme conditions water borne activities are cancelled.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury/hypothermia	Highly unlikely	Harmful	Tolerable	
Swamping through wash	No damage to equipment or individual	Highly unlikely	Slightly harmful	Trivial	The general speed of craft on the river is low with the majority of the boat traffic slow moving narrow boats that do not create any sizeable wash.
	Damage to equipment	Highly unlikely	Slightly harmful	Trivial	
	Injury	Highly unlikely	Harmful	Tolerable	
Equipment Failure	Blade	Highly unlikely	Harmful	Tolerable	Equipment checked regularly.

	Boat	Highly unlikely	Harmful	Tolerable	Equipment checked before launching on each occasion.
	Launch	Highly unlikely	Harmful	Tolerable	No launches are used on the Wey. Where a launch is used whilst visiting another club their rules of use must be adhered to.
	Trailer	Highly unlikely	Harmful	Tolerable	Trailer only used by competent adults with knowledge and experience of towing heavy loads.
	Ergo	Highly unlikely	Slightly harmful	Trivial	
	Weight Training Equipment	Highly unlikely	Harmful	Tolerable	
Others	Cycling	Highly unlikely	Harmful	Tolerable	
	Running	Highly unlikely	Slightly harmful	Trivial	

Probability	Severity		
	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

D4 Novice Rowing/Sculling

Nature of Hazard		Probability	Severity	Risk	Mitigation
Capsize	Capsize through incompetence	Unlikely	Slightly harmful	Tolerable	Greater experience on the water leads to a better sense of balance and position on the river.
	Capsize through collision	Highly unlikely	Slightly harmful	Trivial	Generally more aware of their surroundings and other boats on water.
	Capsize through equipment failure	Highly unlikely	Slightly harmful	Trivial	Equipment checked regularly to ensure fit for purpose.
Collision with static object	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Greater experience leads to the ability to slow the boat down to reduce scale of collision. Awareness of other river users better than juniors and beginners.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
	Damage to equipment and Injury	Highly unlikely	Harmful	Tolerable	
Collision with moving object	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Greater experience leads to the ability to slow the boat down to reduce scale of collision. Increased awareness of other river users than juniors and beginners. Single scullers and bow person in a crew boat to wear light, bright or fluorescent clothing at all times.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
	Damage to equipment and injury	Highly unlikely	Harmful	Tolerable	
Swamping through rough water	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Guildford has a sheltered stretch of water where the probability of rough water is very low. In extreme conditions water borne activities are cancelled.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury/hypothermia	Highly unlikely	Harmful	Tolerable	
Swamping through wash	No damage to equipment or individual	Highly unlikely	Slightly harmful	Trivial	The general speed of craft on the river is low with the majority of the boat traffic slow moving narrow boats that do not create any sizeable wash.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
Equipment Failure	Blade	Highly unlikely	Slightly harmful	Trivial	Equipment checked regularly
	Boat	Highly unlikely	Slightly harmful	Trivial	Equipment checked before launching on each occasion.

	Launch	Highly unlikely	Harmful	Tolerable	No launches are used on the Wey. Where a launch is used whilst visiting another club their rules of use must be adhered to.
	Trailer	Highly unlikely	Harmful	Tolerable	Trailer only used by competent adults with knowledge and experience of towing heavy loads.
	Ergo	Highly unlikely	Slightly harmful	Trivial	
	Weight Training Equipment	Highly unlikely	Harmful	Tolerable	
Others	Cycling	Highly unlikely	Slightly harmful	Trivial	
	Running	Highly unlikely	Slightly harmful	Trivial	

Probability	Severity		
	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

D5 Senior Rowing/Sculling

Nature of Hazard		Probability	Severity	Risk	Mitigation
Capsize	Capsize through incompetence	Highly unlikely	Slightly harmful	Trivial	Greater experience on the water leads to a better sense of balance and position on the river.
	Capsize through collision	Highly unlikely	Slightly harmful	Trivial	Generally more aware of their surroundings and other boats on water.
	Capsize through equipment failure	Highly unlikely	Slightly harmful	Trivial	Equipment checked regularly to ensure fit for purpose.
Collision with static object	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Greater experience leads to the ability to slow the boat down to reduce scale of collision or manoeuvre to avoid collision. Awareness of other river users better than juniors and beginners.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
	Damage to equipment and Injury	Highly unlikely	Harmful	Tolerable	
Collision with moving object	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Greater experience leads to the ability to slow the boat down to reduce scale of collision. Increased awareness of other river uses than juniors and beginners. Sessions undertaken at a predetermined time to reduce number of boats on water and hence the chance of collisions. Single scullers and bow person in a crew boat to wear light, bright or fluorescent clothing at all times.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
	Damage to equipment and injury	Highly unlikely	Harmful	Tolerable	
Swamping through rough water	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Guildford has a sheltered stretch of water where the probability of rough water is very low. In extreme conditions water borne activities are cancelled.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury/hypothermia	Highly unlikely	Harmful	Tolerable	
Swamping through wash	No damage to equipment or individual	Highly unlikely	Slightly harmful	Trivial	The general speed of craft on the river is low with the majority of the boat traffic slow moving narrow boats that do not create any sizeable wash.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
Equipment Failure	Blade	Highly unlikely	Slightly harmful	Trivial	Equipment checked regularly
	Boat	Highly unlikely	Slightly harmful	Trivial	Equipment checked before launching on each occasion.

	Launch	Highly unlikely	Harmful	Tolerable	No launches are used on the Wey. Where a launch is used whilst visiting another club their rules of use must be adhered to.
	Trailer	Highly unlikely	Harmful	Tolerable	Trailer only used by competent adults with knowledge and experience of towing heavy loads.
	Ergo	Highly unlikely	Slightly harmful	Trivial	
	Weight Training Equipment	Highly unlikely	Harmful	Tolerable	
Others	Cycling	Highly unlikely	Slightly harmful	Trivial	
	Running	Highly unlikely	Slightly harmful	Trivial	

Probability	Severity		
	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

D6 Veteran/Master Rowing/Sculling

Nature of Hazard		Probability	Severity	Risk	Mitigation
Capsize	Capsize through incompetence	Highly unlikely	Slightly harmful	Trivial	Greater experience on the water leads to a better sense of balance and position on the river.
	Capsize through collision	Highly unlikely	Slightly harmful	Trivial	Generally more aware of their surroundings and other boats on water.
	Capsize through equipment failure	Highly unlikely	Slightly harmful	Trivial	Equipment checked regularly to ensure fit for purpose.
Collision with static object	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Greater experience leads to the ability to slow the boat down to reduce size of collision. Awareness of other river users better than juniors and beginners.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
	Damage to equipment and Injury	Highly unlikely	Harmful	Tolerable	
Collision with moving object	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Greater experience leads to the ability to slow the boat down to reduce size of collision. Increased awareness of other river users than juniors and beginners. Sessions undertaken at a predetermined time to reduce number of boats on water and hence the chance of collisions. Single scullers and bow person in a crew boat to wear light, bright or fluorescent clothing at all times.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
	Damage to equipment and injury	Highly unlikely	Harmful	Tolerable	
Swamping through rough water	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Guildford has a sheltered stretch of water where the probability of rough water is very low. In extreme conditions water borne activities are cancelled.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury/hypothermia	Highly unlikely	Harmful	Tolerable	
Swamping through wash	No damage to equipment or individual	Highly unlikely	Slightly harmful	Trivial	The general speed of craft on the river is low with the majority of the boat traffic slow moving narrow boats that do not create any sizeable wash.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Highly unlikely	Harmful	Tolerable	
Equipment Failure	Blade	Highly unlikely	Slightly harmful	Trivial	Equipment checked regularly
	Boat	Highly unlikely	Slightly harmful	Trivial	Equipment checked before launching on each occasion.

	Launch	Highly unlikely	Harmful	Tolerable	No launches are used on the Wey. Where a launch is used whilst visiting another club their rules of use must be adhered to.
	Trailer	Highly unlikely	Harmful	Tolerable	Trailer only used by competent adults with knowledge and experience of towing heavy loads.
	Ergo	Highly unlikely	Slightly harmful	Trivial	
	Weight Training Equipment	Highly unlikely	Harmful	Tolerable	
Others	Cycling	Highly unlikely	Slightly harmful	Trivial	
	Running	Highly unlikely	Slightly harmful	Trivial	

Probability	Severity		
	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

D7 Adaptive Rowing/Sculling

Nature of Hazard		Probability	Severity	Risk	Mitigation
Capsize	Capsize through incompetence	Unlikely	Harmful	Moderate	Improve balance skills by regular training and build upon watermanship skills. On bank supervision and use of throw bags to minimise severity of outcome. Restrict use to more stable adaptive boats and use rigger pontoons to increase stability. Fixed seat rowers will only use adaptive boats. Sliding seat rowers may progress to removing floats and then to fine boats but only after evaluation and agreement with senior coach.
	Capsize through collision	Unlikely	Harmful	Moderate	Increased awareness of other river users and position on the river. bank supervision assist rower by maintaining watch over other craft on river. Ensure other river users are aware of presence of adaptive rower who may be unable to react as quickly or effectively as an able-bodied rower.
	Capsize through equipment failure	Highly unlikely	Harmful	Tolerable	Check equipment before placing boat on water ensuring gates and floats (if fitted) are secured.
Collision with static object	No damage to equipment or individuals	Unlikely	Slightly harmful	Tolerable	Coaches and adult helpers positioned along the bank to ensure that possible collisions are avoided by warning the crew(s) before the incident occurs. Watermanship taught and instilled on a regular basis by coaches on the bank. Single scullers and bow person in a crew boat to wear light, bright or fluorescent clothing at all times. Coaches to carry rescue (throw) bags in order to facilitate recovery of rower and boat to the bank if required. Coaches to carry mobile phones in order to summon assistance if required.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Unlikely	Harmful	Moderate	
	Damage to equipment and Injury	Unlikely	Harmful	Moderate	
Collision with moving object	No damage to equipment or individuals	Unlikely	Slightly Harmful	Tolerable	Coaches to carry rescue (throw) bags in order to facilitate recovery of rower and boat to the bank if required. Coaches to carry mobile phones in order to summon assistance if required.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury	Unlikely	Harmful	Moderate	
	Damage to equipment and injury	Unlikely	Harmful	Moderate	
Swamping through rough water	No damage to equipment or individuals	Highly unlikely	Slightly harmful	Trivial	Guildford has a sheltered stretch of water where the probability of rough water is very low. In extreme conditions water borne activities are cancelled.
	Damage to equipment	Highly unlikely	Harmful	Tolerable	
	Injury/hypothermia	Highly unlikely	Harmful	Tolerable	
Swamping through wash	No damage to equipment or individual	Highly unlikely	Slightly harmful	Trivial	The general speed of craft on the river is low with the majority of the boat traffic slow moving narrow boats that do not create any sizeable wash. Kayaks create wash which is accentuated by the sheet-piling on some short stretches of the river. However, adaptive
	Damage to equipment	Highly unlikely	Slightly harmful	Trivial	

	Injury	Highly unlikely	Harmful	Tolerable	craft have additional stability and are unlikely to be affected by these washes. Where adaptive craft are of a fine design with minimal stability added (eg Wraptor) kayakers should be asked to minimise wash when passing adaptive rowers.
Equipment Failure or malfunction	Blade	Highly unlikely	Harmful	Tolerable	Equipment checked on a regular basis
	Boat	Highly unlikely	Harmful	Tolerable	Equipment checked before launching on each occasion.
	Launch	Highly unlikely	Harmful	Tolerable	No launches are used on the Wey. Where a launch is used whilst visiting another club their rules of use must be adhered to.
	Trailer	Highly unlikely	Harmful	Tolerable	Trailer only used by competent adults with knowledge and experience of towing heavy loads.
	Ergo	Highly unlikely	Slightly harmful	Trivial	Specialist equipment is available to enable disabled rowers to use the Ergometers. This equipment must be adjusted correctly to suit the requirements of the rower. Coaches must be trained and familiar with the methods and systems involved in the fitting, adjustment and use of this equipment.
	Weight Training Equipment	Highly unlikely	Harmful	Tolerable	It is unlikely that adaptive rowers will use free weights as part of their regular training at GRC.
	Seats	Highly unlikely	Harmful	Tolerable	Seats need to be modified to suit the needs of individual rowers. Care must be taken to see that padding to prevent pressure sores is adequate. Coaches must recognise that rowers with lower limb impairment may not feel rubbing. Check with rower at regular intervals

	Severity		
Probability	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

D8: Rowers Suffering from Epilepsy and Risk of Blackout

Examples only, only to be used in conjunction with an individual assessment , see 2.1.1

Nature of Hazard		Probability	Severity	Risk	Mitigation
Fit or blackout in 1x on River Wey	Craft capsizes	Likely	Extremely harmful	Intolerable	No mitigation
Fit or blackout in 2x on River Wey	Craft capsizes	Unlikely	Extremely harmful	Substantial	Sculler wears automatic lifejacket. Bankside coach present with throw bag and phone. Assistance available from boathouse.
	Craft remains upright	Likely	Harmful	Substantial	Sculler wears automatic lifejacket. Sculler occupies stroke position. Bankside coach present with throw bag and phone. Assistance available from boathouse.
Fit or blackout in 4x on River Wey	Craft capsizes	Unlikely	Extremely harmful	Substantial	Sculler wears automatic lifejacket. Sculler does not occupy bow position. Bankside coach present with throw bag and phone. Assistance available from boathouse.
	Craft remains upright	Likely	Harmful	Substantial	Bankside coach present with phone.
Fit or blackout in 1x on River Thames or other waterway	Craft capsizes	Likely	Extremely harmful	Substantial	No mitigation
Fit or blackout in 2x on River Thames or other waterway in training	Craft capsizes	Unlikely	Extremely Harmful	Substantial	Sculler wears automatic lifejacket. Sculler occupies stroke position. Coach in rescue launch with all eqpt as laid down in BR advice for coaching launches. Other crew member carries phone.
	Craft remains upright	Likely	Harmful	Substantial	Coach in rescue launch with all eqpt as laid down in BR advice for coaching launches. Other crew member carries phone.
Fit or blackout in 4x on River Thames or other waterway in training	Craft capsizes	Unlikely	Extremely harmful	Substantial	Sculler does not occupy bow position. Coach in rescue launch with all eqpt as laid down in BR advice for coaching launches. Other crew member carries phone.

Fit or blackout in 4x on River Thames or other waterway in training	Craft remains upright	Likely	Harmful	Substantial	Sculler does not occupy bow position. Coach in rescue launch with all eqpt as laid down in BR advice for coaching launches. Other crew member carries phone.
Fit or blackout in 1x on River Thames or other waterway whilst racing	Craft capsizes	Likely	Extremely harmful	Intolerable	No mitigation despite event safety structure and facilities
Fit or blackout in 2x on River Thames or other waterway whilst racing	Craft capsizes	Unlikely	Extremely harmful	Substantial	Sculler occupies stroke position. Umpire and race officials aware of risk and requirement to stop all racing immediately, summon medical assistance and arrange rescue by safety launch. Event safety structure fully compliant with BR advice and checked by GRC Coach before event. For time trials: <ul style="list-style-type: none"> • GRC bankside coach with throw bag and phone present throughout time on water • Other crew member has phone • Separate weather conditions assessment to be carried out
	Craft remains upright	Likely	Harmful	Substantial	As above
Fit or blackout in 4x on River Thames or other waterway whilst racing	Craft capsizes	Unlikely	Extremely harmful	Substantial	As above and sculler does not occupy bow position
	Craft remains upright	Likely	Harmful	Substantial	As above

	Severity		
Probability	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk

Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

D9: Sponsored Row

1. The Club Sponsored Row takes place in September in order to minimise the impact of holiday traffic on the event. The course is from Weybridge Ladies Rowing Club, on the River Thames, to Guildford Rowing Club. The distance is approximately 15 miles and involves passing through 10 locks.
2. The course is only suitable for sculling craft: coxed quadruple sculls (fine and touring), double sculls (fine and adaptive), single sculls (fine and adaptive) due to the narrowness of the locks.
3. It is essential to **rehearse and train** all rowers and bank party personnel in the use and operation of the locks as this requires skills not usually acquired during routine river training at Guildford.
4. Generally the hazards are no different to those experienced on the Club stretch of river which passes through Guildford and the Risk Assessment contained in this Safety Management Plan therefore applies throughout. However, the twists and turns of the river, weirs and sluices and approaches to locks are unfamiliar to Club members and significant assistance from bank and lock parties on foot and bicycle is required to ensure safe passage. Due to the remoteness of parts of the course it is essential that effective communication devices, first aid kits, rescue aids and equipment spares are carried in boats and by bank and lock parties.
5. Additional risks are listed, assessed and mitigation suggested below:

Nature of Hazard		Probability	Severity	Risk	Mitigation
Capsize in lock	Capsize through incompetence	Unlikely	Harmful	Moderate	All crews, coxes and bank helpers to practice use and operation of locks. Lock party with throw bag present throughout lock passage. Limit of 2 boats per lock at any time. Lock party with throw bag present throughout lock passage. Check equipment before taking boat on water ensuring gates are serviceable and secured on water. Check gates before entering lock. Lock party with throw bag present throughout lock passage.
	Capsize through collision	Unlikely	Harmful	Moderate	
	Capsize through equipment failure	Unlikely	Harmful	Moderate	
Collision with static object on unfamiliar stretch of river	No damage to equipment or individuals	Unlikely	Slightly harmful	Tolerable	Bank parties equipped with rescue throw bag, first aid kits and equipment spares accompany each boat. Contact maintained between boats, bank parties and Club base station throughout event. Mobile phones to be carried by all and full telephone number list compiled and distributed prior to event.
	Damage to equipment	Unlikely	Harmful	Moderate	
	Injury	Unlikely	Harmful	Moderate	
	Damage to equipment and Injury	Unlikely	Harmful	Moderate	
Collision with moving object on unfamiliar stretch of river	No damage to equipment or individuals	Unlikely	Slightly Harmful	Tolerable	
	Damage to equipment	Unlikely	Harmful	Moderate	
	Injury	Unlikely	Harmful	Moderate	
	Damage to equipment and injury	Unlikely	Harmful	Moderate	
Equipment Failure	Blade	Highly unlikely	Slightly Harmful	Trivial	Equipment checked on a regular basis. Bank and Lock parties carry basic spares kit.

	Boat	Highly unlikely	Slightly Harmful	Trivial	Equipment checked on a regular basis. Bank and Lock parties carry basic spares kit.
Others	Cycling	Highly unlikely	Harmful	Tolerable	Bank and Lock parties must ensure cycles are mechanically sound and should be aware of tow-path conditions at all times. Cycling should not take place alongside locks. It is necessary to cross public roads at several points on the route. Care must be taken when doing so as local traffic is a constant presence.

Note: The relationship between Probability, Severity and Risk Level are as set out in the table below:

	Severity		
Probability	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Example -

- a slightly harmful event might be grounding craft on a shoal or obstacle
- a harmful event would be collision with minor injury to person and slight damage
- an extremely harmful event could be a collision with a motorised craft or a bridge buttress involving immersion of more than one person.

D10 Firework Display at GRC

Nature of Hazard	Probability	Severity	Risk	Mitigation	Post Mitigation Risk
Firework lands on boathouse/clubhouse roof/craft on outside rack	Unlikely	Slightly harmful	Tolerable	Club member responsible for watching fall of each firework. Hose connected and deployed. Ladder available.	Trivial
Firework lands on main road (A281)	Unlikely	Harmful	Moderate	Display team ensures fireworks directed away from road. Club member responsible for watching fall of each firework. Water bucket available for rapid extinguishing.	Tolerable
Firework lands on spectators	Unlikely	Harmful	Moderate	Spectators positioned on far bank of river. Water bucket available for rapid extinguishing. Wet towels available.	Tolerable
Spectator falls in river	Unlikely	Slightly harmful	Tolerable	River bank demarcated by illuminated rope. Club member responsible for ensuring spectators remain behind rope at all times.	Trivial
Firework(s) explodes prematurely	Unlikely	Harmful	Moderate	Club members initiating firework display rehearse lighting procedure in daylight. Firework safety instructions adhered to. Club member responsible for supervising firework display team. Wet towels and water bucket available. Adequate lighting for display area.	Tolerable
Smoke is blown or drifts across main road (A281)	Likely	Harmful	Substantial	Check wind direction and speed before commencing display. If wind from North to South through East OK to continue. If wind from North West to South West through West below 5 knots safe to continue. If wind from North West to South West through West above 5 knots, unsafe to continue. Use low-smoke fireworks.	Moderate

Notes:

- All Club members with display responsibilities to wear high visibility jackets and head-torches.

- Category 3 fireworks are recommended to have a safety distance of 25 metres from the display for spectators and property.
- Category 2 fireworks require a 5 metre safety distance.
- ROSPA recommends spectators are 25 metres from all firework displays.

The relationship between Probability, Severity and Risk levels is set out in the table below

	Severity		
Probability	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Appendix E

**RIVER WEY NAVIGATION
RED / YELLOW BOARDS
RISK ASSESSMENT PROCEDURES
Dated 12th August 2021**

**ONLY TO BE USED BY
AUTHORISED CLUB MEMBERS OF
GUILDFORD ROWING CLUB**

**CLUB MEMBERS CURRENTLY AUTHORISED TO CONDUCT
A RISK ASSESSMENT FOR ROWING ON THE RIVER WEY IN
FLOOD CONDITIONS – KNOWN AS RED/YELLOW BOARD
PROCEDURES**

Aimee Marshall, Annika Gleichmann, Jackie Johnson, Alex Summerfield

Richard Cooper, Richard Coldrick, Crispin Payne
Paul Woowat, Steve Wright, Richard Warne

Dan Wood, Danny Skillman, Mark Rawlinson, Andrew Isherwood, David
White, Peter Carter, Paula Reddy, Matt Oakey, Kim Sartin, Neil Hilton, Ray
Long

Robert Hall, Doug Mitchell, Peter Scott, John Wills, Ian Pigram

Approved.....

Date.....

Dan Wood: Captain, Guildford Rowing Club

RIVER SAFETY / RED BOARDS / YELLOW BOARDS

This is to confirm the GRC Club members named above have the Clubs authority to use the **YELLOW BOARDS**, with or without the **RED BOARDS**, when flood conditions occur. Please ensure you have read and understand the procedure detailed below before carrying out the required risk assessment for rowing on the River Wey in flood conditions.

RED BOARDS

When the river is in flood the National Trust indicates that the navigation is closed by placing a **RED BOARD** in the frame on the Clubhouse wall. The **RED BOARD** is controlled by the National Trust and no Club member may remove it or ignore it. Under most conditions this indicates that no crews are allowed to row.

YELLOW BOARDS

There are times when the river is in flood, but conditions are not bad enough to pose an unacceptable level of risk to experienced rowers. The **YELLOW BOARD** procedures have been developed with the National Trust to allow rowing to take place under careful control of Authorised Club Members. The Club controls the **YELLOW BOARDS**.

If the system is abused the Club may lose this concession from the National Trust and, if we damage a boat whilst rowing in flood conditions, it is unlikely the Club insurance company will pay. Please note:

- This authorisation is personal to you. You may not delegate the responsibilities contained within it to any other member of the rowing club
- It applies solely to a crew for which you take personal responsibility either as a member of the crew or as a coach. You must be in direct control of the crew throughout the outing
- Crews who have no authorised member in charge may not go out when the **YELLOW** and/or **RED BOARD** is displayed, under any circumstances
- Single scullers are forbidden from rowing when the RED BOARD is displayed unless accompanied on the bank or by another sculler or crew
- Before an outing you must carry out a risk assessment as laid out below. This takes into account:
 - The type of boat; doubles & fours pose lower levels of risk compared to singles and pairs
 - Other crews already on the water
 - The experience and age of the crew
 - Wind conditions
 - Stream conditions and the degree to which the sluice gates opposite the Club are open
 - Any obstructions in or on the river

At the end of the outing the risk assessment must be signed off and filed with the incident reports.

YELLOW BOARDS may be used in the following circumstances:

- No **RED BOARD** displayed
- Occasions when the navigation is open for use but conditions increase the level of risk

The advice to all members is **IF IN DOUBT DO NOT GO OUT.**

Should any of the authorised members consider boating conditions are approaching unsafe then the following procedures must be followed:

- An authorised member completes a risk assessment and if necessary takes direct control of members boating
- A **YELLOW BOARD** is displayed to indicate river conditions
- Only crews with an authorised member in the crew or coaching a crew will be allowed to remain on the river once a yellow board has been posted. The authorised member who has done the risk assessment and posted the **YELLOW BOARD** is responsible for ensuring any non-authorised crews come off the water

RED BOARD Exemptions

There are occasions when the **RED BOARD** is displayed, but conditions may be considered suitable for some crews to go out with acceptable risk. In these circumstances an authorised member completes a risk assessment as above. If the risk is judged sufficiently low a **YELLOW BOARD** may be displayed alongside the **RED BOARD** and crews with an authorised member in the crew or coaching may then boat.

As the authorising member you are responsible for briefing all crew members of the increased risks involved in rowing in Red Board conditions. You should also monitor the behaviour, attitude and physical condition of crew members to ensure levels of awareness and fitness remain high throughout the outing. You should consider carefully how you will exercise this level of supervision and control; it is recommended that you position yourself on the riverbank rather than on the water.

You are one of a limited number of Club Members with this authorisation. If you are unclear or have any concerns about the procedure please contact the Captain, Dan Wood (mobile, 07557 805670) or Club Safety Advisor, Ray Long (mobile: 07809 685935).

RIVER WEY FLOOD CONDITIONS - RISK ASSESSMENT

Date: _____ Time: _____

Authorised Member (print name): _____

TYPE OF BOAT

Fours and doubles - 0
Pairs and singles - 4

NUMBER OF BOATS

One to two - 0
Three to four - 1
Four to five - 2
Six plus - 3

CREW COMPOSITION

Experienced adults - 0
Experienced juniors - 1
Contains adult or junior beginners - 2
All beginners - 3
Adaptive rower - 4

WIND

Light moderate - 0
Gusting - 2
Strong / Gale - **DO NOT BOAT**

STREAM*

*Conditions above the weir
Moderate - 0
Strong - 1
Strong and Fast - 2
Fast through partially drawn gates - 3

OBSTRUCTIONS

Clear - 0
Narrowboats and trees - 1
Narrowboats within 50 meters of the sluice - 2

POINTS TOTAL:

Notes on Points Total:

**0 - 4 points: Conditions are difficult and there is an increased risk.
Crews should assess whether to go out, and follow the club procedures.**

**5-6 points: Conditions require extreme care.
Only go out if you are confident in your judgment.**

7 points and above: DO NOT GO OUT

Crew(s) List:

Authorised by (signature)

Time outing completed

Please complete the response below and return to Ray Long, Club Safety Adviser

I, _____

have read and understood the Guildford Rowing Club Red/Yellow Boards Risk Assessment dated 21st July 2021

I agree to my name being included as an authorised risk assessor of the conditions on the River Wey when signified by the National Trust signage of a Red Board level and will abide by the instructions contained in the Risk Assessment.

Signed _____

Dated _____

Please complete the response below and return to Ray Long, Club Safety Adviser

I, _____

have read and understood the Guildford Rowing Club Red/Yellow Boards Risk Assessment dated 21st July 2021

I agree to my name being included as an authorised risk assessor of the conditions on the River Wey when signified by the National Trust signage of a Red Board level and will abide by the instructions contained in the Risk Assessment.

Signed _____

Dated _____

Please complete the response below and return to Ray Long, Club Safety Adviser

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Signed _____

Dated _____