

# CARRICK COASTAL ROWING CLUB

Carrick Coastal Rowing Club (CCRC) will conduct its operations in such manner as to ensure so far as reasonably practicable, the safety, health and welfare of those taking part or who may be affected by its activities as a coastal rowing club.

*Health and Safety  
Policy Statement  
2018*

# Carrick Coastal Rowing Club

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## Health and Safety Policy September 2018

### Statement of intent

Carrick Coastal Rowing Club (CCRC) will conduct its operations in such manner as to ensure so far as reasonably practicable, the safety, health and welfare of those conducting or who may be affected by its activities.

CCRC recognises that effective health, safety and welfare management contributes towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities.

To this end CCRC will aim to maintain a proactive safety culture which secures the commitment, participation and cooperation of all those who may be affected by its activities.

This will be achieved by:

- Identifying significant risks arising from the club's activities, evaluating their potential consequences and determine an effective method of eliminating or controlling them. Where the risk cannot be eliminated, action will be taken to minimise the impact.
- Providing and maintaining machinery, equipment etc. and systems of work that are safe and without risk to health.
- Arranging safe and healthy systems of use, handling, storage and transport of machinery, equipment or appliances and substances.
- Providing information, instruction, training and supervision as necessary to ensure health and safety during the club's activities.
- Maintaining a workplace in a safe and healthy condition and providing and maintaining means of access to and from the workplace that are safe and without risk to health.
- Providing and maintaining environments which are safe, without risk to health and have adequate facilities and arrangements for the welfare of its member whilst undertaking club activities.

We further recognise that health and safety is an integral and essential part of any function and that there is a key role to be played by all members of CCRC in achieving, maintaining and improving health and safety standards.

The future of safety CCRC is in your hands.

Chairperson: Fergus Forsyth

Dated: 06/09/2018

## Introduction

Carrick Coastal Rowing Club (CCRC) is committed to the health and safety of its members, their guests and members of the public whilst they are engaged in club activities. This Safety Policy has been endorsed by the CCRC Committee and demonstrates the Club's commitment to safety.

The principal aim of the Safety Policy is to ensure that all of its members and guests are made aware of the Club's safety requirements and safe practices. This document summarises the measures to be taken in order to manage risks. The club will encourage its members to adopt and apply best practice in Health and Safety, Safety at Sea, and Child Protection and to take personal responsibility for their application.

The club shall:

- promote, and support the building and use of Coastal Rowing boats in Scotland and stimulate healthy competition between Communities and Clubs by means of Races, Regattas or other organised events.
- promote Coastal Rowing as a healthy activity, which can be done safely by people of all ages at a level suited to their competence, experience and state of fitness and which in addition provides unique opportunities to be close to nature and to wild life.
- foster close relationships between the builders of boats and equipment and rowers, so that there is better understanding of skills and craftsmanship, design and materials.
- encourage members to meet socially.

CCRC is affiliated to the Scottish Coastal Rowing Association and aims to comply with their guidelines.

## Club Officials and Responsibilities

Fergus Forsyth – Chair  
Alison Murray – Secretary  
Iain Kirkpatrick – Treasurer  
Richard Deboys – Safety Advisor

The club will achieve its objectives by:

- Disseminating knowledge of coastal rowing.
- Supporting communities, clubs and members who wish to acquire or build rowing boats.
- Providing or obtaining guidance on conformity to class rules and measurements for the St Ayles skiff, and any other class of boat that is adopted.
- Providing or obtaining guidance in good practice in safe rowing and all aspects of the governance of Rowing Clubs or other related organisations.
- Providing or obtaining Coaching in Coastal Rowing.

## **Coxwains**

In a crew, the coxswain is the member who sits in the stern and is totally responsible for the boat and crew's safety. They are in control of coordinating the power and rhythm of the rowers. The coxswain is responsible for the safety of the crew and is the responsible person in charge of all rowing under their control. A list of currently trained coxswains is displayed on the club notice board.

## **Individual Responsibilities**

All members have a duty of care and are personally responsible for ensuring that their actions, both on and off the water, are conducted in a manner that does not compromise the safety of themselves or others or property.

All CCRC members are required to understand and comply with the requirements of the Safety Policy and supporting documentation. All this information is available from the Club Secretary or Safety Adviser and from the information section of the club's website. Members are also required to ensure that their guests comply with these requirements.

The noticeboard within the boathouse carries information concerning emergency telephone numbers, emergency procedures, names of trained first aiders and general advice concerning health and safety issues. The accident log is also fixed to the noticeboard. Temporary warnings and information about new hazards are written on white boards in the boathouse. All members must ensure they read and understand these notices before taking to the water.

All members are required to notify the Club Safety Officer or another Committee member of any perceived hazards which are not identified in the Carrick Coastal Rowing Club Risk Assessment 2017 and of any guidance within this safety plan which they consider inappropriate.

## **Risk Assessments**

Risk assessments for all the club's normal activities are presented in Risk Assessment. Additional method statements and risk assessments must be produced for any specific activities outside the scope of these assessments e.g. regattas. Standing risk assessments will be reviewed yearly or following any reported accidents or incidents in order to ensure lessons learnt are incorporated in club procedures and lessons learnt will be posted on the club notice board.

## **Insurance**

The Club has insurance cover for material damage, public liability (including member to member liability), exhibition sites and marine.

## Boathouse

The CCRC boathouse is located at Maidens Harbour, Latitude: 55.333227 Longitude: -4.8242404 , Grid reference: NS209079 Figure 1. Launching and recovered is by the nearby slipway as indicated on the location plan or by the Maidens beach. Smoking is prohibited in the boathouse and during all rowing, launch, recovery and equipment maintenance activities.

## Safety Equipment

Fire:

The boat house fire extinguishers are located as shown in Figure 2. The Club holds a fire inspection log and arranges monthly by Safety Advisor and annual inspections of the fire equipment December each year.

First Aid:

The first aid kit is situated at the first aid point as per Figure 2 and is inspected monthly and a log maintained by the Chair

*Personal Flotation Devices:*

Personal Flotation Devices (PFDs) which conform to an appropriate standard are to be made available to all rowers and coxswains.

The wearing of a PFD while on the water is compulsory for all personnel taking part in rowing and all drivers and passengers of motorised safety launches. No items of clothing must be worn over a PFD.

PFDs are to be stowed in Store Room 1 location in order to minimise deterioration.

PFDs are to be periodically inspected by Chair or appointed person and certified by competent persons in accordance with the manufacturer's instructions. Members identifying damage to any PFD must inform the Club Safety Officer.

Damaged PFDs will be removed from service until repaired.

## Boats

Each Skiff while at sea must carry a buoyant marine VHF radio. At least one person in the skiff (normally and preferably the coxswain) must be competent in using the radio. The radio should be attached to the competent user so it does not become lost if that person enters the water (e.g. capsized).

Each Skiff while on the water must carry an emergency dry box which contains:

- a basic first aid kit;
- a thermal exposure blankets;
- a sharp knife stowed in a sheath;
- a grab line and throw bag;

- bailing devices (5)
- a sound signalling device.

Dry boxes and their contents are inspected prior to use by the coxswain and a full monthly inspection carried out and a log maintained by Chairperson or nominated person. In addition, each skiff while on the water must carry sufficient spare pins, a tow-line and a bailing device.

An all-round white light or a torch must be carried if the rowing session starts less than 1 hour prior to sunset (or less than one hour prior to the coxswain's estimated time when other vessels are likely to show lights due to falling daylight).

Pins must be attached to the hull by cords to mitigate the risk of them falling into the water.

## Safe Practices

This section gives general guidance on safe practices for normal club activities. A risk assessment is provided. Additional method statements, guidelines and risk assessments must be produced for any specific activities outside the scope of this Safety Plan e.g. regattas.

### Launch & Recovery of Skiff

This section mainly concerns launch and recovery of skiff for club rowing sessions which are performed on the slipway.

The following factors must be assessed by the coxswain and rowers in any crew prior to making a decision to launch a skiff for a rowing session:

- current and forecast weather, tide and sea-state conditions;
- times of high tide, low tide, sunset/falling daylight;
- movements of other vessels in the harbour and bay (e.g. fishing vessels and pleasure boats).

Rowing activity at sea should not be commenced if any of the following criteria are forecast to occur in the intended sea area for the rowing activity during a period of two hours immediately after launch:

- wind exceeds 20 knots
- sea state exceeds wave height > 0.5 metres maximum;
- visibility is less than 1 kilometre.

Lower constraints should be applied if the crew includes more than two novice rowers or if the crew as a whole is assessed by the coxswain as weaker than average.

If sea conditions are unsuitable, then rowing may be confined within the harbour provided it is safe to launch and recover the skiff(s) and there is no conflict with other harbour traffic.

The names of all personnel going on the water in a skiff must be recorded on the Boat Safety Standard in the boathouse and (if the boathouse is to be locked while on the water) on a sheet attached to the outside the main doors of the boathouse.

Immediately prior to launch each skiff must be examined by the crew; the coxswain must be satisfied that the skiff complies with the safety standard such as:

- the boat and oars are undamaged, unmodified and fit for purpose;
- the bung is in place and the skiff is watertight;
- all requisite safety equipment is embarked.

Moving a skiff between the boathouse, the slipway and the water involves the use of a trolley, numerous people (ideally 4). Skiffs are launched stern first into the water and recovered bow first out of the water. Launch and recovery present several potential hazards including heavy lifting, collision with members of the public (cycling, fishing, dogs, pushchairs etc.), toppling of the skiff while supported on trolley, slipping and sharps on the slipway and other users of the slipway. See Risk Assessments.

Basic guidance includes:

- it is recommended minimum of 4 able-bodied people (2 each side) lift a skiff at a time in order to either
- lift from a floor block to a trolley or
- lower the skiff from a trolley to a floor block or water;
- a fifth person must simultaneously control the trolley at that end of the skiff; this trolley driver should also control the whole operation and give clear instructions e.g. having checked all lifters are ready, call "three -two -one -lift" at a steady rate;
- when moving a skiff between the boathouse and the slipway, there must be two trolley drivers (one each at bow and stern) and at least two people each side holding the sides to prevent the skiff toppling;
- trolley drivers should ensure members of the public do not collide with the skiff or trolley;
- trolley drivers should beware of bumps in the ground which can cause the wheels to be deflected suddenly and the skiff to slide off the trolley;
- trolley drivers should ensure that prior to commencing use of the slipway to launch/recover a skiff, other users of the slipway (e.g. sea cadets, members of public fishing) are aware of the impending activity and, if necessary, politely ask them to clear a route;
- the state of the slipway should be checked prior to use -main hazards include
- slime increasing the risk of feet sliding on the slipway,
- recent use of hazardous chemicals to remove slime causing burns to skin or clothes and
- presence of sharps (syringes, broken glass fragments etc.);
- the presence of waves on the slipway should be assessed for their effect on achieving a safe launch/recovery -such waves may be continuous due to prevailing wind direction and strength (e.g. northerly wind) or temporary due to a vessel passing up/down the harbour;

Once the skiff is in the water, if moored by the pontoon (with fenders deployed) or slipway prior to the full crew embarking.

Crew members should embark/disembark the skiff one-at-a-time in such a way as to maintain the skiff in a reasonably level trim (e.g. by embarking alternately bow-side, stroke-side). It is recommended that personnel embark/disembark a skiff only when it is moored directly adjacent to the pontoon/slipway. If another

skiff is moored between the target skiff and the pontoon/slipway then personnel must be particularly careful to avoid injury (e.g. fingers crushed between adjacent gunwales) and damage to skiff and oars.

Crew members using the pontoon must access it via the gangway.. Personnel should not loiter on the pontoon/slipway longer than is required to embark and disembark. Personnel must not run on the pontoons/slipway.

### **Launch and recovery of a skiff from/to a road trailer**

Launch and recovery of a skiff from/to a road trailer are normally performed at the boathouse or the event slipway. Many of the issues and hazards described above in this section are relevant (e.g. slimey slipway surface, other users of slipway, heavy lifting) although no trollies are involved. The main additional issues specific to this activity are:

- the road trailer must be securely held (trailer brake, towing vehicle brake etc.) while personnel are between it and the final destination;
- the trailer must be secured in the 'down' position to prevent the trailer pitching nose up as the skiff is loaded/unloaded;
- the skiff must be secured to the trailer and all items of equipment stowed within the skiff must be secured prior to towing by a vehicle;
- the road-worthiness of road trailers should be checked at appropriate intervals.

### **Rowing**

Prior to starting a session of rowing, the coxswain should ensure:

- the radio battery has adequate charge;
- all rowers have declared they are in good health and fitness for rowing.

The coxswain must communicate to a club member or harbour master and advise them of the intended rowing activities. If more than one skiff is at sea at a time then one coxswain may do this on behalf of all skiff provided the coxswains agree how they will report their individual safe returns and any changes to complements of skiff.

All persons on board must:

- be members of CCRC or bona fide prospective new-members or guests of members;
- take due care of their own health and safety and of all others;
- declare they are in good health and suitably fit for the intended rowing activity;
- not misuse equipment;
- not be intoxicated;
- dress to suit the prevailing and forecast weather conditions taking due account of the possibility of spending some time as coxswain or inactive;
- take with them sufficient drinks and food for the intended activity and some contingency for a delayed return.

All persons in the skiff must wear a personal flotation device (PFD) at all times.

A suitably qualified coxswain must be in command and control of each skiff at all times while at sea or in the harbour. The coxswain must command and control the skiff with due regard to the health and safety of all those onboard and of all other vessels and their occupants encountered while at sea or in the harbour. In particular, the coxswain must have due regard to:

- binding rules of navigation and local 'rules of the road' within the harbour and the approaches in Maidens Harbour;
- avoiding collisions with harbour structures and other vessels (moored or underway);
- avoiding collisions with submerged or semi-submerged rocks;
- keeping a look out for changing conditions of weather, sea state and daylight;
- keeping a look out for swimmers

Coxswains must take particular care when manoeuvring away from the pontoon/slipway or returning to the pontoon/slipway as there are numerous boats moored alongside the pontoons and the main channel from the slipway.

All rowers must comply with the coxswain's commands at all times. It is recommended that four rowers should be active at all times while the skiff is underway particularly in conditions of high wind and/or sea state. Personnel changing seats within a skiff while at sea is not recommended and in any case should be performed only in flat sea conditions and with only one person standing at any time. Transfer of personnel between skiffs and other boats on the water must not be attempted except in emergency scenarios.

Every crew which goes on the water should include a competent first aider.

All coxswains and rowers must be aware of hazards to health while rowing. Potential hazards include cold water immersion (leading to hypothermia), impact on the head, cuts, sunburn, skin cancer, heat exhaustion and water-borne diseases (e.g. Weil's disease). The hazardous effects of solar radiation should be reduced by use of protective creams. The hazards associated with waterborne diseases should be reduced by avoiding (or at least minimising) contact of seawater with eyes, mouth, nose and skin cuts. Hands, legs and clothes which have become wet with seawater should be washed after rowing and specifically before eating.

On returning to the shore, all accidents, injuries and 'near misses' must be recorded in the appropriate documents which are kept in the boathouse.

## **Equipment Maintenance**

Any member noticing damaged equipment (boats, oars, rudders, radios, PFDs, safety kit etc) must immediately inform the coxswains or club safety officer (essential where safety equipment is involved). Damaged equipment must be suitably removed from service to avoid use by other members and quarantined in the boathouse to await repair. Damaged equipment noticed immediately prior to a rowing session must not be used on the water until it is repaired. Damage occurring (or first noticed) while at sea must be reported immediately on returning to the slipway.

The boathouse is used for some boat and oar maintenance activities including:

- rubbing down paintwork of skiff;
- painting skiff;
- fabricating

The key hazards include fire, paint/solvent fumes, dust (from manual sanding and power tools) and flying sparks and splinters (from power tools). All identified hazards and mitigating actions are listed in the Risk Assessment.

## Emergencies

### *Telephone Numbers*

A list of telephone numbers relevant to emergencies is at the top of the noticeboard in the boathouse.

### Fire in Boathouse

Anyone discovering fire in the boathouse is to shout "Fire. Fire. Fire. Evacuate" and, if safe to do so, oversee evacuation of the boathouse.

The fire extinguisher should be used to attempt to extinguish the fire only if the user has been trained in their use and competent and there is no immediate danger of persons becoming trapped by the fire getting out of control.

All persons inside the boathouse other than those (if any) attempting to extinguish the fire must exit immediately (do not run) by the indicated routes (see Figure 2).

The person that raises the alarm must ensure that the emergency services are called, by the best and safest means possible; a personal mobile 'phone may be used otherwise use the nearest possible phone i.e. Wildings.

The muster point is the North end of the bowling green fence as per Figure 1. No person is to return to or re-enter the boathouse until authorized to do so by the person in charge or the fire brigade.

### Emergency on the Water

If an incident occurs on the water which requires external assistance and involves a casualty or loss of watertight integrity of the skiff:

- the coxswain must take charge and give clear instructions (if the coxswain is a casualty then an alternative trained coxswain or first aider must take charge);
- the coxswain must use VHF radio channel 16 to call and advise the coastguard of the situation or use a mobile 'phone to call the emergency services on 999 asking for coastguard;
- adhere to radio protocol at all times.

If casualties only (skiff still upright and not flooded):

- one crew member (a trained first aider) must be directed to support the casualty using resources in the emergency dry-box while others row;
- the coxswain should arrange for the emergency services to meet the boat/casualty at an agreed location e.g. pontoons (if in harbour) or beach (if in bay) or else the coastguard will call the lifeboat.

- If skiff is capsized or holed/flooded:
- coxswain must call the coastguard for lifeboat;
- all personnel should stay with the boat and use it to aid staying afloat; do not swim away from the boat;
- if you have to stay in the water then keep arms and knees tucked into the body to retain body warmth;
- stay calm and breathe deeply;
- do not waste energy trying to right the boat.

## Emergency on Shore

If an incident or accident involving injuries to personnel occurs on shore then a club first aider or the coxswain must promptly assess whether or not to call the emergency services. If the incident is assessed as being sufficiently serious then the emergency services should be called by the most effective and safest means possible. A personal mobile 'phone may be used otherwise use the nearest telephone ie Wildings.

A rendezvous location must be agreed where the casualty will meet the emergency services. The CCRC first aider or members of the crew should support the casualty using resources available in the boathouse first aid kit until the emergency services meet the casualty. A CCRC first aider or other responsible member should accompany the casualty to hospital.

## First Aid

If an incident or accident involving minor injuries to personnel occurs on shore or on the water then a club first aider or coxswain should provide appropriate support using resources available in the first aid kit (in the skiff dry box if at sea or in the boathouse if on shore). If the first aider or coxswain subsequently decides the casualty is more seriously affected then the emergency plan (above) should be followed. A list of first aiders for the club are detailed on the club notice board

## Reporting

All accidents, injuries and 'near misses' must be recorded in the appropriate documents which are kept in the boathouse. Coxswains must inform the Club Chairman, Safety Officer and parents/guardians of any juniors involved of the details of any emergencies occurring on the water.

Figure 1 Location of Boathouse



