



# Jesus College Boat Club

## Safety & Emergency Plan

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## 1. Introduction

Jesus College Boat Club (JCBC) is committed to the safety of its members and its guests whilst they are engaged in club related activities. The aim of this Safety and Emergency Action Plan is to ensure that all members and visitors are made aware of the safety requirements of rowing, sculling and related activities at JCBC so that they may participate safely. The Safety Plan is supplementary to

- British Rowing safety guidelines “Rowsafe”
- The Cambridge University Combined Boat Clubs (CUCBC) safety guidelines

JCBC members and guests should also familiarise themselves with these guidelines.

These requirements apply to the River Cam between Jesus Green Lock and Baits Bite Lock and to club members when operating away from this area, except where local safety procedures are issued for the location visited. These instructions also apply to any crews visiting JCBC and any other person boating from the premises.

## 2. Emergencies

In the event of an emergency, guidelines on how to deal with the emergency are contained at Appendix A – Emergency Plan. This plan is also on the Safety Noticeboard at the boathouse (at the foot of the stairs).

## 3. Responsibilities

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

All members, guests and visitors are expected to comply with the requirements of British Rowing’s “Rowsafe” Guide, CUCBC rules (especially the ‘Golden Rules’) and this Safety Plan.

## 4. General Water Safety Requirements

**All members must have completed and submitted to the Head Coach a JCBC ‘Medical Screening Form’. No one may use equipment owned by JCBC unless this form has been submitted to, and approved by, the Head Coach.**

### **Safety Equipment**

JCBC provides items of safety equipment which shall be used by its members to accord with the following:



## **Life Jackets**

The wearing of a life jacket is compulsory for:

- All coxswains
- All drivers or passengers in a launch
- Anyone who has not satisfied the Head Coach that they can swim >50M in rowing clothing (kit)
- Anyone with a medical condition which means they are at risk of becoming unconscious or immobile. Note such persons must use an auto inflate life jacket.

## **Throwlines**

Any and all persons coaching, bank partying or providing safety cover must equip themselves with a throwline. The club's coaching bikes have these permanently attached, but additional throwlines are located outside the Head Coach's office and can be taken for outings. Please ensure they are returned after the outing.

## **Thermal Exposure Blankets**

Thermal blankets are located outside the Head Coach's office. In the event of a capsiz or the onset of hypothermia for other reasons these are to be used to keep the person warm. Thermal blankets are also carried in the safety boat/launch.

## **First Aid Box**

First Aid boxes are located in the kitchen upstairs and outside the Head Coach's office downstairs. A First Aid box is also carried in the safety boat/launch.

## **Defibrillator**

A defibrillator is located outside the Head Coach's office. This should be used in the event of suspected heart failure. The defibrillator can be used with no training. The box should be opened and the audio instructions followed.

## **Boat Lights**

At certain times of the year (Michaelmas and Lent terms) it will be necessary for boats to display lights. These should be white lights located on the front and rear of the boat. The light must be constant and not flashing. Lights are located in the cupboard outside the Head Coach's office. Spare batteries can be obtained from the Head Coach.

## **Water Conditions**

All crews must comply with the CUCBC flag restrictions, which should be checked immediately prior to going on the water.



If thunder is heard and/or lightening observed before an outing has commenced crews must remain at the boathouse until 30 minutes has passed after the last thunder or lightening.

If thunder is heard and/or lightening is observed whilst on the water, crews must seek shelter (e.g. under the A14 road bridge or Elizabeth Way bridge). If safe to do so, crews should return immediately to the club and follow the 30-minute rule above.

### **Condition of Equipment**

Prior to use, all equipment is to be checked (by the sculler of the cox) to ensure that it is serviceable and appropriate for the purpose for which it is intended. Checks should include checking the whiteboard outside the Head Coach's office to see if the boat has any defects. If the boat has a red 'Do Not Use' tag in one of the gates it must not be used.

Any problems encountered with the boat, oars, cox boxes or other equipment must be reported on the white board outside the Head Coach's office in the space for that boat.

All outings must be logged prior to going afloat in the log book located just inside the main entrance. As a minimum the following must be recorded:

- Date and Time
- Crew name (e.g. NM1)
- Cox name (or steerer for coxless boats)
- The name of the Coach or bank party

### **Incidents and Accidents**

All members are responsible for reporting all accidents to the Head Coach as soon as possible after the event. This can be by email detailing the incident (crews involved, witnesses, damage, injuries, positions on river). If appropriate, the Head Coach will report the incident on the British Rowing on-line reporting system.

In the event of a serious injury, the emergency services should be contacted directly by the best means possible. Coaches should carry a mobile phone for this.

### **Launches**

Launches may only be used by drivers authorised by the Head Coach. All launch drivers and passengers must wear lifejackets. A safety bag/launch rescue kit must be carried in the launch.

### **Coxwains and Steersman**

In all coxed boats, the cox is deemed responsible for the overall safety of the boat and crew. The wearing of life-jackets by coxes is compulsory. If a 'front-loader' boat is being used, care is to be taken to ensure that the lifejacket is a manually inflate lifejacket.



In a coxless boat, the person controlling the rudder (when fitted) or in the bow seat (when no rudder) is deemed to be responsible for the overall safety of the boat and the crew. When the cox is a beginner (novice cox in first term of coxing) this responsibility will be transferred to the coach.

Coxless boats are not permitted to go out before 09.00 in the Michaelmas term

### **Coaches**

All coaches should be qualified to at least British Rowing Level 2 standard or higher. Coaches not holding this qualification should ensure that their session plans are appropriate for the crew they are coaching and approved by a qualified coach.

### **Circulation Pattern**

All crews must adhere to the circulation pattern on the river. This is normally to travel on the right hand side of the river (to the cox facing forwards) except in the designated area along the Plough Reach and Gut.

### **Rowing at Night**

JCBC does not row at night and will use every effort to be off the water before 'lighting up' time. If boating late in the day, lights should be taken in case return is delayed after 'lighting up' time.

## **5. General Water Safety Requirements**

### **Lifting of Boats**

Coaches and crews are to ensure that every care is taken to prevent injury when lifting boats in and out of the racks and the river. One person is to be in charge of the manoeuvre, giving clear instructions before and during the lift.

### **Erg/Training Room**

Everyone is responsible for keeping the erg room clean and tidy. Unused sliders should be returned to the racks.

All equipment must be cleaned after use with anti-bacterial spray and wiped off.

All members shall be deemed responsible for their own safety whilst using the erg room. Should any member have any doubt about how to use any piece of equipment they should seek guidance from the Head Coach.

### **No Smoking**

The club has a no smoking policy and smoking is not permitted in any part of the boathouse.



### **Telephone**

There is a telephone located in the Head Coach's office. Coaches and crews are encouraged to carry mobile phones at all times when training on the water. A list of useful emergency numbers is located on the Safety Noticeboard.

### **Kitchen**

Users are to ensure that the kitchen is kept clean and tidy at all times. Food waste must be placed in the bin provided.

### **Fire**

In the event a fire is discovered the boathouse, alarms should be activated and the boathouse evacuated. The area in front of the Goldie Boathouse should be used as a muster point and an attempt should be made to account for individuals. The alarm will sound in the Porter's Lodge and they will take charge once they have arrived.

### **Car/Cycle/Trailer Park**

Care should be taken when using the area to the side of the boathouse. The surface is uneven and trips are more likely.

### **Members of the Public**

Owing to the nature of the premises, members of the public frequently cross the site either across the parking area or along the front. All members are to exercise care and attention (especially when manoeuvring boats in and out of the boathouse) to prevent members of the public being injured and, if appropriate, politely ask them to leave the premises for their own safety.

## **6. Boat Transportation**

### **Drivers**

Only individuals authorised by the Head Coach are to drive vehicles and tow trailers for JCBC. All drivers must have the appropriate driving licence categories and be conversant with the British Rowing guidelines for the towing of boat trailers.

### **Boat Loading**

When crews are travelling to races or alternative training locations, the Head Coach will detail the trailer loading plan and attach it to the noticeboard. Loading is to be strictly in accordance with this plan and the driver is to check compliance prior to departure. The driver is to ensure all boats and equipment is safely secured prior to departure and that the necessary requirements for rear projections and lighting are observed.



## 7. Emergency Action Plan

### In the Event of Capsize

- If out of your depth and unable to wade ashore, hold onto the capsized hull as a buoyancy aid and attempt to swim to shore
- If the water is cold, attempt as much of your body out of the water as soon as you can, draping yourself over the upturned hull
- If possible, 'buddy-up' holding onto each other until rescue arrives to provide mutual warmth and support

### In the Event of a Serious Incident

- **In a medical emergency, including a crew member being taken seriously ill or becoming unresponsive, immediately:**
  - Raise the alarm with the coach or with other boats if available
  - Use a mobile phone to dial emergency assistance 999; or if no mobile phone is available row to the nearest location where a safe landing can be made, get to a telephone, and make a 999 call, indicating the closest access locations from the list below
    - At the boathouse:
      - Via De Freville Avenue and Beaulands Close CB4 1JA
    - Between Elizabeth Way and the Green Dragon
      - Via Riverside CB5 8EY
    - Between the Green Dragon Bridge and Grassy Corner
      - Via Fen Road CB4 1UN
    - Between Grassy Corner and Baits Bite Lock
      - Via Baits Bite Lock CB24 6AF

### Hypothermia

The symptoms of hypothermia depend on how cold the environment is and how long you are exposed for. Severe hypothermia requires urgent medical attention in hospital.

- Mild Hypothermia
  - Shivering
  - Feeling cold
  - Low energy
  - Cold pale skin
- Moderate Hypothermia



- Uncontrollable shivering
- Unable to think or pay attention
- Confusion
- Drowsiness
- Slurred speech
- Slow, shallow breathing
- Severe Hypothermia
  - Loss of control of hands, feet and limbs
  - Unconsciousness
  - Shallow or no breathing
  - Uncontrollable shivering that stops

Coxes are especially at risk from hypothermia. If you suspect someone has hypothermia you should do the following things

- Move them indoors or anywhere warm
- Remove any wet clothing
- Wrap them in blankets/towels/coats
- Use your body heat to warm them by hugging
- Give them a warm (not hot) drink and food
- Do not give them alcohol
- If severe call for emergency assistance

#### Capsize and Drowning

The rescuer must not endanger themselves by entering the water.

- Use a throwline/long branch/other boat to tow into shallow water
- If the victim has stopped breathing, commence CPR by pinching their nose, tipping their head back and blowing into their mouth twice, followed by chest compressions. Ask someone to call an ambulance for you.
- Continue CPR until someone more experienced takes over.