

Outing Safety Procedure

Safety Matrix

The Safety Matrix should be consulted before all outings.

Safety requirements and procedures depend on the factors included in the ERC Safety matrix; boat type; crew competence, weather and river conditions, supervision etc.

In all cases the Outing Book must be signed by the person in charge indicating the risk level for the outing.

Black Conditions

In periods where the safety risk is deemed **BLACK**, the Captain or any Coach will post a “**BLACK CONDITIONS**” notice on the Temporary Hazard Board in the boathouse **prohibiting all outings**.

Only the captain or a coach may remove a “**BLACK CONDITIONS**” Notice.

If Black Conditions do not exist then the risk of the outing should be assessed using the rest of the Safety Matrix

Outing Assessment

Red Risk

Red Risk is where Black Conditions do not exist but application of the matrix indicates that for one or a number of reasons the outing is still considered to carry an unacceptable risk. The outing is to be cancelled.

Amber Risk

Amber Risk is where Black Conditions do not exist but application of the matrix indicates that for one or a number of reasons the outing is considered to carry an acceptable risk but due to conditions or the nature of the outing a recovery plan is required before boating. It shall be based on an assessment of the conditions and capability of the crew.

In all cases the most important requirement is to carry a means to communicate with the appropriate people.(e.g. mobile phone).

In all cases where Amber Risk exists a formal Risk Assessment form must be completed and signed by the person in charge.

Green Risk

Green Risk is where Black Conditions do not exist but application of the matrix indicates the outing is considered to carry low risk.

The person in charge may decide to complete and sign a risk assessment form as well.

Change of Conditions during an Outing

If there is a marked deterioration in water/weather conditions during an outing, members should exercise caution and err on the side of safety – e.g. curtailing the outing or restricting activity to calmer water, upstream of the “rugby club bends” or near the club.

Preparation

For all outings, the coach and crew members are responsible for checking that:

- The boat is in good condition and all the safety features (hatch covers, bow ball, shoe restraints, buoyancy aids, steering equipment etc. are working and in good condition)
- The boat has the correct buoyancy for the weight of the crew
- Everyone is wearing appropriate clothing for the conditions
- Everyone is wearing bright, preferably fluorescent tops
- Everyone is wearing close-fitting clothing
- Everyone is wearing warm clothing in cold weather
- That those that have not passed a swimming/capsize test wear an appropriate buoyancy aid
- Everyone is wearing sun screen in sunny weather
- Everyone is wearing suitable waterproof or water-resistant clothing in unsettled weather
- All have a change of clothing in case of capsizing
- Wellingtons are not being worn by any crew member (rower or cox).

- For Amber Risk Outings the coach or crew has a method of communicating (e.g. mobile phone) in one of the club waterproof bags which also contains a laminated card and a list of numbers to call if there is an incident, carried in the boat and launch.
- All scullers going out alone must carry a whistle to summon help
- Recovery following an incident on the river downstream of the “rugby club bends” is considered a significant risk. It is vital that the crew and/or coach carries equipment to minimise the effects of exposure until recovery; including a safety bag containing space blankets.

Boat Booking

Before leaving the boathouse the person in charge must:

- Enter the outing details in the Outing book indicating the name of the boat(s), name of the person responsible (usually the stroke), time out, expected return time and the assessed risk level
- Place the boat name in the out section of the magnetic white board; indicating an expected return time

On returning the person in charge must:

- Enter a return time in the outing book.
- Place the boat name in the “in” section of the magnetic white board and rub out the relevant times
- Enter any damage in the boat damage report book and if appropriate place a “do not use” tag on the boat or relevant piece of equipment

Boat Handling

- All new members shall be shown the appropriate methods of lifting boats on and off the racking and on and off the river to avoid both injury and damage. This is to be recorded as having been done.
- Members should follow the conventional ‘chain of command’ with regard to responsibility for the boat, giving instructions etc., on and off the water. This rule is intended to ensure one voice giving clear directions. The approved cox/steersperson is normally in charge. With a novice cox the stroke is in charge but that may be delegated to another crew member. In a coxless boat, the steersperson must be approved for the type of boat.

Boating and Rowing Conventions

- New members are shown the correct boating procedures for all outings.
- New members are advised of the navigation rules plus any local rules
- Rowing at race or high pressure in front of ERC is normally forbidden due the busy nature of the area
- Club coaches and the captain may determine that river conditions are unsafe owing to flooding or other reasons, in which case all rowing activity will be suspended until this decision is reversed. The “Black Conditions - No Rowing” will be clearly displayed on the temporary hazards board and on the magnetic booking-out board as soon as is practicable.

Incidents

- All incidents and near incidents, shall be entered on an incident report form. The forms are in the gym.
- The completed form to be placed in the folder for completed forms.
- The captain and WSA must be told that an incident has taken place who will recover the completed form asap so that it may be logged with British rowing if necessary
- The Water Safety Advisor or Captain may take action as appropriate and bring learning points to the attention of members.