

TEAM **K** EANE

Club Safety Policy & Emergency Plan

Author/ Reviewer Responsible	TK Administrator
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Team Keane (TK) Club Safety & Emergency Plan

All Coaches at Team Keane are required to fully understand and uphold the Team Keane Safety & Emergency Plan.

Introduction

TK is committed to the safety of its members and its guests whilst they are engaged in its associated activities. The aim of the TK Safety Plan is to ensure that all members and visitors are made aware of the safety requirements of all related activities at the boat club so that they may participate safely.

The Safety Plan is supplementary to the following governing bodies guidance.

British Rowing's 'Row-safe'. >>[Link](#)<<

British Canoeing 'Paddle Safer'. >>[Link](#)<<

Emergencies

In the event of an emergency, guidelines on how to deal with the emergency are contained at Appendix A – Emergency Plan.

Responsibilities

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

All members are expected to comply with the requirements of the guidance provided by British Rowing & British Canoeing as well as the TKSS Clubs Safety Plan in addition to any other instructions issued by the Club, in respect to safety.

General Water Safety Requirements

Safety Equipment

The Club provides & maintains safety equipment, which shall be used by its members to accord with the following:

Life Jackets / Buoyancy Aids:

The wearing of a lifejacket or buoyancy aid is compulsory for:

- All drivers and passengers of any launch used in connection with Club activities.
- All Coxswains
- All participants who have not stated they can meet the swimming requirement.
- All Paddle sports participants.

Throw Lines:

Any person providing coaching either from a man powered craft or a coaching launch in addition to safety cover from the bank should equip him or herself with a throw line. All throw lines are in the safety bags provided along with first aid & tool kits and Bivi bags.

First Aid Box

The clubs First Aid boxes are located inside the Welfare Containers, and in the coach's safety bags.

Thunderstorms and Lightning.

All members should be aware of the local weather forecast when planning outings, particularly when thunderstorms have been predicted.

If thunder is heard and/or lightning observed before the outing has commenced; individuals and crews must not go afloat and should remain indoors.

If thunder is heard and/or lightning observed whilst on the water, individuals and crews must seek proper shelter.

If safe to do so, individuals and crews should return immediately to the Club.

If no lightning is visible but thunder is heard; individuals and crews must seek proper shelter. Individuals and crews must remain at the club or under proper shelter for a minimum period of 30 minutes after the last lightning, before considering it safe to recommence the outing.

Condition of Equipment

Prior to use, all equipment is to be checked to ensure that it is serviceable and appropriate for the purpose for which it is intended. Any concerns over kit condition are to be reported in the damage log on Fit club and reported to the Lead Coach for repair.

Incidents and Accidents

If not under the supervision of a coach all members are responsible for reporting all accidents, incidents and near incidents that they have knowledge of or witnessed within 24 hours.

Rowing Incidents are reported via the British Rowing Reporting System >>[Link](#)<<

Paddling Incidents are reported via the British Canoeing Reporting System >>[Link](#)<<

All members are to bring any incident to the attention of the [Club Water Safety Officer](#) & their Coach.

All accidents and incidents will be reviewed by the CWSO, and these will be discussed at Club committee meeting, along with any additional control measures that are deemed necessary to avoid any future repetition.

Emergency Services are to be contacted by the best means possible as appropriate to any accident or emergency situation. Phone 999 or 112 and ask for coastguard who will coordinate the appropriate response.

Launches

Launches are ONLY to be used by RYA Level 2 coastal qualified drivers who have been authorized by the CWSO who will check their ability before they are approved to drive a launch unaccompanied.

All drivers and passengers are to wear lifejackets. The driver is responsible for ensuring that a safety Canister / launch rescue kit is carried. Any items used or missing are to be notified to the CWSO as soon as possible.

All launch drivers are to ensure that the launches are handled with consideration to other river users and in accordance with the [Tideway Code](#)

The launches are designed to carry two people, the driver and the coach. In the event of a capsized recovery operation the maximum number of persons on the launch may exceed two persons in order to safely convey athletes to the bank or boathouse.

Coaches

Lead Coaches are to be Level 2 qualified with the relevant governing body as the minimum standard as appropriate for the skill they are teaching.

In the absence of this qualification the applying coach can be assessed by our Technical advisor and approved to coach with relevant groups with an unqualified status so long as they are always accompanying a qualified Coach.

Coaches are to ensure that:

- Crews are aware of the appropriate safety procedures.
- Crews use safe equipment & conduct the appropriate checks prior to boating.
- The session is planned in accordance to the prevailing weather and water conditions.
- Consideration is shown to other water users.
- Crews are appropriately dressed for the session.
- The Coach is to be particularly alert for symptoms of hypothermia, heat stroke & dehydration.
- Ensure all participants are dressed appropriately.

- The coach/athlete ratio for junior athletes should be as listed below. However, these numbers are subject to the assessed risks and boat type

Rowing

*Junior athletes under the age of 18 are not allowed on the water alone unless accompanied by a coach.

- **Beginners:** 1:4/1:8 (Octopull)
- **Intermediate:** 1:8
- **Advanced:** 1:10

Paddling

*Junior athletes under the age of 18 are not allowed on the water alone unless accompanied by a coach.

- **Beginners:** 1:6
- **Intermediate:** 1:8
- **Advanced:** 1:10

Navigation

All members must adhere to the Tideway navigation set out by the PLA on [The Tideway Code](#).

All members in the Intermediate and advanced groups using the Tideway will be required to pass the club navigation test based on this document.

Rowing & Paddling in the dark.

All manpowered vessels must show lights after sunset. Participants are to make sure these are bright and visible with adequate power to last the outing.

Rowing

A static white light mounted on the stern of the boat and a flashing white light on the bow to note the direction of travel. Lights should not be fixed to the riggers as they can be obscured when negotiating bends and turning.

Paddling

A static white Light on the bow and stern.

Unescorted Outings

ONLY certified members are allowed on the water using TK equipment without the presence of a coach. Outings by individuals and crews outside of the normal club training sessions are to be booked out via Fitclub.me & approved by the CWSO. An estimated return time is to be stated along with crew details. Once the crew has returned they are to notify the CWSO

OFF-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.

Gym

All members are responsible for keeping the Gym clean and tidy.

All members shall be deemed responsible for their own safety whilst using any of the Club's gym equipment. Should any member have any doubt concerning how to use any item of equipment, or correct technique; they should seek guidance from the Captain or Coach.

Junior members are not permitted to use any of the gym equipment (rowing machines, bikes) unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee.

The use of any gym equipment by non-members and by guests is prohibited.

No Smoking Policy

The Club has a No-Smoking policy and smoking is not permitted in any part of the site. Members are responsible for ensuring that their guests are briefed accordingly.

Telephones

TK does not have a public phone on site. Coaches and crew are required to carry a mobile phone in a waterproof case at all times when training on the water if needed in the case of emergency.

Parking

There is no parking permitted on site. Parking can be found in the local area

The Boat Compounds

Our Boating Compounds are gated areas. Great care must be taken when manoeuvring on site as space is limited and there are many tripping and injury hazards. Please see our General Risk assessment for more details on these.

No fuel is to be kept in the containers, all tanks are to be kept & locked up in designated lockers outside.

The Steps

Take care when on the steps/hard and shoreline. Wear appropriate footwear. It can be muddy and slippery, and various sharp items can wash up on the shore from the Thames so **never** walk barefoot.

Disease

Both the Thames & the River Brent are dirty! Be sure to wash your hands after being on and around the water, particularly before eating. Should you feel ill within a few days after being around the Thames, consult your doctor immediately informing them you have been in contact with the water.

Feedback

Safety is a key item on TKSS committee meeting agendas, so is reviewed at every meeting. We are always striving to improve our safety procedures.

If you have any ideas or thoughts on current safety, or any concerns please arrange a discussion with the CWSO who can then take the appropriate action and bring to the attention of the committee.

Paul Keane, Club Water Safety Adviser, Team Keane Sculling School,

- Tel: 07810 553989
- Email: watersafety@teamkeane.com

Emergency Action Plan

All accidents and incidents should be reported to the Lead Coach & the CWSO.

In the event of a capsize where a coach is not present.

- Shout for help
- If out of your depth & unable to wade ashore, hold onto the capsized hull as a buoyancy aid if Rowing & attempt to make your way to the shore.
- If the water is cold, get as much of your body out of the water as soon as possible, draping yourself over the upturned hull (if necessary, turning over the hull for this purpose).
- If multiple people are in the water "buddy-up"; holding on to each other until rescued to provide mutual warmth and support and to help, ensure all are accounted for.
- Other boats in the vicinity should fetch help or a launch if one is available. DO NOT ATTEMPT TO RESCUE FROM ANOTHER MAN POWERED BOAT - you are likely to tip over, putting more people in the water with no one to get help.
- If your head is submerged at any time, you must seek medical advice immediately to check for potential life threatening dry drowning.

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 a launch or with other boats if available.
- Use a cell phone to dial for emergency assistance 999; OR if no cell phone 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 location from the list below: Possible serious incidents associated with activities on the Thames.

The following gives guidance for recognizing and treating possible serious incidence associated with Watersports.

Hypothermia

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

Shivering is a good guide to how severe the condition is. If the person can stop shivering on their own, the hypothermia is mild, but if they cannot stop shivering, it is moderate to severe.

Mild cases

In mild cases, symptoms include:

- Shivering,
- Feeling cold,
- Low energy,
- Discomfort at higher temperatures than normal, or
- Cold, pale skin.

Moderate cases

- The symptoms of moderate hypothermia include:
- Violent, uncontrollable shivering,
- Being unable to think or pay attention,
- Confusion (some people don't realize they are affected),
- Loss of judgment and reasoning,
- Difficulty moving around or stumbling (weakness),
- Feeling afraid,
- Memory loss,
- Fumbling hands and loss of coordination,
- Drowsiness,
- Slurred speech,
- Listlessness and indifference, or
- Slow, shallow breathing and a weak pulse.

Severe cases

The symptoms of severe hypothermia include:

- Loss of control of hands, feet, and limbs,
- Uncontrollable shivering that suddenly stops,
- Unconsciousness,
- Shallow or no breathing,
- Weak, irregular or no pulse,
- Stiff muscles, and
- Dilated pupils.

Although hypothermia is defined as occurring when the body temperature drops below 35°C (95°F), mild hypothermia can start at higher body temperatures.

As the body temperature decreases further, shivering will stop completely. The heart rate will slow and a person will gradually lose consciousness. When unconscious, a person will not appear to have a pulse or be breathing. Emergency assistance should be sought immediately, and CPR provided while the person is warmed. CPR is an emergency procedure, consisting of 30-chest compression followed by 2 rescue breaths.

Treating hypothermia

As hypothermia can be a life-threatening condition, seek medical attention as soon as possible.

Hypothermia is treated by preventing further heat being lost and by gently warming the patient.

If you are treating someone with mild hypothermia, or waiting for medical treatment to arrive, follow the advice below to prevent further loss of heat.

Things to do for hypothermia:

- Move the person indoors, or somewhere warm, as soon as possible.
- Once sheltered, gently remove any wet clothing and dry the person
- Wrap them in blankets, towels, coats (whatever you have), protecting the head and torso first
- Your own body heat can help someone with hypothermia. Hug them gently
- Increase activity if possible, but not to the point where sweating occurs, as that cools the skin down again
- If possible, give the person warm drinks (but not alcohol) or high-energy foods, such as chocolate, to help warm them up
- Once body temperature has increased, keep the person warm and dry

- It is important to handle anyone that has hypothermia very gently and carefully.
- Things you should NOT do:
- Don't warm up an elderly person using a bath, as this may send cold blood from the body's surfaces to the heart or brain too suddenly, causing a stroke or heart attack.
- Don't apply direct heat (hot water or a heating pad, for example) to the arms and legs, as this forces cold blood back to the major organs, making the condition worse
- Don't give the person alcohol to drink, as this will decrease the body's ability to retain heat
- Don't rub or massage the person's skin, as this can cause the blood vessels to widen and decrease the body's ability to retain heat. In severe cases of hypothermia there is also a risk of heart attack.

Near Drowning

The goal is to safely rescue the victim and begin first aid. In a near-drowning emergency, the sooner the rescue and first aid has begun, the greater the victim's chance of survival. Do not endanger yourself in rescuing the victim during this process.

Rescue options to reach the drowning victim in the water:

- Use a Throw Line
- Throw a rope with a buoyant object
- Use a long stick
- Bring a boat alongside the victim and tow the victim to shore. Do not haul the victim into the boat because it may cause the boat to capsize, and both of you will be in the water. Cold water may render the victim too hypothermic to grasp objects within their reach or to hold while being pulled to safety
- As a last resort, you can attempt a swimming rescue if you are sufficiently trained in water rescue. Do not attempt a rescue beyond your capabilities. Otherwise, you may harm yourself.
- For a swimming rescue, approach the person from behind while trying to calm the victim as you move closer. A panicked victim can pull you down

- Grab a piece of clothing or cup a hand or arm under the victim's chin and pull the person face up to shore while providing special care to ensure a straight head-neck-back alignment especially if you think the person has spine injuries

First aid for a near-drowning victim

The focus of the first aid for a near-drowning victim in the water is to get oxygen into the lungs without aggravating any suspected neck injury.

1. If the victim's breathing has stopped, give 5 mouth-to-mouth rescue breaths as soon as you safely can. This could mean starting the breathing process in the water.
2. Once on shore, reassess the victim's breathing and circulation (heartbeat and pulse). If there is breathing and circulation without suspected spine injury, place the person in recovery position (lying on the stomach, arms extended at the shoulder level and bent, head on the side with the leg on the same side drawn up at a right angle to the torso) to keep the airway clear and to allow the swallowed water to drain. If there is no breathing, begin CPR. Continue CPR (30 chest compressions followed by 2 rescue breaths) until help arrives or the person revives.
3. Keep the person warm by removing wet clothing and covering with warm blankets to prevent hypothermia. Remain with the recovering person until emergency medical personnel have arrived.

STRONG RECOMMENDATIONS:

- Do not go out rowing alone, ever, when the water temperature is below 10 degrees C. Hypothermia is deadly quick at lower temperatures.
- Always row with at least one other boat, or with the coach/safety boat.
- Always have your mobile phone with you if there is no coach boat, so that you can call 999 for help. Keep it in a zip-lock bag - then it won't sink!
- Always remove your Wellies when in a boat without a life jacket.