



# **COMBWICH MOTOR BOAT & SAILING CLUB**

Combwich Motor Boat & Sailing Club

Safety Plan

Version 04022018

# Comwich Motor Boat & Sailing Club

## Safety Plan – including Gig Rowing

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### 1. Introduction

Comwich Motor Boat & Sailing Club (CMB&SC) is committed to the health and safety of its members, their guests and members of the public whilst they are engaged in club business. This Safety Plan has been endorsed by the CMB&SC Management Committee and demonstrates the Club's commitment to Safety. The principal aim of the Safety Plan 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 to the health and safety of CMB&SC members, guests, members of the public and property.

CMB&SC is affiliated to the RYA and Cornish Pilot Gig Association (CPGA), which is affiliated to the Amateur Rowing Association (ARA). CMB&SC aims to comply with the CPGA Water Safety Guidelines and British Rowing RowSafe framework.

### 2. 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 CMB&SC members are required to understand and comply with the requirements of (i) the CPGA Water Safety Guidelines, (ii) the British Rowing RowSafe framework, (iii) the CMB&SC Club Safety Plan and any other temporary or new instructions issued by the Club in respect of safety. All this information is available from the Club Safety Officer and from the relevant websites (section 8). 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.

All members are required to notify the Club Safety Officer or another Committee member of any perceived hazards and of any guidance within this safety plan which they consider inappropriate.

### **3. Risk Assessments**

Risk assessments for all the club's normal activities are presented in a separate document. Additional safety plans and risk assessments must be produced for any specific activities outside the scope of these assessments e.g. regattas, endurance rows. Standing risk assessments will be reviewed following any reported accidents or incidents in order to ensure lessons learnt are incorporated in club practices.

### **4. Insurance**

The Club has insurance cover for material damage, employer's liability, public liability (including member to member liability), exhibition sites and marine. This insurance is conditional upon the club's compliance with (i) the Highly Flammable Liquids and Liquid Petroleum Gases Regulations 1972, (ii) Fire Extinguishing Appliance - 12 Monthly Maintenance and (iii) Electrical Circuit Warranty (all electrical circuits to be tested at least once in every 3 years).

### **5. Safety Equipment**

#### **5.1 Boathouse**

The CMB&SC boathouse is located to the rear of the main club. The gig and other craft owned by CMB&SC may be stored in the boathouse. All craft are launched and recovered on the club's slipway but the public slipway in Comwich Village may also be used.

The boathouse fire extinguisher and first aid kit are located as shown in Figure 1. The Club holds a fire extinguisher inspection certificate and arranges annual inspections of the fire extinguisher. The first aid kit is inspected monthly and a log maintained. The Club arranges periodic inspections of the clubhouse wiring supporting the issue of an electrical circuit inspection certificate in accordance with insurance requirements. [N.B. A public lifebuoy is located on the wooden railing outside the main doors of the boathouse (Figure 1)].

Smoking is prohibited in the clubhouse and during all rowing, launch, recovery and equipment maintenance activities.

#### **5.2 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 coxswains, all non-swimmers, all junior rowers (under 16), all personnel in the flashboat and all drivers and passengers of motorised safety launches. The wearing of a PFD is recommended to all rowers while at sea. No items of clothing must be worn over a PFD.

PFDs are to be stowed in a suitable location in order to minimise deterioration. PFDs are to be periodically inspected 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 placed in quarantine until repaired (if feasible).

#### **5.3 Gigs (& Club Boats)**

All gigs and other club craft while at sea must carry a buoyant marine VHF radio. At least one person in the gig (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 gig while at sea must carry an emergency dry box which contains:-

- a basic first aid kit;
- a thermal exposure blanket;
- a sharp knife stowed in a sheath;
- at least two smoke generators;
- a compass;
- a grab line and throw bag;
- a sound signalling device.

An additional dry box (normally stowed in the bow of the gig) contains at least six additional PFDs, one for each rower.

Dry boxes and their contents are inspected monthly and a log maintained.

In addition, each gig while at sea must carry sufficient spare thole pins, a towline and a bailing device (at the very least a bucket).

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).

All gigs must have a bow fender fitted appropriately.

## **6. Safe Practices**

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

### **6.1 Launch & Recovery of Gigs**

This section mainly concerns launch and recovery of gigs for club rowing sessions, which are, performed on the club slipway immediately in front of the clubhouse. Launch and recovery at the public slipway are mentioned at the end of the section.

The following factors must be assessed by the coxswain and rowers in any crew prior to making a decision to launch a gig 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 e.g., ARCO DART

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 Beaufort 4 (13 knots mean, 16 knots maximum);
- sea state exceeds 3 (wave height 0.6 metres mean, 1.0 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 gig(s) and there is no conflict with other harbour traffic.

The names of all personnel going on the water in a gig must be recorded on a notice board/whiteboard in the boathouse and (if the boathouse is to be locked while on the water) on a sheet attached to the railing outside the main doors of the boathouse.

Immediately prior to launch the crew must examine each gig; the coxswain must be satisfied that:

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

Moving a gig between the boathouse, the slipway and the water involves two trolleys, numerous people (ideally eight) and a plastic slipway 'ladder' (to enable a gig to be slid on the slipway without damage to the keel). Gigs 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 gig while supported on two trolleys, slipping and sharps on the slipway and other users of the slipway. Risk Assessments are presented in Appendix A. Basic guidance includes:

- it is recommended six able-bodied people (three each side) lift one end of a gig at a time in order to either (i) lift that end from a floor block or the ladder to a trolley or (ii) lower that end of the gig from a trolley to a floor block or the ladder; a seventh person must simultaneously control the trolley at that end of the gig; 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 gig 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 gunwales or thwarts to prevent the gig toppling; trolley drivers should ensure sufficient people are supporting the gigs to prevent toppling while on the two trolleys
- trolley drivers should ensure members of the public (such as speeding teenage cyclists) do not collide with the gigs or trolleys
- trolley drivers (most particularly the driver of the trailing trolley) should beware of bumps in the ground, which can cause the wheels to be deflected suddenly and the gig to slide off the trolley block
- trolley drivers should ensure that prior to commencing use of the slipway to launch/recover a gig, 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 (i) slime increasing the risk of feet sliding on the slipway, (ii) recent use of bleach or other hazardous chemicals to remove slime causing burns to skin or clothes and (iii) 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. north-easterly wind) or temporary due to a vessel passing up/down the harbour at high speed

Once the gig is in the water with fenders deployed, it should be moored by the pontoon or slipway prior to the full crew embarking. If moving the gig to the pontoon the gig should be manoeuvred using the bow and stern lines each controlled by a person on shore and a third person in the gig to fend off if necessary (it is recommended the rudder be removed during this manoeuvre).

Crewmembers should embark/disembark the gig one-at-a-time in such a way as to maintain the gig in a reasonably level trim (e.g. by embarking alternately bow-side, stroke-side). It is recommended that personnel embark/disembark a gig only when it is moored directly adjacent to the pontoon/slipway. If another gig is moored between the target gig and the pontoon/slipway then personnel must be particularly careful to avoid injury (e.g. fingers crushed between adjacent gunwales) and damage to gigs and oars.

Crewmembers' using the pontoon must access it via the gangway. Personnel must not jump between the harbour wall and the pontoon. Personnel should not loiter on the pontoon longer than is required to embark and disembark. Personnel must not run on the pontoons.

Launch and recovery of a gig from/to a road trailer are normally performed at the club slipway. Many of the issues and hazards described above in this section are relevant (e.g. slimy 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 water at the foot of the slipway
- the rear posts of the trailer must be secured in the 'down' position to prevent the trailer pitching nose up as the gig is loaded/unloaded
- the gig must be secured to the trailer and all items of equipment stowed within the gig must be secured prior to towing by a vehicle
- the road-worthiness of road trailers should be checked at appropriate intervals

## **6.2 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 with the local Coastguards and advise them of the intended rowing activities. If more than one gig is at sea at a time then one coxswain may do this on behalf of all gigs provided the coxswains agree how they will report their individual safe returns and any changes to complements of gigs.

The coxswain must be aware at all times of location and moments of the dredger ARCO DART.

All persons onboard must:

- be members of CMB&SC 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

The coxswain must wear a personal flotation device (PFD) at all times. All persons onboard are to be advised that PFDs are available.

A suitably qualified coxswain must be in command and control of each gig and flashboat at all times while at sea or in the harbour. It is recommended that two or more suitably qualified coxswains should be on board each gig while at sea so that a substitution can occur if one becomes incapacitated. The coxswain must command and control the gig/flashboat 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'
- 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

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

All rowers must comply with the coxswain's commands at all times. It is recommended that six rowers should be active at all times while each gig is underway particularly in conditions of high wind and/or sea state. Personnel changing seats within a gig 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 gigs on the water must not be attempted except in emergency scenarios. Personnel changing seats within the flashboat must never be attempted while on the water.

Every crew who goes on the water should include a competent club 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 (see also section 7).

#### **6.4 Safety Launch**

Only competent personnel who have received appropriate training and demonstrated to a more experienced operator that they are suitably competent must operate the safety launch.

The Safety Launch must carry the following safety equipment:

- marine VHF radio
- a bailer
- a sound signalling device
- a grab line and throw bag

- thermal exposure blankets
- personal flotation devices
- a basic first aid kit
- a sharp knife stowed in a sheath
- an oar
- handholds fixed to the sides within reach of persons in the water
- an anchor and line
- at least two smoke generators
- a compass.

## **6.5 Equipment Maintenance**

Any member noticing damaged equipment (boats, oars, rudders, radios, PFDs, safety kit etc.) must immediately inform the club maintenance team or club safety officer (essential where safety equipment is involved). Damaged equipment must be suitably identified 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 gigs
- Painting gigs
- Fabricating and repairing wooden floor boards and stretchers
- Turning thole pins

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.

## **7. Emergencies**

### **7.1 Telephone Numbers**

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

### **7.2 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 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
- 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 the nearest public telephone is located in Hope Square
- The muster point is the lamppost on the area of tarmac adjacent to the slipway
- 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.

### **7.3 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 gig:

- 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 "Mayday" to the coastguard or else use a mobile 'phone to call the emergency services on 999
- all personnel must put on personal flotation devices.

If casualties only (gig 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 would call the lifeboat.

If gig is capsized or holed/flooded:

- coxswain must call 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.

#### **7.4 Emergency on Shore**

If an incident or accident involving injuries to personnel occurs on shore then a club first aider 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 the nearest public telephone is located on Brook Street. A rendezvous location must be agreed where the casualty will meet the emergency services. The CMB&SC first aider should support the casualty using resources available in the boathouse first aid kit until the emergency services meet the casualty. A CMB&SC first aider or other responsible member should accompany the casualty to hospital.

#### **7.5 First Aid**

If an incident or accident involving minor injuries to personnel occurs on shore or on the water then a club first aider should provide appropriate support using resources available in the first aid kit (in the gig dry box if at sea or in the boathouse if on shore). If the first aider subsequently decides the casualty is more seriously affected then the emergency plan (above) should be followed. More detailed information on health issues and first aid is available on the boathouse noticeboard and from the sources listed below.

#### **7.6 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.

### **8. Additional Information**

CPGA Safety Guidelines

<http://www.cpga.co.uk/media/19457/watersafe>

ty.pdf British Rowing RowSafe

<http://www.britishrowing.org/upload/files/RowSafe/Complete->

v1.pdf British Rowing further guidance (*including health issues*)

<http://www.britishrowing.org/taking-part/staying-safe/further-guidance>

The Merchant Shipping (Distress Signals and Prevention of Collisions) Regulations 1996

[http://www.dft.gov.uk/mca/msn\\_1781-2.pdf](http://www.dft.gov.uk/mca/msn_1781-2.pdf)

*(Rule 25 d(ii) concerns the need for lights on vessels under oars)*

Royal Life Saving Society

<http://www.rlss.org.uk>

British

Red Cross

<http://www.redcross.org.uk>

St Johns

Ambulance

<http://www.sja.org.uk>

## **9. Abbreviations**

CMB&SC Combwich Motor Boat & Sailing Club

CPGA Cornish Pilot Gig Association

ARA Amateur Rowing Association

RYA Royal Yachting Association