

Combwich Boat Club

Safety Plan

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1. Introduction

Combwich Boat Club (CBC) 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 CBC 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 CBC members, guests, members of the public and property.

CBC is affiliated to the RYA and Cornish Pilot Gig Association (CPGA), which is affiliated to the Amateur Rowing Association (ARA). CBC 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 CBC 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 CBC 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 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 CBC boathouse is located to the rear of the main club. The gig and other craft owned by CBC 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 workboat 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.

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