

2026/2027 Safety & Emergency Plan

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Introduction

Newark Rowing Club (NRC) is committed to the safety of its members and its guests whilst they are engaged in club related activities. The aim of the NRC Safety Plan is to ensure that all members and visitors are made aware of the safety requirements of rowing, sculling and related activities at Newark so that they may participate safely. The Safety Plan is supplementary to British Rowing's RowSafe guidelines[1].

The requirements also apply to Club members when operating away from NRC except where local safety procedures are issued for the location visited. These instructions are also to apply to crews visiting NRC and any other person boating from the premises

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 British Rowing, Row Safe Guide, the Clubs Safety Plan and any other instructions issued by the Club, in respect of safety.

General Water Safety Requirements

Safety Equipment

The Club provides items of 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 coxswains.

• All drivers and passengers of any launch used in connection with Club activities.

• All junior members that have not completed and passed a club organized capsize drill and swim test.

Where participants are adults & have not undertaken a club swim test/capsize drill, lifejackets/buoyancy aids should be offered.

[1]http://www.britishrowing.org

Where, due to a medical condition, members are considered to be at risk of becoming unconscious or immobile, as a result of immersion, an automatic lifejacket must be worn.

Throw Lines:

Any person providing coaching or safety cover from the bank should equip himself or herself with a throw line. All throw lines are in the safety bags along with first aid kits and thermal exposure blankets, located in the lifejacket cabinet / boxes.

Thermal Exposure Blankets:

Any person providing coaching or safety cover from the bank should equip themselves with sufficient thermal exposure blankets. All thermal exposure blankets are in the safety bags along with first aid kits and throw lines, located in the same boathouse as lifejackets.

First Aid Boxes

First Aid boxes are located in the Gym, Kitchen, Boat House and the launch safety bags.

River Navigation map

The latest River Trent navigational plan for the immediate vicinity of Newark Rowing Club is attached to the final page of this document.

Rowers should familiarise themselves with the navigational guidance, the hazard areas and the emergency exit points.

Safety Water Level Indicator

NRC operates a Safety Water Level Indicator. The left hand upright on the

floating pontoon is marked with a red line. When water level raises the pontoon marker to be level with or above the red line rowing is prohibited. There may be other occasions when rowing is prohibited, and this will be posted on the notice board above the boat signing out book. A full club membership email will also be sent out on the occasions rowing is prohibited. A further email will be sent when the restrictions are removed.

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 remain at the club.

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; however, this has to be with due consideration to the "30-30" rule for lightning. The rule being to count the time taken until you hear the thunder. If it is 30 seconds or less you must seek proper shelter.

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 or thunder, before considering it safe to commence the outing.

Hot Weather – Sunburn, Dehydration and Heatstroke risks

In summer, on sunny warm weather days rowers should apply suitable sunscreen to protect exposed areas of the body and wear thin breathable clothing to protect further against the sun's rays and to prevent overheating.

In extremely hot conditions (eg above 25 degrees C) in addition to the above rowers should avoid outings in the middle of the day, adjust activity intensity levels to suit the conditions, taking rests during river outings in safe shaded areas (e.g. under bridges, in the shade of a tree) to allow time for rowers to

cool off. Cold water in drinks bottles can be used for both maintaining adequate hydration and for cooling body temperatures

Rowers suspected of suffering from Hyperthermia (sun stroke) should be escorted back to shore, moved into a cooler area and advised to remove outer clothing. If necessary, shower with cool, not cold, water. Medical treatment should be sought if symptoms are severe.

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 faulty or damaged equipment should be reported using the defective equipment/boat book located in the boathouse, signing out desk.

Incidents and Accidents

All members are responsible for reporting all accidents, incidents and near incidents that they have knowledge of or witness within 24 hours of the event via the British Rowing online incident reporting system[2], to satisfy the requirements of the British Rowing Row Safe Guide.

In addition to the online system, all members are to bring the incident to the attention of the Club Rowing Safety Adviser, their coach or squad/club captain.

All accidents and incidents will be reviewed by the Club Rowing Safety Adviser and these will be discussed at committee level; along with any additional control measures that are deemed necessary to avoid any future repetition.

[2] http://incidentreporting.britishrowing.org/?q=incidentreporting

Emergency Services are to be contacted by the best means possible as appropriate to any accident or emergency situation.

First Aiders

The club has several qualified first aiders who between them are in attendance during most of the evening and weekend planned activities. Lists of the names of the first aiders can be found in the gym, boathouse, changing rooms and the kitchen area of the clubhouse

Launches

Launches are to be used only by drivers authorized by the Captain and as checked out by the Boatman or the Club Rowing Safety Adviser. The Club Rowing Safety Adviser maintains the list of current approved drivers. All drivers

and passengers are to wear lifejackets. The driver is responsible for ensuring that a safety bag / launch rescue kit is carried. Before each outing the driver should check the safety bag contents to match the following items.

- A First Aid kit in a waterproof bag, checked monthly
- A throw line or equivalent grab line
- A serrated safety knife with rope cutter
- Enough survival equipment or 'Bivi bags' for the launch's passenger capacity
- A spare kill-cord for crewman or passenger in the event of the driver falling overboard.
- A spare length of rope
- A bailer
- A paddle
- Fire extinguisher.

Any items used or missing are to be notified to the Safety Adviser 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 British Rowing, Row Safe Guide and the Environment Agency Regulations. Any driver of club launches is to wear a 'Kill Cord' at all times.

The launches are designed to carry two persons, the driver and the coach. In the event of a capsize 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. The Rowing Solutions Catamaran launch is capable of carrying six persons in a rescue situation. The Wintech Catamaran launch is capable of carrying ten persons in a rescue situation.

Coxswains and Steersman

In all coxed boats, the coxswain is deemed responsible for the overall safety of the boat and crew. The wearing of lifejackets or buoyancy aids by coxswains is compulsory. If front-loaders are being coxed, care is to be taken to ensure that the lifejacket does not prevent a cox from escaping in the event of capsize or sinking, automatic inflation life jackets are not to be worn.

In coxless boats, the person occupying the bow seat or the person controlling the rudder (when fitted) is deemed responsible for the overall safety of the boat and the crew.

The only exception to the foregoing being when the coxswain, or the steersman, is a beginner; in which case responsibility will be transferred to the coach or to the person providing the direct instruction and supervision.

Coaches

All Coaches are to be British Rowing qualified with Instructor Award (IA) or UKCC Level 2 as the minimum standard.

Coaches are to ensure that:

- Crews are aware of the appropriate safety procedures;
- Crews use safe rowing/sculling equipment;
- The outing is conducted appropriate 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 and heat stroke / dehydration;
- In particular, when coaching young children, the whole crew should be dressed suitably;
- When coaching coxed boats, care must also be taken to ensure that the cox is properly dressed
- Particular attention is paid to the coaching of coxes as their competence is essential to water safety as well as the crew's success

- When coaching from the bank a throw line and radio is taken when appropriate;
- The coach/athlete ratio for junior athletes should be one coach to no more than ten junior athletes;
- Also there must be no more than twenty junior athletes from each squad on the water at any one time.
- Junior athletes under the age of 18 are not allowed on the water unless attended by a coach.

Rowing and Sculling at Night

In accordance with the EA rules, all rowing/sculling boats must show lights after sunset. A white light, mounted on the boat to both bow and stern, must be shown. LED lights are permitted. Flashing lights are not to be used as main lights. Lights should not be fixed to the riggers as they can be obscured when negotiating bends and turning. Non-Coxed boats are not to undertake after sunset outings.

Unescorted Outings

Outings by individuals and crews outside of the normal club training sessions are to be booked out using the boat 'booking out' sheets. An estimated return time is to be stated along with the intended destination and crew details. Individuals are to ensure that they book in on return to avoid false alarms.

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 or the maneuver, giving clear instructions before and during the lift.

Gym

All members are responsible for keeping the gym clean and tidy. After use, every member is responsible for returning all equipment that they have used to its proper location and for cleaning down all items of the equipment that they have utilized.

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 a Coach.

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

The use of any gym equipment by social 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 Boathouse. Members are responsible for ensuring that their guests are briefed accordingly.

Telephones

The club has a phone which is located in the front entrance lobby of the clubhouse.

Kitchen

Users of the kitchen and its cooking appliances are to ensure that care is taken

in their use, that the cooker is not left unattended when in use and that all appliances are left safe when finished with. Furthermore, work-tops, crockery etc are to be left in a clean and hygienic state.

Fire

In the event of a fire the Boathouses or clubhouse is to be evacuated and the car park used as a muster point. An attempt is to be made to account for individuals. Members are responsible for the safety of their guests

Car Park

Extreme care is to be taken by all members when using the car park in order to prevent injury to people on foot or carrying boats whose vision may be obscured.

Members of the Public

All members are to exercise care and attention to prevent members of the public being injured and are to, if appropriate, politely ask them to leave the premises for their own safety.

Boat Transportation

Drivers

Only individuals authorised by the Club are to use the club trailers. All drivers are to be conversant with the joint British Rowing and Association of Chief Police Officer guidance[3] for the Towing of Boat Trailers.

Boat Loading

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

https://www.britishrowing.org/wp-content/uploads/2015/09/TowingGuidance.pdf?5da348

Feedback

Safety is a standard item on the main Committee agenda, and is reviewed at every meeting.

Safety can only be consistently achieved through a process of good communication, education and periodic review. If any individual identifies any safety related issue which is not documented, or that they feel others can learn from, they can make a significant contribution by discussing the topic with the Safety Adviser who can then take the appropriate action.

Nick Poulson

Club Rowing Safety Adviser

Newark Rowing Club

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Appendix A to NRC Safety Plan

Emergency Action Plan

In the event of a capsize

● If out of your depth & unable to wade ashore, hold onto the capsized hull as a buoyancy aid & attempt to swim it to 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 possible, "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 ROWING SCULL - you are likely to tip over, putting more people in the water with no one to get help.

In the Event of a Serious Incident

● IN A MEDICAL EMERGENCY, INCLUDING A CREW MEMBER BEING TAKEN SERIOUSLY ILL OR BECOMING UNRESPONSIVE, IMMEDIATELY:

o Raise the Alarm with a launch or with other boats if available.

o Use a mobile phone to dial for 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 location from the list below:

o Windmill – River exit point ▪ What3words - ///founding.fetching.sagging ▪ Nearest public building: Lord Ted Public House Farndon Road, Nottinghamshire NG24 4SW

o Farndon: River exit point ▪ What3words - ///radically.outlast.suppers ▪ Nearest public building: The Boat House Restaurant ▪ 5 North End farndon NG24 3SX

o Fiskerton: River exit point ▪ What3words - ///glider.secret.disco ▪ Nearest public building: The Bromley Arms Pub ▪ Main Street, Fiskerton NG25 0UL

● Where an individual has gone into cardiac arrest attempts to restart the heart could be made by using the defibrillator. This maybe under the guidance of a 999 response operator ▪ The defibrillator is located in the boathouse. Mounted on

the wall between the male and female changing rooms.

▪ Instructions for correct use are provided with the

defibrillator and are simple to follow.

Possible serious incidents associated with rowing

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

Concussion

Crews should be alert to the symptoms of concussion in rowers following any collisions between boats. Particularly following the impacts of blades on the head or neck areas of rowers. Symptoms include:

• confusion, such as being unaware of your surroundings

• a delay in answering questions

• having a blank expression

• headache

• dizziness

• nausea

Some self-care techniques for mild symptoms of concussion are outlined below.

• apply a cold compress to the injury to reduce swelling. Apply the compress every two to four hours and leave it in place for 20 to 30 minutes

• take paracetamol to control pain – do not use non-steroidal anti-inflammatory drug (NSAID) painkillers such as ibuprofen or aspirin as these can sometimes cause bleeding at the site of the injury

• get plenty of rest and avoid stressful situations where possible

• avoid drinking any alcohol
• only return to work, college or school when you feel you have completely recovered
• only drive a car or ride a bike when you feel you have completely recovered
• do not play any contact sports for at least three weeks without seeing your GP first – this includes sports such as football and rugby
• make sure you have someone to stay with you for the first 48 hours after the injury – this is in case you experience more serious follow-up symptoms

Sometimes the symptoms of a more serious brain injury do not occur for several hours, or possibly days, after the initial injury has taken place. This means it's important that you remain alert for signs and symptoms that could suggest a more serious injury has occurred. If you or someone in your care has any of the signs or symptoms listed below, go to your nearest accident and emergency (A&E) department as soon as possible:

• mental confusion, such as forgetting who or where you are
• unconsciousness or lack of consciousness, such as problems keeping your eyes open any drowsiness that goes on for longer than one hour when you would normally be wide awake
• any problems understanding or speaking
• any loss of balance or problems walking
• any weakness in one or both arms or legs
• any problems with eyesight
• a very painful headache that will not go away
• any vomiting, fits or seizures
• clear fluid or bleeding coming out of the ear or nose
• sudden deafness in one or both ears

Hypothermia

The symptoms of hypothermia depend on how cold the environment is and how long you are exposed for. 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, blue lips

Moderate cases

The symptoms of moderate hypothermia include:

- violent, uncontrollable shivering,
- being unable to think or pay attention,
- confusion (some people don't realise 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:

- 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 begin, 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.

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.

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 compression followed by 2 rescue breaths) until help arrives or the person revives.

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 n o coach boat, so that you can call 999 for help. Keep it in a zip-loc bag - then it won't sink!

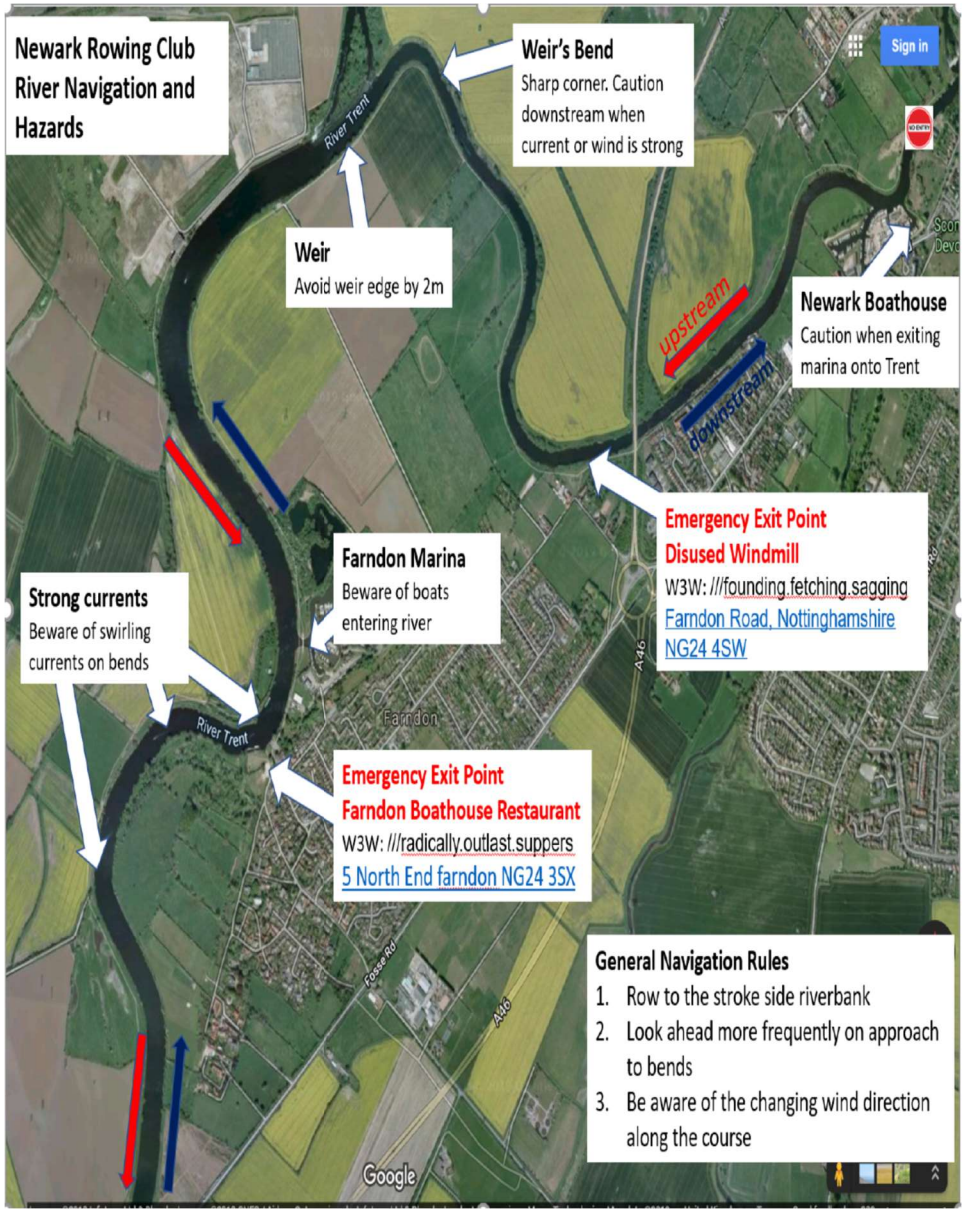
Key Locations & Telephone Numbers

All crews are advised to ensure they carry a mobile phone when on the water. In an emergency call 999.

River Navigation map

The following page shows the latest river Trent navigational plan in the immediate vicinity of Newark Rowing Club.

Rowers should familiarise themselves with the navigational guidance, the hazard areas and the emergency exit points


Newark Rowing Club
River Navigation and
Hazards
Weir's Bend
Sharp corner. Caution
downstream when
current or wind is strong
Weir
Avoid weir edge by 2m
River Trent
upstream
downstream
Newark Boathouse
Caution when exiting
marina onto Trent
Emergency Exit Point
Disused Windmill
W3W: ///founding.fetching.sagging
Farndon Road, Nottinghamshire
NG24 4SW
Farndon Marina
Beware of boats
entering river
Strong currents
Beware of swirling
currents on bends
A46
Farndon
River Trent
Emergency Exit Point
Farndon Boathouse Restaurant
W3W: ///radically.outlast.suppers
5 North End farndon NG24 3SX
Fosse Rd
A46
General Navigation Rules
1. Row to the stroke side riverbank
2. Look ahead more frequently on approach to bends
3. Be aware of the changing wind direction along the course
Google
Sign in