

BRITISH ROWING APRIL 2018 ROWSAFE MANUAL.

EXTRACTS RELATING TO COACHES.

**1. CULTURE AND EXPECTATIONS.**

**1.1. ROLES AND EXPECTATIONS**

**Expectations**

**Everyone.** Everyone is expected to –

- Take responsibility for their own safety, both on and off the water.
- Ensure their actions on and off the water do not put others at risk.
- Be aware of, and abide by, the Club Safety Rules.
- *Report all Incidents* both on and off the water.

**Club.**

Club Officers are expected to ensure a positive safety culture (see Rowsafe 1.2) and safe practice within the Club: they are expected to:

- Establish and publish a Safety Policy in which they commit to safety.
- Provide a safe environment for their members and others to enjoy the sport.
- Appoint a Club Rowing Safety Adviser(s) (CRSA) (see Rowsafe 3.4), to lead and advise on promoting safe practice.
- Support the CRSA and take their advice into account.
- Establish and communicate Safety Rules that what is, and what is not, appropriate behaviour (these may be integrated into the more general Rules of the Club).
- Complete and maintain Safety Plans to guide members on safe practice in rowing.
- Provide members with education and training in risk assessment and safe practice.
- Produce and maintain a Club Risk Assessment that covers all the activities of the Club.
- Complete the British Rowing Annual Safety Audit and consider implementing any improvements that this suggests.
- Liaise with all water users and other stakeholders (such as local sailing club) to ensure that neither will put the other at risk.
- Encourage club members to be accountable for safety and report all incidents.
- Take appropriate action if its members fail to abide by its safety rules.

**1.2. POSITIVE SAFETY CULTURE.**

**What is Safety Culture.**

The safety culture of any organisation is formed from a combination of individual and group:

- Beliefs.
- Values.
- Attitudes.
- Perceptions.
- Competencies, and
- Patterns of behaviour.

These determine the commitment to, and the style of, a club's approach to safety.

Clubs with a **positive safety culture** have:

- Communications founded on mutual trust.
- Shared perceptions of the importance of safety, and
- Confidence in the effectiveness of their safety precautions.

### **Why should a Club want to build a Positive Culture ?**

Having a positive safety culture leads to a cohesive, considerate, friendly atmosphere. It will also enhance the reputation of the club particularly amongst the parents of juniors. It will reduce the number of injuries that stop rowers from performing and it will reduce the amount of equipment damage.

This cohesion will also help when it comes to competition. The pride and sense of belonging that rowers have their club will motivate them to succeed.

A safety culture in a rowing club would result in everyone taking care to keep themselves and others safe. For example, members should always:

- Consider safety when deciding whether to start, or continue, an activity.
- Check their boats before going afloat.
- Take care when handling boats.
- Follow the instructions of their cox and coach.
- Take care when launching.
- Dress appropriately for the conditions.
- Always abide by the circulation plan or rules of the river.
- Keep a good lookout.
- Report all incidents that they see.
- Take care when coming ashore.
- Clean their boats before putting them away.

### **1.3. CLUB SAFETY POLICY.**

#### **Coaches are expected to:**

- Support the implementation of the safety policy.
- Lead by example.
- Commit to the safety policy.

### **2.1. COMMUNICATION OF SAFETY INFORMATION.**

#### **Coaches are expected to:**

- Communicate rules and safety recommendations to rowers under their supervision.
- Report all perceived safety issues to the Club Rowing Safety Adviser and Club Committee.
- Report all incidents using the British Rowing *Incident Reporting System*.
- Ensure that their crews, when at events are aware of and understand the instructions to competitors and any safety requirements.

### **3.1. CLUB RISK ASSESSMENT.**

#### **Coaches are expected to:**

- Be conversant with the Risk Assessment for the activity that they are leading.
- Ensure that participants are aware of, and abide by, the club's rules.
- Understand the risks associated with the activities that they are leading.
- Take action, where necessary, to ensure that nobody is exposed to substantial or intolerable risk.
- Ensure that participants are aware of the hazards that are associated with the activities that they are leading.
- Report all occurrences of disregard for the Safety Rules of the club.
- Complete the *Intermediate Risk Management* online learning module.

### **3.2. CLUB SAFETY PLANS AND SAFETY RULES.**

#### **Coaches are expected to:**

- Educate and train their crews in understanding and following the club's Safety Plan and Safety Rules and those of other clubs when training away.
- Lead by example.
- Report all occurrences of disregard for the Safety Rules of the club.

- Encourage rowers to report incidents using the *Incident Reporting System*.

### **3.3. CLUB EMERGENCY RESPONSE PLAN.**

#### **Coaches are expected to:**

- Read and understand the Club Emergency Response Plan.
- Ensure that rowers know what to do in an emergency and where to find the notices showing key location and contact information.
- Ensure that participants know the location of First Aid kits and Automatic External Defibrillator (AED), if available.
- Report any incidents to the Club Officers and British Rowing.

### **3.6. SWIMMING COMPETENCY.**

#### **Coaches are expected to:**

- Be aware of rower's swimming abilities.
- Follow the policies and rules set out by the club for those who cannot, or who have not demonstrated or declared swimming competencies.

### **3.7. CAPSIZE AND RECOVERY TRAINING.**

#### **Coaches are expected to:**

- Instruct rowers on causes and avoidance of capsize and swamping.
- Coach rowers to routinely check heel restraints prior to going afloat.
- Remind rowers of the safe capsize and rescue techniques following capsize or swamping.
- Beware of a rower's Capsize and Recovery training.
- Follow the policies set out by the club for those who have not been trained.

## **4.2. EVENT SAFETY PLANS AND SAFETY RULES**

#### **Coaches are expected to:**

- Read and understand the Event Safety Plan and Safety Rules to participants.
- Discuss the contents with crews and check that they know what they should do in an emergency.
- Report any incidents to the Event Organiser and British Rowing.

## **4.3. EVENT EMERGENCY RESPONSE PLAN.**

#### **Coaches are expected to:**

- Read and understand the Event Emergency Response Plan.
- Discuss the contents with crews and check they know what they should do in an emergency.
- Ensure that participants know the location of First Aid Points including any Automatic External Defibrillator, if available
- Report any incidents to the Event Organiser and British Rowing.

## **4.5. NAVIGATIONAL ARRANGEMENTS FOR EVENTS.**

#### **Coaches are expected to:**

- Communicate the navigational arrangements for an event to participants (including arrangements in an emergency).
- Ensure the crews understand the consequences of non-compliance with navigational rules.
- Discuss these with the crews and check they know what they should do.

## **5. COMPETENCE.**

### **5.1. STEERING AND NAVIGATION.**

#### **Coaches are expected to:**

- Provide information and training to crews on navigation, hazards and steering rules at all venues visited.
- Check that crews (and particularly those steering) know the location of all hazards and how to avoid them.
- Set a good example to crews when coaching.

- Inform the club of any changes in the location or type of hazard encountered.
- Coach the crews to stop the boat quickly and safely in an emergency.
- Be aware of the Port of London Authority (PLA) guidance on *Rowing on the Tideway* and Thames Regional Rowing Council (TRRC) requirements for *Steering on the Thames*, if coaching on the Tideway.
- Wear an lifejacket at all times when afloat.
- Report any transgressions of navigation rules that they have observed to the club and to British Rowing.

**Launch Drivers (and Coaches when driving launches) are expected to:**

- Check the steering equipment before the outing as part of the boat checking procedure.
- Report any defects in steering equipment to the club responsible and quarantine the boat.
- Keep a good look out in all directions at all times when afloat.
- Follow correct steering procedures and navigation rules.
- Pay attention and be aware of their position at all times in relation to circulation patterns, hazards and other water users.
- Inform the club of any change in the location and type of hazard encountered.
- Be aware of the Port of London Authority (PLA) guidance on *Rowing on the Tideway* and the Thames Regional Rowing Council (TRRC) requirements for *Steering on the Thames* and comply with the PLA requirements for Launch Drivers if driving on the Tideway.
- Report any transgressions of navigation rules that they have observed to the club and to British Rowing.
- Be conversant with safety and rescue procedures in the case of accident.
- Wear a lifejacket at all times when afloat.

**5.2. LAUNCH DRIVING.**

**Launch Drivers are expected to:**

- Be appropriately qualified and competent to drive a launch correctly in the conditions that are likely to be encountered.
- Check the launch prior to each use (see *RNLI Outboard Pre-Start Checks*) and that the lights, if needed, are working correctly.
- Always wear a correctly fitted lifejacket when afloat (see *Safety Alert – Lifejacket*).
- Always:
- Carry a Safety Kit (see *Rowsafe 7.4.1*) and paddle.
- Use a kill cord correctly.
- Carry an appropriate communication device.
- Use the correct lights (see *Safety Alert – Launch Driving*).
- Comply with local navigation code and Club Circulation Plan at all times
- Keep a good lookout at all times when afloat and warn the water users of any hazards or developing hazardous situations.
- Report any safety incidents both to the club or event and British Rowing using the *Incident Reporting System*.

**Coaches are expected to:**

- Keep a good lookout at all times when afloat and warn other water users of any hazards or developing hazardous situations.
- Report any safety incidents both to the club or event and British Rowing using the *Incident Reporting System*.

**6. PEOPLE.**

**6.1. PEOPLE NEW TO ROWING.**

**Coaches are expected to:**

- Ensure all rowers have an adequate Club Induction Programme – and check their understanding of what is expected of them.

- Set standards that rowers will follow – lead by example.
- Ensure a higher level of duty of care is promoted with beginners, juniors, adaptive rowers and adults at risk.
- Encourage new rowers to ask about anything they are unsure of.
- Provide advice on any health or injury issues that may affect their safety, particularly when rowing, or refer them to their medical professional as appropriate.

## **7. EQUIPMENT.**

### **7.1. EQUIPMENT – BOATS AND BLADES.**

#### **Coaches are expected to:**

- Coach others on:
  - The need to check equipment.
  - How to check equipment.
  - What to do if defects are found.
- Ensure that equipment is checked prior to being used.
- Ensure that quarantined equipment is not used.

### **7.3. SAFETY AIDS.**

#### **Coaches are expected to:**

- Set an example by following the club's procedures on the use, maintenance and storage of safety aids.
- Train participants in the correct use of safety aids.
- Make lifejackets available to non swimmers and participants who are nervous about the water.
- Carry a throw line and practice using them.

### **7.4. LAUNCHES.**

#### **Launch drivers are expected to:**

- Wear a *correctly fitted lifejacket* whenever afloat and ensure that all their crew do so.
- Before each use, check that:
  - The *launch, including the motor is in good condition* before starting to use it.
  - There is adequate fuel for the outing.
  - The engine is secure and properly mounted.
  - The safety kit is on board
  - Of necessary, the lights are working.

Report any defects or problems.

#### **7.4.1. LAUNCH SAFETY KITS.**

It is recommended that the following equipment should be included in a Launch Safety Kit.

- A First Aid Kit in a waterproof bag, and checked monthly.
- A throw line or equivalent grab line.
- A serrated safety knife with rope cutter.
- Enough survival equipment or “ Bivvi bags” for the launch's passenger capacity. (Note: Foil blankets tend to keep cold people cold and are not recommended).
- Sufficient lifejackets for the number of passengers and crew.
- 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.

## **8. HEALTH.**

### **8.1. COLD IMMERSION AND HYPOTHERMIA.**

#### **Coaches are expected to:**

- Know and watch for the symptoms of severe hypothermia (such as shivering, pale blue lips and nails, rapid breathing, wheezing and coughing, fast pulse and slurred speech)

- Know how to respond if they detect any of these symptoms.
- Set an example by always wearing clothing appropriate to the conditions (see *Keep Warm*).
- Ensure that their coxes wear clothing appropriate to the conditions (see *Introduction to Coxing/Steering* on line learning).
- Ensure that they are equipped to deal with people with hypothermia.

### **8.6.3. ASTHMA.**

#### **Coaches are expected to:**

- Be aware of exercise induced and seasonal asthma.
- Ensure that all asthmatic rowers carry their inhalers on the water in a dry bag.
- Recognise the symptoms of an asthma attack and the difference between asthma and hyperventilation.
- Be aware of the Asthma Recovery Position (see *Treatment* section).
- Understand how to treat a person having an asthma attack.
- Know how to access help.

### **8.7. WHAT TO DO IF SOMEONE COLLAPSES.**

#### **Coaches are expected to:**

- Set an example by ensuring they are fully competent to assist with a person who has collapsed.
- Encourage participants to learn how to assist with a person who has collapsed.
- Practice retrieval of collapsed rowers from boats.

### **9.0. TOPICS COVERED IN RISK ASSESSMENTS.**

#### **9.1. WEATHER.**

#### **Coaches are expected to:**

- Learn about local weather peculiarities, and local rules of navigation particularly when visiting unfamiliar venues.
- Assess the weather for the duration and type of outing they are leading.
- Amend outing plans to take account of any updated advice relating to the local weather conditions.
- Consider each member's personal limitations, limitations of their equipment and safety facilities available.
- Respect the individual concerns and capabilities of all crew members if boating in adverse conditions.
- Ensure the whole crew is aware of, and understands, the rules and guidelines for the activity being undertaken.
- Ensure that the whole crew, including the coxswain, is suitably dressed and adequately protected for the weather conditions (wet, hot or cold) that they are likely to encounter.
- Understand the causes, symptoms and effects of hypothermia and hyperthermia?

#### **Example of Risk Management Plan (4 pages).**

#### **9.2. ROWING ENVIRONMENT.**

#### **Coaches are expected to:**

- Learn about local hazards, and local rules of navigation particularly unfamiliar venues.
- Consider each crew member's personal limitations, limitations of their equipment and safety facilities available.
- Respect the individual concerns and capabilities of all crew members if boating in adverse conditions.
- Ensure the whole crew is aware of, and understands, the rules and guidelines for the activity being undertaken.

#### **Example Risk Management Plan (2 pages).**

### 9.3. THE WATER.

#### Coaches are expected to:

- Learn about the local hazards associated with water conditions, and local rules of navigation particularly when visiting unfamiliar venues.
- Consider each crew member's personal limitations, limitations of their equipment and safety facilities available.
- Respect the individual concerns and capabilities of all crew members if boating in adverse conditions
- Ensure the whole crew is aware of, and understands, the rules and guidelines for the activity being undertaken.
- Ensure that the crew understands the procedures to be followed if the water is polluted or blue-green algae or Weil's Disease is present.

#### Hazards associated with the Water (2 pages).

### 9.4. OTHER WATER USERS.

#### Coaches are expected to:

- Know the activities of other water users and take into account of the risks when planning outings.
- Ensure the whole crew is aware of, and understands, the rules and guidelines for the activity being undertaken and the activities of other water users.

#### Hazards associated with other Water Users (2 pages).

### 9.5. GOING AFLOAT AND LANDING.

#### Coaches are expected to:

#### Hazards associated with going afloat (..... )

### 9.6. IN AND AROUND THE BOATHOUSE.

#### Coaches are expected to:

#### Hazards in and around the Boathouse (1 page).

### 9.7. FAULTY, INCORRECTLY SET AND POORLY MAINTAINED EQUIPMENT ?

#### Coaches are expected to:

#### Hazards associated with .....

### 9.8. PRE-EXISTING HEALTH CONDITIONS AND LOW LEVELS OF .....

#### Coaches are expected to:

#### Hazards associated with .....

### 10.1. COASTAL AND INSHORE ROWING.

#### Coaches are expected to:

- Understand the hazards associated with coastal and inshore and also understand the barriers and controls.
- Assess risk prior to each outing and either modify the planned outing or find a safer alternative if the level of risk is not low or moderate, taking into account the capabilities of the crew.
- Coach crews in the hazards, and the barriers and controls to be used (such as understanding tide, wind strength and direction of waves).
- Coach crews so that they are able to check that:
  - Boats have sufficient buoyancy.
  - Self-bailers, where fitted, are in full working order, and
  - If self-bailers not fitted then that are methods of manual bailing.
- Coach crews in the correct techniques for launching and recovery from a beach or slipway. There is further information on *boat handling in rough water*.

- When no launch is available then ensure no crew goes out without an experienced coastal rower supervising the session, in the boat with them (either as rower or cox) or from the beach keeping them close to the shore.
- Have a means of communication with the boat and with someone on the shore.
- Coach coxes to fit and adjust their lifejackets (including crotch straps) correctly.

#### **Launch Driving –**

- Hold qualifications of, or equivalent to, at least RYA Level 2 Powerboat with coastal endorsement.
- Ensure they have an effective means of communications with the shore and emergency services.
- Ensure that they are competent to rescue crews from rowing boats in coastal conditions.
- Ensure that their launches are suitable to rescue rowers in the conditions they are likely to encounter.
- Understand the correct technique for recovering a person to a safety boat.

### **11.1. INDOOR ROWING.**

#### **Coaches are expected to:**

- Adequately manage activities of all users and exercise a higher level of care for those persons who present a higher risk – beginners, the elderly, juniors and those with special needs or health problems.
- Know how to deal with specific health-related issues that have been identified.
- Promote safe use of the facility and equipment.
- Check the facility and the equipment is safe to use.
- Train users to use the rowing machines correctly including:
  - Identifying and naming the key parts of the machine.
  - Setting the rowing machine up and adjusting the damper and feet height.
  - Demonstrate good technique and posture.
  - Cleaning the rowing machine after use.
- Implement the British Rowing guidelines for the use of *rowing machines by juniors* and “*How much and how often?*”.
- Take care to ensure that their rowers do not over exert themselves or encourage others to do so.
- Ensure that their rowers work at appropriate intensity and overall workload.
- Ensure that the drag or resistance is set at the appropriate level for the rower.

### **11.2. GYM TRAINING.**

#### **Coaches are expected to:**

- Check that their rowers are fit and healthy enough to perform the exercises that they are attempting, discourage rowers from starting an exercise if they feel unwell.
- Encourage rowers to work with a partner when training with weights.
- Ensure that rowers work with spotters when lifting heavy weights.
- Encourage rowers to breathe in time with the exercise; exhale when lifting the weight, inhale when lowering.
- Stop the exercise if the rower becomes unwell.
- Coach rowers to keep their limitations in mind and push themselves in a sensible and controlled way.
- Encourage rowers to keep the gym clean and tidy.
- Discourage rowers from loitering around the gym or getting in the way.
- Encourage rowers to put away equipment when the exercise is complete unless someone else is about to use it.

- Encourage rowers to check equipment before use and only use the equipment that is in good condition.
- Encourage rowers to warm up thoroughly before starting training and stretch thoroughly when the exercise is complete.
- Coach rowers to use good technique.
- Encourage rowers to pay attention and be alert to what is going on around them.
- *Report incidents* to the club and to British Rowing.

## **12. INCIDENT REPORTING.**

### **Expectations –**

#### **Everyone is expected to:**

- Understand the importance of reporting incidents, including near misses, in which they are involved or that they witness.
- Report incidents on the *Incident Reporting System*.

#### **Coaches are expected to:**

- Promote a no-blame culture of reporting incidents in order to improve safety.
- Ensure that rowers understand the importance of reporting incidents, including near misses, in which they are involved or that they witness.
- Encourage rowers to use the British Rowing *Incident Reporting System*.
- Ensure that rowers act on advice in notices such as British Rowing *Safety Alerts*.

## **13.1 SAFETY INSPECTIONS.**

### **Coaches are expected to:**

- Report any issues or concerns with the club's safety equipment or procedures.
- Assist with Safety Inspections as requested.