

PENGWERN BOAT CLUB



# Safe Rowing

**Policy Culture Responsibilities Approach**

Version 1.0

## Document Approval

		Name	Position	Date
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Checked by		Helen Watkinson	Club Chairwoman	10/10/2024

## Document Revision Record

Revision no	Date	Details of revisions	Prepared by	Checked by
1.0	10/10/2024	General review to ensure consistency with current safety arrangements and latest British Rowing RowSafe guidance. Safe Rowing Rules and Guidance published as series of separate documents	Ian Froggatt	Helen Watkinson

This document, and accompanying safety documents are available via our Club website. Club members should refer to the controlled current versions accessible via the Club's website. Printed or downloaded saved documents may not be controlled current versions, so should not be referred to.



## Safety Policy

Pengwern Boat Club aims to ensure that its rowing equipment and rowing activities undertaken by its members are safe, resulting in no harm. The Club has a zero tolerance for anyone being harmed because of our members' participation in the sport.

We believe that harm is not an inevitable consequence of our activities and that incidents that cause harm can be avoided. We will strive to provide an environment in which the sport can be practiced safely and enjoyably by our members. We will guide and lead our members in a way that fulfils these aims.

The Club, through its Officers and Committee will help people participate in rowing without putting themselves and others at unacceptable risk.

The Club makes it clear that everyone is expected to take care of their own safety and the safety of others. Risks will be reduced by following the Club's safety rules, procedures, and guidance set out in the Club's safety documents. These are based on the British Rowing RowSafe guidance.

The Club expects its members to respect and adhere to its safety rules and procedures. These are set out in this safety document, and a copy can also be found via a link on the club's web site ([www.pengwern-rowing.co.uk](http://www.pengwern-rowing.co.uk)). Complying with these rules will help to prevent harm.

The Club is also committed to learn from the incidents it becomes aware of and will share this information to help others in the sport to learn too. We use British Rowing's Incident Reporting System.

Members can refer any suggestions, questions, or concerns relating to safety to the Club's Rowing Safety Adviser, by emailing [safety@pengwern-rowing.co.uk](mailto:safety@pengwern-rowing.co.uk)

*Helen Watkinson*

Chairwoman: Helen Watkinson

10 October 2024

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# 1. Introduction

## 1.1. Safe Rowing documentation

The purpose of this document is to help establish and maintain a positive safety culture, safety approach, and safety performance at Pengwern Boat Club (the Club). It aims to allow all club members to be aware of the Club's safety policy, safety arrangements, safety rules, and guidance in place. These set out ways in which people can enjoy rowing at the Club without putting themselves and others at unacceptable risk.

In doing this, the Club aims to provide a duty of care to people who can be harmed by its activities.

The key message is that:

**SAFETY IS EVERYONE'S RESPONSIBILITY**

## 1.2. British Rowing RowSafe

This safety document is based on the requirements and advice provided in British Rowing RowSafe '*safety advice for rowers, clubs, and competitions, and everyone else associated with the sport of rowing*', which is updated periodically.

The core theme of RowSafe is that everyone involved in rowing is expected to ensure their actions or lack of action do not compromise the safety of themselves or others.



## 1.3. Safety focus

In our club, our safety focus is on being protected from and reducing the risk of causing danger and preventing immediate harm. It involves measures to protect individuals from hazards and accidents, as outlined in Table 1 below.

Table 1 Our Focus of Rowing Safely

Safety Aspect	Our Focus
Physical Protection	Ensuring that all activities are conducted in a manner that minimises the risk of injury or accidents. This includes proper use of equipment, adherence to safety protocols, and emergency preparedness.
Training and Supervision	Providing adequate training for rowers and coaches on safety procedures and ensuring that experienced personnel supervise activities.
Equipment Maintenance	Regular inspection and maintenance of boats, oars, and other equipment to ensure they are in safe working condition.
Environmental Awareness	Monitoring weather conditions and water safety to prevent accidents related to environmental factors.

## 2. Positive Safety Culture

### 2.1. Communication

A positive safety culture leads to a cohesive, considerate, friendly atmosphere. The Club's safety culture and safety performance can be improved through effective safety communication. Expectations regarding safety communications are set out below.

All members of the Club should ensure that they are aware of the information and guidance made available to them via this safety documents.

Club members should raise any issues or concerns relating to the Club's activities. It is also important to feel free to ask questions and to be able to receive appropriate answers. The Club aims to promote a no-blame culture of reporting all incidents to improve safety.

Communication methods include:

- In person, face-to-face;
- Club safety notice board;
- Digital communications (websites, emails, and social media); and
- Training and induction materials.

The club personnel listed in Table 2 should be contacted appropriately regarding safety and welfare related issues.

Table 2 *Rowing Safety and Welfare Contacts*

Role	Name	Email	Phone
Chairwoman	Helen Watkinson	chair@pengwern-rowing.co.uk	07512 933 164
Captain	Steve Mills	captain@pengwern-rowing.co.uk	07790 955 115
Rowing Safety Adviser	Ian Froggatt	safety@pengwern-rowing.co.uk	07710 624 302
Welfare Officer	Clare Davis	safeguardinglead@pengwern-rowing.co.uk	07947 728 274
Junior Coordinator	Dean Bishton	juniors@pengwern-rowing.co.uk	07970 973 583
Adaptive Rowing	Colin Hayton		07814 213 844

## 2.2. Club members

Everyone is required to:

- Regularly check the various safety communication methods such as notice boards, emails, and club website.
- Review the safety information available and take proper action.
- Report concerns, incidents, and near misses as outlined in Safe Rowing Note 6 - Incident and Near Miss Reporting.
- Ask a responsible person whenever they have questions or feel that they need more information.
- Be aware of, and understand, the instructions and any safety requirements when taking part in rowing activities, particularly specific requirements of competitions.

## 2.3. Club officers

Club officers will:

- Promptly review all advice issued by British Rowing and the Regional Rowing Council and act when required.
- Make members aware of changes whenever the Club Risk Assessments, rules, procedures, and advice are updated.
- Maintain regular communication with all local water users and other stakeholders and circulate any information to members. This could include information about canoeing and fishing competitions arranged by other organisations.
- Ensure that all members are aware of and able to access the communication methods used by the club.
- Review the effectiveness of the club's communication processes.
- Ensure all safety incidents are reported, as set out in Safe Rowing Note 6 - Incident and Near Miss Reporting.

## 2.4. Coaches

Coaches are required to:

- Communicate rules and safety recommendations to rowers under their supervision.
- Report perceived safety issues to the Club Rowing Safety Adviser and Club Committee.
- Ensure that their crews, when at competitions, are aware of and understand the instructions to competitors and any safety requirements.
- Read, understand, and implement the British Rowing guidance on Coaching Safe Behaviour for Level 2 Session Coach and for Level 2 Club Coach.

## 2.5. New club members

The new club member's induction pack contains information that new members need to familiarise themselves with the operation of the Club. It provides new members with simple guidance that will keep themselves and others safe and ease their transition into full participation in the club.

New club members are expected to attend the club's induction program and follow the advice and guidance in the induction pack.



### 3. Safe Rowing Categories

The Club currently comprises club members grouped into one of the categories listed in Table 3 below.

Table 3 Club Member Safe Rowing Categories

Category	Capability and Competence Level
Junior	<p>Junior rowers comprise a key section of the Club. Their progress is supported by a dedicated Junior Coordinator and a range of other qualified experienced volunteer Coaches.</p> <p>Junior rowers include J13 to J18 age categories. Juniors usually comprise mixed ability groups, varying from beginners to experienced rowers.</p>
Beginner	A beginner is an inexperienced individual, or a crew coxed with limited competence. A beginners can be a junior or adult.
Novice	A rower that has progressed beyond beginner stage with less than 12 months of experience, regardless of age.
Special needs requirements	A club member with special needs requirements and may vary from a beginner to more experienced individual. Each may have a range of specific needs. Therefore, specific rowing-related risks may differ, and this will require the Club to produce an individualised safety plan.
Adaptive	An adaptive rower may vary from a beginner to more experienced individual. Each may have one or more specific disabilities. Therefore, their specific rowing-related risks may differ, and this will require the Club to produce an individualised safety plan.
Intermediate	Rower that has progressed beyond Novice stage, has been rowing regularly for at least 12 months and has developed a solid foundation of skills and fitness, but still need support by coaching or club members with more experience.
Experienced	Someone who has spent a significant amount of time rowing, developing their skills, technique, and physical conditioning. They often participate in competitive events and have a history of training and racing at different levels.

## 4. Minimum Requirements

### 4.1. Rowers and coxes

Rowers, scullers, and coxes must be members of Pengwern Boat Club.

Rowers, scullers, and coxes (except adaptive rowers):

- must confirm through written declaration via their annual membership application that they can swim a minimum of 50 metres.
- and ideally
  - swim at least 50m in light clothing (rowing kit),
  - tread water for at least 2 minutes, and
  - swim under water for at least 5 metres.

All single scullers must have carried out a supervised capsized practice.

### 4.2. Coaches

Coaches must be members of Pengwern Boat Club and be registered with British Rowing as a Coach.

Coaches should accompany their crews by bike, on foot, in a launch, or from a single scull.

Coaches should ensure they keep all inexperienced crews being coached within sight.

Coaches should always have available and be able to use a throw line whilst coaching on-the-water activities from the riverbank.

### 4.3. Coaching and safety launch drivers

Coaching launch and safety launch drivers must have passed the RYA Powerboat level 2 course.

### 4.4. First aid

All first aiders appointed by the Club, must hold a valid first aid training certificate.

## 5. Responsibilities

### 5.1. Club members

All club members must take every reasonable step to minimise the risk associated with their activities at the club. Club members are required to:

- Take responsibility for their own safety both on and off the water.
- Be aware of and follow the Club safety rules and procedures set out in this document.
- Be familiar with the Club Safety and Emergency Response Plans.
- Follow the safety directions of club officers, committee members, and coaches.
- Complete the [British Rowing Safety Basics online learning module](#).
- Undergo specific rowing related safety training, as arranged by the Club periodically.
- Assist with Safety Inspections as requested.
- Reduce their risk before each outing, following guidance set out in Safe Rowing Note -- Pre-Outing Risk Assessment.
- Those rowing in small boats (1x, 2x, or 2-) must arrange a 'buddy' system, where you go out on the water with another boat, whenever possible.
- Pre-existing medical issues that have potential to affect rowing capability and safety should be communicated to the club officers or Rowing Safety Adviser in confidence.
- Communicate safety issues or concerns relating to the Club's activities, club's safety equipment, or safety procedures that they are aware of.
- Feel free to ask questions and seek appropriate answers from the club committee.
- Report safety incidents or near misses, as set out in Safe Rowing Note 6 - Incident and Near Miss Reporting.

### 5.2. Club officers and committee members

Club officers and committee members, by virtue of their posts, bear additional responsibility for ensuring the safety of all club members.

Club officers are required to:

- Ensure a positive safety culture, safe environment, and safe rowing practices at the Club for club members and others to enjoy rowing at the Club.
- Take responsibility for implementing safety control measures identified in the Club's Safe Rowing Rules.
- Ensure that they are up to date with best practice with regards to rowing safety.
- Ensure that club members follow safety requirements in this safety document.

- Ensure that safety is a regular agenda item at rowing club committee meetings.
- Take responsibility for advising club members of rowing safety arrangements and set a good example with regards to safe practice.
- Step in when they see any club member behaving in an unsafe manner and advise them how to conduct themselves in a safe way.
- Promote a higher level of duty of care for junior, beginner and adaptive rowers.
- Take responsibility for arranging suitable rowing related safety training.
- Complete the online learning module.

### 5.3. Club Rowing Safety Adviser

The role of the Club Rowing Safety Adviser (CRSA) is to advise the Club Officers and committee members on safety aspects of the Club's activities. Responsibility for ensuring that people are not harmed by the Club's activities and rowing safety rests with the Club Officers and individual members of the Club.

Club Rowing Safety Adviser responsibilities include the following:

- Provide advice to the club leadership and committee on all matters relating to safety, as appropriate.
- Be familiar with the guidance provided in RowSafe.
- Ensure the completion of the annual safety audit for the club.
- Undertake safety reviews of the club's activities and facilities.
- Undertake inspections and audits and provide feedback to the club committee and club members.
- Promote and monitor Incident Reporting within the club and the reporting of all incidents to British Rowing.
- Undertake an annual analysis of the Club's reported incidents to identify any common issues and trends and initiate action to address any opportunities for improvement.
- Lead or facilitate Incident Investigations as necessary.
- Have completed the Advanced Risk Assessment Training.
- Lead or facilitate the completion and review of the club's Risk Assessments.
- Use the Risk Assessments to identify required safety rules.
- Record Capsize and Recovery training of each member of the club and make these records available to all coaches.
- Review advice issued by British Rowing and the Regional Rowing Council and advise the Club on actions required.
- Work with the club committee and the leadership of the club to develop and maintain the club Safety Plan, Safety Rules and Emergency Response Plan.
- Attend local and regional safety meetings.

- Work with the British Rowing Regional Rowing Safety Adviser.
- Work with other water and land users on safety, as required.

## 5.4. Junior Coordinator

The Junior section of the Club is organised by the Junior Coordinator.

The Junior Coordinator responsibilities include the following:

- Act as the junior safeguarding lead.
- Ensure the Club implements appropriate barriers and control measures identified in its risk assessments.
- Organise Junior training sessions and competitions.
- Coordinate deployment of coaches and volunteers.
- Act as the main point of contact between the club, juniors, and parents.

## 5.5. Adaptive Rowing Coordinator

Adaptive rowing is organised by the Adaptive Rowing Coordinator, whose responsibilities include the following:

- Act as the main point of contact between the club and adaptive rowers.
- Lead or coordinate the assessment of specific adaptive rowing needs,
- Lead or coordinate the production and maintenance of generic and specific adaptive rowing risk assessments,
- Ensure the Club implements appropriate barriers and control measures identified in these risk assessments.
- Organise adaptive rowing sessions.
- Coordinate deployment of coaches and volunteers.

## 5.6. Coaches

The primary responsibility of all Coaches is for their own safety and that of the people they are coaching. Coaches responsibilities include the following safety aspects:

- Take all reasonable steps to minimise the risk to themselves and those they are coaching.
- Ensure they are knowledgeable about rowing safety best practice by being familiar with this safety document and the British Rowing Rowsafe guidance.
- Educate those they are coaching in rowing and safety best practice.
- Instruct rowers on causes and avoidance of capsize and swamping.
- Coach rowers to routinely check heel restraints prior to going afloat.
- Complete the Capsize Training for Coaches and Club Officials online learning module.

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- Remind rowers of the safe capsize and rescue techniques for capsize or swamping.
- Be aware of a rower's Capsize and Recovery training.
- Follow the policies set out by the club for those who have not been trained.
- Encourage rowers to carry an audible warning device, such as a whistle.
- Complete the Capsize Training for Coaches and Club Officials online learning module.
- Instruct rowers on the effects of cold-water shock and hypothermia described in the Cold Water and Hypothermia online module and the Safety Alert - Cold Water Kills.

## 6. Risk Assessments

A central theme of British Rowing RowSafe is the need for risk assessment. This consists of thinking about hazards and the hazardous events that they can cause. Risk can be reduced by installing “*barriers*” that reduce the chances of a hazard producing a hazardous event and by having “*controls*” that limit the harm should a hazardous event occur.

The Club has undertaken risk assessment for the Club’s main activities. These are supplemented by specific risk assessments for junior rowing, and adaptive rowing. These follow British Rowing RowSafe guidance.

The control measures identified in the Club’s Risk Assessment set are implemented as club safety arrangements, barriers, club safety rules, and safety procedures (controls) to reduce risk of the Club’s activities and to help ensure safe rowing locally.

The Club’s main risk assessment uses the template and guidance provided by British Rowing. The Club also provides specific risk assessments for junior rowing, and adaptive rowing, which follow British Rowing guidance.

This document implements various *barriers* and *controls* that are named in the Club’s risk assessments as club safety rules, safety procedures, and guidance.

The Club, and persons responsible for coordinating these activities, ensure that proper measures to reduce risks identified in the risk assessments are put in place.

Our risk assessments are documented, detailed, and form the basis of this document. However, these should be supplemented by considerations of whether each outing on the water or land training session we were planning are safe. We can all do this by considering an assessment of risk before each outing on the water, set out in Safe Rowing Note 1 - Pre-Outing Assessment of Risk.

The Club’s safety documents are reviewed at least annually, and after a significant safety incident. The Club’s safety documents are available via our Club website.

## 7. Safe Rowing Rules

The Club maintains a series of safe rowing rules and guidance, based on the control measures identified in the club's main risk assessment, and junior rowing risk assessment.

The current safe rowing rules are made available to club members via the Club's website safe rowing page.



## 8. Safety Training

The Club arranges general and specific safety training for Club members. Club members are required to attend this training periodically as required by Club officials, or to demonstrate a level of knowledge and competence necessary.

The Club arranges the following rowing safety training:

- Awareness of the effects of cold-water shock and hypothermia, described in British Rowing Cold Water and Hypothermia online module and Safety Alert Cold Water Kills.
- Instruction in the event of capsize or swamping, including 'buddy rescue technique'.
- Capsize and Recovery training in a local swimming pool or another safe setting.

## 9. Review of Safe Rowing Practices

### 9.1. Safety inspections

The Club undertakes safety inspection checks to ensure that the provisions in place to support the safe operation of the club continue to be effective. They include the barriers that reduce the probability of a hazardous event occurring and the controls that will reduce the severity of its consequences, in line with the Club's safety risk assessments.

Safety inspection checks are undertaken every month approximately, using the inspection checklist in Appendix 1.

### 9.2. Annual safety audits

The Club undertakes a safety audit each year. This is an independent, documented, objective assessment of the extent to which an activity or process follows the stated criteria. It is a gap analysis that helps the Club find opportunities for improvement.

The annual safety audit must follow British Rowing's requirements specified in its audit document. The Club's annual safety audit reviewed by British Rowing's Regional Rowing Safety Adviser (RRSA). The Club works with the RRSA to ensure suitable and sufficient arrangements are in place to keep people safe.

### 9.3. Review of safety rules and guidance

This safety document and the Club's Risk Assessment documents are reviewed at least annually, and after a significant safety incident. They will be updated when appropriate to ensure they:

- take on board lessons learned from safety incidents, safety inspections, and safety audits;
- address local hazards and safety issues;
- benefit from feedback received by Club members; and
- capture best safety practice advised by British Rowing.

Club members are encouraged to provide feedback and suggestions so that we can ensure our safety documentation, safety arrangements, and safety behaviour by club members is appropriate and follows best practices.