

## 3. Club Safety

Rowers, and other club members, are expected to take responsibility for their own safety and clubs are expected to provide education and training to help them to be safe. Clubs are also expected to provide a safe environment in which their members can enjoy their sport.

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### 3. Club Safety

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RowSafe provides general guidance to clubs and their members on safe practice in rowing. It is however the responsibility of each club to maintain up-to-date risk assessments and define and monitor its own safety practices, guidance and procedures specific to its environment and activities, which clubs shall ensure are made known to their members and members shall comply with the same.

Whilst every effort is made to ensure that the medical and other similar information and guidance in this manual is accurate and reflective of best practice at the time of publication, it is the users' responsibility to ensure that such information and guidance is up to date before acting upon it. British Rowing accepts no responsibility for the content of third party websites accessed through links in this publication.

## 3.1 Club Risk Assessment

Hazard identification and risk assessment are the basis for planning to maintain and improve safety. These provide clubs with the ability to understand the ways in which harm can be caused and to minimise both the probability of that harm occurring and the severity of harm should it occur. It puts clubs in control of their risks.

The Risk Assessment only adds value when the actions that it identifies as being needed are completed.

### Expectations

#### Everyone

Everyone is expected to:

- Understand, and abide by the rules that the club has defined as a result of its Risk Assessment.
- Be familiar with the club's Safety and Emergency Response Plans.
- Be aware of the hazards associated with each of the club's activities that they take part in.
- Be aware of the hazards in other club facilities such as gym, kitchen or workshop.
- Complete the [Safety Basics](#) online learning module.
- Report all incidents using the British Rowing [Incident Reporting System](#).

Be aware of potential hazards



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#### Club

Club Officers are expected to:

- Ensure that their club has completed a Risk Assessment for each of its activities both on and off the water. Factors to be considered include:
  - Location of the club, for example remote or in a built-up area, easy or difficult access.
  - Type and extent of boating area (for example, narrow canal, wide river or lake, estuary or the sea) and the effect that this has on the type of rescue that may be needed.
  - Potential hazards such as obstructions, weirs and limited access points.
  - People, for example number of members, age and rowing experience.

- Hazards in other club facilities such as gym, kitchen and workshop.
- Travel time to the nearest hospitals with an A&E Department or Minor Injuries Unit and type of cover offered.
- Details of the service provided by the local NHS ambulance service (this varies from region to region).
- Availability of other rescue services such as air ambulance and lifeboat.
- Publish the club's Risk Assessments on their website or make them available to their members and the parents of junior members in other ways.
- Publish suitable Safety Plan(s) (see [RowSafe 3.2](#)) and Emergency Response Plan(s) (see [RowSafe 3.3](#)) based on the issues identified in the Risk Assessments.
- Take action, where necessary, to ensure that nobody is exposed to substantial or intolerable risk.
- Review, and if necessary update, the Risk Assessments at least once a year.
- Review, and if necessary update, the Risk Assessments following any significant incident at the club or elsewhere (including those communicated in Safety Alerts) (see [Safety Alert Archive](#)).

## Coaches

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 to the club.
- Complete the [Intermediate Risk Management](#) online learning module.

## Club Rowing Safety Adviser

Club Rowing Safety Advisers are expected to:

- Complete the [Advanced Risk Assessment](#) online learning module.
- Lead or facilitate the completion and review of the club's Risk Assessment.

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to clubs in their region on risk assessment.

## British Rowing

### British Rowing:

- Provides online learning materials, examples and templates to assist with risk management and assessment.
- Provides advice and guidance on risk assessment and control.
- Provides an [Incident Reporting System](#).
- Provides guidance to clubs through RowSafe.
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

## Further Information

- Online learning modules:
  - Safety Basics - [rowhow.org/free/riskassessment/basic](http://rowhow.org/free/riskassessment/basic)
  - Intermediate Risk Management - [rowhow.org/free/riskassessment/intermediate](http://rowhow.org/free/riskassessment/intermediate)
  - Advanced Risk Assessment - [rowhow.org/free/riskassessment/advanced](http://rowhow.org/free/riskassessment/advanced)
- British Rowing Incident Reporting System - [incidentreporting.britishrowing.org](http://incidentreporting.britishrowing.org)
- [RowSafe 3.2](#) - Club Safety Plans and Rules
- [RowSafe 3.3](#) - Club Emergency Response Plan
- Safety Alert Archive - [britishrowing.org/knowledge/safety/safety-alert-archive](http://britishrowing.org/knowledge/safety/safety-alert-archive)

## 3.2 Club Safety Plans and Safety Rules

Safety Plans describe how members should act in particular circumstances in order to keep themselves and others safe.

Safety Rules specify the behaviours that the club requires of its members and any behaviours that it would find unacceptable.

Club Emergency Response Plans (see [RowSafe 3.3](#)) describe how the club will deal with emergencies and other incidents to minimise the harm that they would otherwise cause.

Clubs are also expected to consider how they keep their premises safe and use their Risk Assessment to determine the need for plans covering electricity and gas checks and building maintenance.

### Expectations

#### Everyone

Everyone is expected to:

- Take responsibility for their own safety and the safety of others affected by their activities.
- Read, understand and follow the Safety Plans.
- Read, understand and abide by all the Safety Rules.
- Report all occurrences of disregard for the Safety Rules to the club.

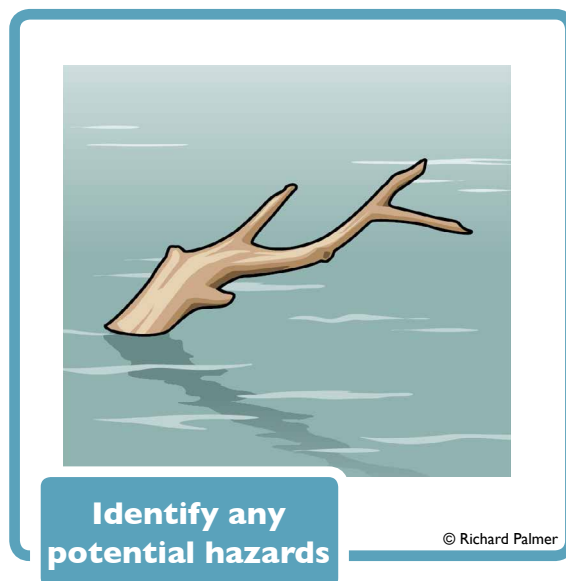
#### Club

Club Officers are expected to:

- Produce and communicate Safety Plans and Safety Rules for all its members and coaches.
- Prominently publish and display the Safety Plan and the Safety Rules (for example, on the website).
- Modify the Safety Rules and the Safety Plan in light of incidents, Risk Assessments, Safety Alerts and developments in good practice.
- Actively promote a set of shared values and beliefs that make safe practice instinctive.
- Upload their Safety Plan as part of the annual Safety Audit.

Safety Plans should include:

- A plan of the local water highlighting hazards, navigation rules and circulation patterns and emergency access points (named and where necessary with postcodes or grid references).
- Instructions to cover any variation to normal procedures needed to manage risks resulting from tidal currents, stream, wind or other climatic conditions.
- Instructions for reporting incidents orally, on paper in the club and online to British Rowing.
- Vital telephone numbers relating to safety such as Club Officials, First Aiders, key holders, navigation authority, river or harbour police.
- Where appropriate, VHF radio channels and information about how to contact the navigation authority and coastguard.



Safety Rules should include:

- Rules for club members covering their responsibilities in relation to safe practice.
- When and where crews can train, warm up and cool down on the water.
- The criteria for assessing the risks associated with any local water activity.
- Instructions to coxes and steers to [keep a good lookout](#) and comply with the circulation plan and navigation rules at all times when afloat.
- Instructions to rowers to [be conspicuous](#) and wear high-visibility clothing at all times when afloat other than when they are required to wear club kit during competitions.
- Rules relating to the training of junior members, people new to rowing and adaptive rowers.
- Rules specifying the conditions, if any, under which crews may go afloat unaccompanied.
- Navigation rules based on the local environment, the requirements of the local water authority and agreements with other water users.
- Rules relating to the use of indoor rowing machines and gym facilities.
- Rules relating to the use of launches.
- If going to sea, rules on notifying the coastguard and navigation authority, radio channels to be used and monitored.

## Coaches

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 to the club.
- Encourage rowers to report incidents using the [Incident Reporting System](#).

## Club Rowing Safety Adviser

Club Rowing Safety Advisers are expected to:

- Advise on the appropriate Safety Rules and Safety Plans and their specification.
- Ensure that the Safety Plans and Safety Rules are communicated to all members.
- Advise on the extent to which members comply with the Safety Rules.
- Advise on the implementation and effectiveness of Safety Plans and Safety Rules.
- Assist with reviews of the Safety Plans and Safety Rules and with keeping the Safety Plans and Safety Rules up to date.

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to clubs in their region on Safety Plans and Safety Rules.

## British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

## Further Information

- [RowSafe 3.3](#) - Club Emergency Response Plan
- British Rowing Incident Reporting System - [incidentreporting.britishrowing.org](http://incidentreporting.britishrowing.org)
- Safety Alert Archive - [britishrowing.org/knowledge/safety/safety-alert-archive](http://britishrowing.org/knowledge/safety/safety-alert-archive)
- Joint guidance for rowers and canoeists on shared water - <https://www.britishrowing.org/wp-content/uploads/2017/03/Guidance-for-Rowers-and-Canoeists-on-shared-water.pdf?41e6e6>

## 3.3 Club Emergency Response Plan

The Club Emergency Response Plan defines the actions to be taken if such an incident does happen. It will help to reduce the harm that such an incident could cause.

The Club Safety Plan and Rules (see [RowSafe 3.2](#)) describe what members and others should do to make an incident less likely to happen.

### Expectations

#### Everyone

Everyone is expected to:

- Understand and, in an emergency, follow the Club Emergency Response Plan.
- Follow the instructions of Club Officers and coaches.
- Report any incident or condition that could give rise to an emergency to Club Officer or coach.
- [Report incidents](#) and near misses to British Rowing.

#### Club

Club Officers are expected to:

- Use the club's Risk Assessment to produce or update the Club Emergency Response Plan.
- Brief members and others using the club facilities on the content of the club Emergency Response Plan and make it available. The plan should include:
  - The process for summoning assistance in case of an emergency.
  - The location of the club, including postcode and directions for emergency services.
  - A plan showing all emergency access points, with post codes and grid references where possible, to assist emergency services.
  - Emergency phone numbers and the location of the nearest landline telephone, if available.
  - Where appropriate, VHF radio channels to be used to contact navigation authority and coastguard.
  - The location of First Aid kits and, if available, the nearest Automatic External Defibrillator (AED).
  - List of qualified First Aiders (with photos where practical).
  - Instructions on what to do in event of a fire, how to evacuate the building and the location of Assembly Points.



- Process for suspending or cancelling the club activities in case of an emergency.
- Where relevant, emergency arrangements for people with disabilities.
- Provide adequate First Aid cover including provision for people suffering from mild hypothermia (people with severe hypothermia should be taken to hospital).
- Provide sufficient, correctly positioned fire extinguishers and fire blankets, emergency lighting and clearly marked fire exits.
- Maintain emergency equipment such as fire extinguishers and fire blankets, check that fire exits are clear and that emergency lighting and fire doors are in working order.
- Prominently display notices showing key location and contact information in the club.
- Brief members and others using the club facilities on what to do in an emergency and how to use any equipment.
- Establish contact details and any relevant medical or other information for each member in case of emergency. Ensure that this information is kept confidential and only available to those who need it.
- Upload the Emergency Response Plan as part of the annual safety audit.
- Where appropriate, ensure that someone in each boat knows how to use a VHF radio and the correct channels to use.
- If going to sea, ensure that someone in each boat knows how to describe where the boat is.

## Coaches

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 including an AED, if available.
- Where appropriate, ensure that someone in each boat knows how to use a VHF radio and the correct channels to use.
- If going to sea, ensure that someone in each boat knows how to describe where the boat is.
- Report any incidents to the Club Officers and British Rowing.

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to clubs in their region on Emergency Response Plans.

## British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

## Further Information

- [RowSafe 3.2](#) - Club Safety Plans and Rules
- British Rowing Incident Reporting System - [incidentreporting.britishrowing.org](http://incidentreporting.britishrowing.org)
- Safety Alert Archive - [britishrowing.org/knowledge/safety/safety-alert-archive](http://britishrowing.org/knowledge/safety/safety-alert-archive)

## 3.4 Club Rowing Safety Adviser Job Description

It should be noted that Club Rowing Safety Advisers are not responsible for rowing safety. It is the responsibility of the individuals and their clubs to ensure that people are not harmed by the club's activities.

### Expectations

#### Club

Club officers are expected to ensure a positive safety culture and safe practice within the club; they are expected to:

- Appoint a Club Rowing Safety Adviser(s), to lead and advise on promoting safe practice.
- Support the Club Rowing Safety Adviser and take their advice into account.
- Ensure that safety is a regular agenda item at meetings.

#### Club Rowing Safety Adviser

Club Rowing Safety Advisers are expected to:

- Be familiar with the guidance provided in RowSafe.
- Provide advice to the club committee and club leadership on all matters relating to safety as appropriate.
- 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 if requested to do so by the club and provide feedback to the club committee.
- Promote and monitor Incident Reporting within the club and the reporting of all incidents to British Rowing.
- Periodically (perhaps annually) analyse 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 Assessment.
- Use the Risk Assessment to identify required safety rules.
- 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.
- Be willing to be a member of the Club Committee.

- Attend local and regional safety meetings.
- Work with the Regional Rowing Safety Adviser.
- Work with other water and land users on safety as required.

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to CRSAs in their region.

## British Rowing

British Rowing:

- Provides on-line training in [Risk Assessment](#).
- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

## Further Information

- Online learning module:
  - Advanced Risk Assessment - [rowhow.org/free/riskassessment/advanced](http://rowhow.org/free/riskassessment/advanced)
- British Rowing Incident Reporting System - [incidentreporting.britishrowing.org](http://incidentreporting.britishrowing.org)
- Safety Alert Archive - [britishrowing.org/knowledge/safety/safety-alert-archive](http://britishrowing.org/knowledge/safety/safety-alert-archive)

## 3.5 Training Camps and Rowing on Unfamiliar Waters

Training camps and rowing on unfamiliar waters introduce additional hazards that must be identified and risks that must be assessed. A Training Camp Safety Plan should be developed that will reduce risks to acceptable levels.

### Expectations

#### Everyone

Everyone is expected to:

- Read, understand and implement the requirements of the Training Camp Safety Plan.
- Notify coaches, or others who need to know, of any relevant medical condition, medication or other requirements you may have. They may have to take extra care if you will be at an unfamiliar venue, or away from home.

#### Club

Club Officers are expected to:

- Establish a Training Camp Organising Committee that includes the Club Rowing Safety Adviser, to plan visits to unfamiliar venues.

#### Coaches

Coaches are expected to:

- Adopt the Training Camp Safety Plan and ensure it is implemented.

#### Training Camp Organising Committee

Training Camp Organising Committees are expected to:

- Request safety information from the host club or venue management, this may include the venue's own Safety Rules and Navigation Plan.
- Request a generic Risk Assessment from the host club or venue management.
- Use this information to prepare a Training Camp Risk Assessment for the club's planned activities; this should include travel to and from the venue.
- Use the Risk Assessment to establish a Safety Plan.
- Review the Training Camp Safety Plan with the host club or other local experts.

- Review the Risk Assessment on arrival, paying particular attention to sources of local information and amend the Training Camp Safety Plan as necessary.
- Ensure that all coaches and participants fully understand the Safety Plan before participating in the camp.
- Establish contact details and any relevant medical or other information for each participant in case of emergency. Ensure that this information is available to those who need it at the camp.
- Check that all participants planning to attend or visit the training camp are able to do so safely.
- Understand and implement the British Rowing [Safeguarding and Protecting Children Policy](#) where juniors (under 18 years old) are involved. Ensure that an appropriate provision is made for safeguarding.
- Ensure that there is an appropriate coach/helper/participant ratio.
- Consider contacting previous users of the location to identify any potential hazards.
- Ensure that drivers towing trailers are aware of the [relevant guidance](#) and [online help](#).
- Check appropriateness of the Safety Plan on arrival at the training camp location for:
  - Circulation pattern,
  - First Aid provision,
  - Rescue launches, and
  - Communications.
- Check local weather forecasts and other up-to- date safety information with the host club or local experts at the time of the visit.
- Check what equipment is available as required such as life jackets, throw lines and bikes.
- Check that all launch drivers hold an RYA Level 2 Powerboat certificate (or equivalent) and any other qualification required by the host club or venue management.
- Check if there are any restrictions on time, noise, age and other users.
- Establish a system for reporting incidents to British Rowing.
- Identify the First Aid provision and communicate this to the participants.
- Carry out thorough equipment checks before travelling to the training camp.
- Conduct a post visit review; communicate any significant lessons learned through the British Rowing [Incident Reporting System](#).

## Club Rowing Safety Adviser

Club Rowing Safety Advisers are expected to:

- Assist with the preparation of a Risk Assessment and Training Camp Safety Plan.
- Investigate any incidents and ensure that they are reported in the British Rowing [Incident Reporting System](#).
- Participate in the post visit review.

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to clubs in their region on training camps and rowing on unfamiliar waters.

## British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

## Further Information

- British Rowing Safeguarding and Protecting Children Policy - [britishrowing.org/about-us/policies-guidance/safeguarding/safeguarding-and-protecting-children-policy](https://britishrowing.org/about-us/policies-guidance/safeguarding/safeguarding-and-protecting-children-policy)
- Guidance for the Transportation of Oar Propelled Racing Boats - [britishrowing.org/wp-content/uploads/2015/09/TowingGuidance.pdf](https://britishrowing.org/wp-content/uploads/2015/09/TowingGuidance.pdf)
- Trailer Towing online help - [rowhow.org/course/view.php?id=108](https://rowhow.org/course/view.php?id=108)
- British Rowing Incident Reporting System - [incidentreporting.britishrowing.org](https://incidentreporting.britishrowing.org)
- Safety Alert Archive - [britishrowing.org/knowledge/safety/safety-alert-archive](https://britishrowing.org/knowledge/safety/safety-alert-archive)

## 3.6 Swimming Competence

Ideally all participants in rowing should be competent and confident swimmers. However some may not be as competent. A Risk Assessment should be used to determine the appropriate procedures for participants with limited swimming ability.

It should be recognised that the ability to swim in a pool does not guarantee the ability to swim in cold, exposed waters. This is explained further in the on-line learning module on [Cold Water and Hypothermia](#).

Ideally, everyone taking part in rowing should be able to:

- Swim at least 50 metres in light clothing (rowing kit).
- Tread water for at least two minutes.
- Swim under water for at least five metres.

However, these times and distances could be extended so that they are appropriate to the venue where rowing takes place.

### Expectations

#### Everyone

Everyone is expected to:

- Inform the club of their current swimming ability.
- Attend any swimming tests as required by the club.

#### Club

Club Officers are expected to:

- Record the swimming ability of each member of the club and make this available to all its coaches.
- Promote a higher level of care for junior, beginner and adaptive rowers.
- Have policies in place for those who cannot, or who have not demonstrated or declared, swimming competence, particularly junior, beginner and adaptive rowers.
- Reconfirm the swimming ability of all members at appropriate intervals.

The written declarations of adults, and the parents on behalf of juniors, relating to their swimming ability should be respected.



## Coaches

Coaches are expected to:

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

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to clubs in their region on swimming competence.

## British Rowing

British Rowing:

- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

## Further Information

- Online learning module:
  - Cold Water & Hypothermia - [rowhow.org/free/cold\\_water\\_course](http://rowhow.org/free/cold_water_course)
- [RowSafe 3.7](#) - Capsize and Recovery
- [RowSafe 6.1](#) - People new to rowing
- [RowSafe 6.2](#) - Adaptive rowers
- Safety Alert - Lifejackets - <https://www.britishrowing.org/wp-content/uploads/2015/09/Safety-Alert-February-2015-Lifejackets.pdf>
- Capsize and Recovery workshop - [britishrowing.org/knowledge/courses-qualifications/safety/capsize-and-recovery-2](http://britishrowing.org/knowledge/courses-qualifications/safety/capsize-and-recovery-2)
- British Rowing's Capsize and Recovery video - [youtube.com/watch?v=DcPE8-gENLo](http://youtube.com/watch?v=DcPE8-gENLo)
- Man Overboard and Recovery workshop - [britishrowing.org/knowledge/courses-qualifications/safety/man-overboard-and-recovery-2](http://britishrowing.org/knowledge/courses-qualifications/safety/man-overboard-and-recovery-2)
- British Rowing Incident Reporting System - [incidentreporting.britishrowing.org](http://incidentreporting.britishrowing.org)

## 3.7 Capsize and Recovery

Capsize and Recovery training is important because it prepares rowers so that they will know what to do in the event of a capsize.

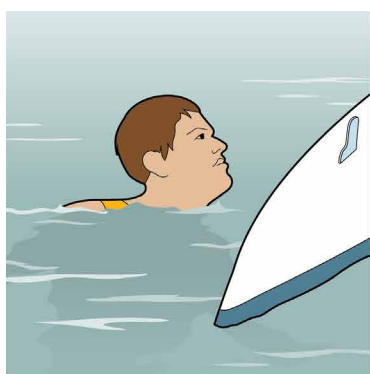
### Expectations

#### Everyone

Everyone is expected to:

- Know what to do in the event of capsize or swamping.
- Understand the need to stay with the boat and use it as a life raft, unless doing so results in greater danger.
- Take precautions before going afloat to reduce the risk of capsize or swamping.
- Understand that the key steps are to:
  - Get free from the boat,
  - Get out of the water, and
  - Get off the water.
- Attend any Capsize and Recovery training offered by the club.
- Be aware of the effects of cold water shock and hypothermia, described in the [Cold Water and Hypothermia online learning module](#).

#### Know what to do in the event of a capsize



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#### Club

Club Officers are expected to:

- Ensure that all members know what to do in the event of capsize or swamping.
- Ensure that all members are aware of the effects of cold water shock and hypothermia, described in the [Cold Water and Hypothermia online learning module](#).

- Promote a higher level of duty of care for junior, beginner and adaptive rowers.
- Have policies in place for those who have not been trained, particularly junior, beginner and adaptive rowers. These could, for example, require the wearing of lifejackets.
- Record Capsize and Recovery training of each member of the club and make these records available to all its coaches.
- Organise Capsize and Recovery training in a local swimming pool or another safe setting to practise:
  - Getting free from an inverted boat (including releasing the feet from the shoes).
  - Getting on top of the boat, making rescue by launch and buddy rescue easier.
  - Getting back into the boat for those who feel capable and confident.
  - Lying on top of, and paddling a boat (straddle and paddle).
  - Calling for help.
  - Buddy rescue.
  - Recovery using a throw line.
  - Developing confidence in the boat (balance drills).
  - Preparing a boat for use in the Capsize and Recovery training making sure that it has:
    - Well-sealed buoyancy compartments or added buoyancy.
    - No backstays.
    - No protruding bolts or other sharp projections.
    - Correctly adjusted heel restraints.

## Coaches

Coaches are expected to:

- Instruct rowers on causes and avoidance of capsizes and swamping.
- Coach rowers to routinely check heel restraints prior to going afloat.
- Remind rowers of the safe capsizes and rescue techniques following capsizes 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.
- Instruct rowers on the effects of cold water shock and hypothermia described in the [Cold Water and Hypothermia online learning module](#).

## Event

Event Organisers and Organising Committees are expected to:

- Be prepared and equipped to provide assistance if capsizes are identified as a hazard in their risk assessment.

## Launch Drivers

Launch Drivers are expected to:

- Be competent and capable of assisting in the recovery of people in the water.



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**Know how to recover people from the water**

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to clubs in their region on capsize and recovery training.

## British Rowing

British Rowing:

- Provides a [Capsize and Recovery](#) workshop for clubs.
- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

## Further Information

- [RowSafe 3.6](#) - Swimming Competence
- [RowSafe 8.1](#) - Cold Water Immersion and Hypothermia
- [RowSafe 6.1](#) - People new to rowing
- [RowSafe 6.2](#) - Adaptive rowers
- Cold water & Hypothermia online learning module - [rowhow.org/free/cold\\_water\\_course](http://rowhow.org/free/cold_water_course)
- British Rowing's Capsize and Recovery workshop - [britishrowing.org/knowledge/courses-qualifications/safety/capsize-and-recovery-2](http://britishrowing.org/knowledge/courses-qualifications/safety/capsize-and-recovery-2)
- British Rowing's Capsize and Recovery video - [youtube.com/watch?v=DcPE8-gENLo](https://youtube.com/watch?v=DcPE8-gENLo)
- Royal Life Saving Society - [rlss.org.uk](http://rlss.org.uk)

## 3.8 Man Overboard

The risk of losing a person overboard can be particularly significant in sea and offshore rowing but can also be relevant where stable boats are used in other environments. This risk should be identified in risk assessments and the following guidance is intended to help in these circumstances.

### Expectations

#### Everyone

Everyone is expected to:

- Have completed the online learning module on [Cold Water and Hypothermia](#).
- Understand that the key principles are to:
  - Get free from danger,
  - Get out of the water, and
  - Get off the water.
- Shout “Man Overboard” as soon as anyone falls overboard.
- Know that a crew member should then keep pointing at the Man Overboard.
- Know how to recover a conscious, and an unconscious, casualty into the boat.
- Know how to use a throw line.
- Attend any Man Overboard and Recovery training offered by the club.

#### Club

Club Officers are expected to:

- Ensure that all members know what to do in the event of a man overboard.
- Ensure that adequate training opportunities are available to rowers and coaches.
- Ensure that boats carry the necessary equipment.
- Record Man Overboard and Recovery training of each member of the club and make these records available to all its coaches.

#### Coaches

Coaches are expected to:

- Know how to call for help using a mobile phone or VHF radio as appropriate.
- Coach crews to get the boat back to the man overboard using the quickest and easiest method.
- Coach crews on how to recover a person from the water, into the boat.

- Get the man overboard off the water by getting back to shore as quickly and safely as possible.
- Coach crews to manoeuvre their boats under control both forwards and backwards.
- Coach rowers in the use of a throw line.
- Be aware of a rower's Man Overboard and Recovery training.
- Follow the policies set out by the club for those who have not been trained.

## Event

Event Organisers and Organising Committees are expected to:

- Be prepared and equipped to provide assistance if man overboard is identified as a hazard in their risk assessment.

## Launch Drivers

Launch Drivers are expected to:

- Be competent and capable of assisting in the recovery of people in the water.

## Regional Rowing Councils

Regional Rowing Councils are expected to:

- Provide support and advice to clubs in their region on man overboard and recovery.

## British Rowing

British Rowing:

- Provides a [Man Overboard and Recovery workshop](#) for clubs.
- Provides guidance to clubs through RowSafe.
- Provides an [Incident Reporting System](#).
- Provides [Safety Alerts](#) and other safety communications.
- Provides safety training material on its website.
- Provides courses that include safety.

## Further Information

- Cold Water and Hypothermia online learning module - [rowhow.org/free/cold\\_water\\_course](http://rowhow.org/free/cold_water_course)
- British Rowing's Man Overboard and Recovery workshop - [britishrowing.org/knowledge/courses-qualifications/safety/man-overboard-and-recovery-2](http://britishrowing.org/knowledge/courses-qualifications/safety/man-overboard-and-recovery-2)
- British Rowing Incident Reporting System - [incidentreporting.britishrowing.org](http://incidentreporting.britishrowing.org)
- Safety Alert Archive - [britishrowing.org/knowledge/safety/safety-alert-archive](http://britishrowing.org/knowledge/safety/safety-alert-archive)
- [RowSafe 3.6](#) - Swimming Competence
- [RowSafe 8.1](#) - Cold Water Immersion and Hypothermia
- Royal Life Saving Society - [rlss.org.uk](http://rlss.org.uk)