

CBYC Rowing Club Operation Procedures

Version 1

CreatedL March 2023

Updated: March 2023

Contents

Pg 2. General Guidelines

Pg 3. New Rowers

Pg 4. Capsize and Immersion

Pg 5 Emergency Action Plan

Pg 6 River Operating Areas

Pg 7. Powerboats

Pg 8. First Aid and Accident Procedures

Pg 9. Equality and Diversity

General Guidelines:

1. Safety guidelines:

- Always wear personal flotation devices (PFDs) while on the water.
- In case of emergency, contact the club's designated emergency contact and/or call 999.
- If rowing in company on the bay, no safety boat is required if other club safety boats are on the water, and the two boats are rowing in company and carrying VHF radios.
- If rowing up the rivers, a safety boat is required.
- A rota will be drawn up for safety boat drivers and coxes.

2. Operating areas:

- The social rowing club operates in the Cardiff Bay area and up either of the two rivers, the River Ely (no higher than Leckwith Road) and the River Taff (no higher than Cardiff Bridge).
- Rowers should stay within these designated operating areas and should not venture outside of them.
- When rowing on the bay you must stay by the edges of the bay and not travel through the middle.
- If rowing in company on the bay, no safety boat is needed if there are other club safety boats on the water and the two boats are rowing in company and carrying VHF radios.
- If rowing up the rivers, a safety boat is needed. There will be a rota drawn up for safety boat drivers and coxes.
- All rowers should be aware of their surroundings and be prepared to navigate around other watercraft and obstacles in the water.
- It's important to follow all local regulations and guidelines regarding watercraft operation in the area.

3. Before launching:

- Check with the duty manager if it is safe to be rowing, they will have carried out a daily risk assessment and will be aware of conditions, this check is needed to be carried out 1 hr before commencement of rowing. If conditions change the session can still be cancelled at any point after this but if cancelled cannot be started again.
- Check the row boats and safety boat and make sure all necessary equipment is present and boats are in a seaworthy condition
- Assign a safety boat driver and cox for the outing, if necessary.
- Safety driver must be at least powerboat level 2 qualified and had an introduction to the clubs boats and read the operation procedures for using the club boats.
- Ensure all rowers have signed the club's waiver and safety agreement.
- Assign boats to rowers and ensure all boats are in good condition and properly equipped with oars, PFDs, and VHF radios if required.

4. Launching:

- Ensure all rowers know the planned route and safety procedures.

- If rowing in company on the bay and a club safety boat from another group can provide assistance, ensure that the VHF radios are turned on and working properly. If rowing up the rivers, ensure that the safety boat is in position and ready to assist if needed.
5. On the water:
- Follow the planned route and stay within the designated areas.
 - Maintain a safe distance from other boats, buoys, and other obstacles.
 - If rowing in company on the bay, stay in contact with the other club safety boats and be aware of their location at all times.
 - If rowing up the rivers, follow the safety boat's lead and instructions. E
 - Be aware of changing weather conditions and adjust the route if necessary.
6. Returning:
- Return to the designated landing area.
 - Ensure all boats are properly secured and all equipment is stowed away.
 - Return the VHF radios to their designated location, if used.
 - Inform Duty Manager that you have returned.

New Rowers:

1. Preparing new rowers:
- Ensure that all new rowers have completed the club's waiver and safety agreement.
 - Assign experienced rowers to mentor and train new rowers.
 - Provide a brief orientation to the club's equipment, including boats, oars, PFDs, and VHF radios if required.
 - Demonstrate proper rowing technique and provide tips and guidance on improving technique.
 - Assign new rowers to a boat with experienced rowers for their first outing to help them become comfortable on the water and learn from experienced rowers.
 - Provide a thorough safety briefing and review emergency procedures with new rowers.
2. During the outing:
- Assign experienced rowers to assist new rowers with launching and landing boats.
 - Ensure that new rowers are comfortable with the planned route and are following proper rowing technique.
 - Monitor new rowers closely and provide feedback and guidance throughout the outing.
 - Check in with new rowers periodically to ensure that they are comfortable and enjoying the outing.
3. After the outing:
- Debrief the outing with new rowers and provide feedback on their performance.
 - Encourage new rowers to ask questions and provide feedback on their experience.
 - Provide additional training and support as needed to help new rowers become comfortable and confident on the water.

By taking the time to properly prepare new rowers and provide them with the necessary training and support, the club can ensure that new members have a positive experience and feel welcome and included in the club.

Capsize and Immersion:

1. Recovering from an inversion:

- If a boat capsizes, stay calm and stay with the boat.
- In the event of an inversion, use the righting line to help right the boat
- The righting line should be securely fastened to the boat before setting out on the water
- To use the righting line, attach it to the hull of the boat and pull down on the line to right the boat
- Make sure that all rowers are familiar with the proper use of the righting line before setting out on the water.
- If the boat cannot be righted, try to climb onto the hull and wait for assistance..

2. Rescuing someone from the water:

- If someone falls out of a boat, immediately stop rowing and try to locate the person in the water.
- Throw a flotation device, such as a buoy or life jacket, to the person in the water.
- If the person is conscious and able to swim, instruct them to swim to the boat and hold onto the side until they can be pulled back in.
- If the person is unconscious or unable to swim, approach them slowly and carefully and use a rescue hook or paddle to pull them toward the boat.
- Once the person is close to the boat, reach out and grab them under their arms or around their torso and lift them onto the boat.
- If the person is cold or wet, remove wet clothing and wrap them in a blanket or other warm covering.

3. Returning to shore:

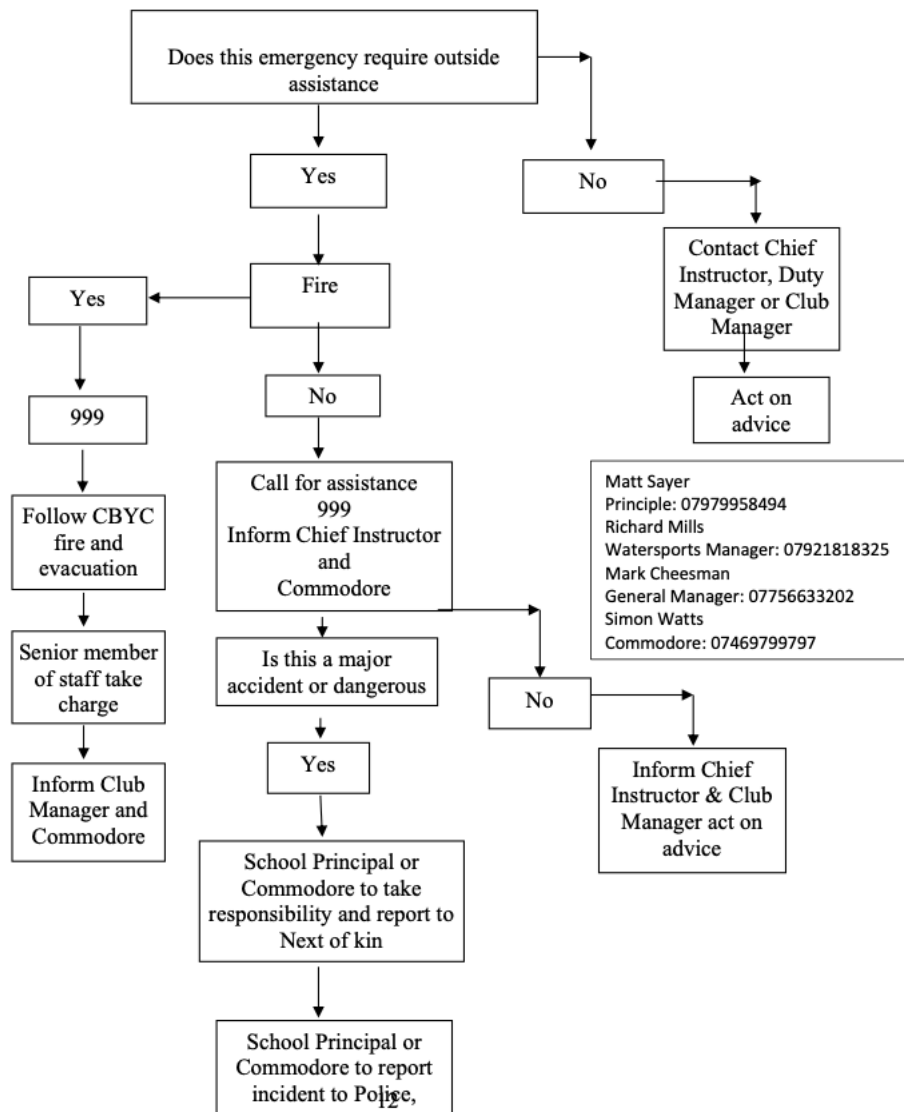
- Once the person is safely on board, continue rowing toward the designated landing area.
- Check in with the person periodically to ensure that they are warm and comfortable.
- Once back on shore, provide additional assistance as needed, such as helping the person dry off and providing them with warm clothing.

4. Following the club's EAP:

- Make sure that all rowers are familiar with the club's Emergency Action Plan (EAP).
- In the event of an emergency or incident, follow the procedures outlined in the EAP.
- If necessary, call for assistance from the club's safety boat or emergency services.
- Notify the safety boat immediately in the event of an inversion or other emergency.

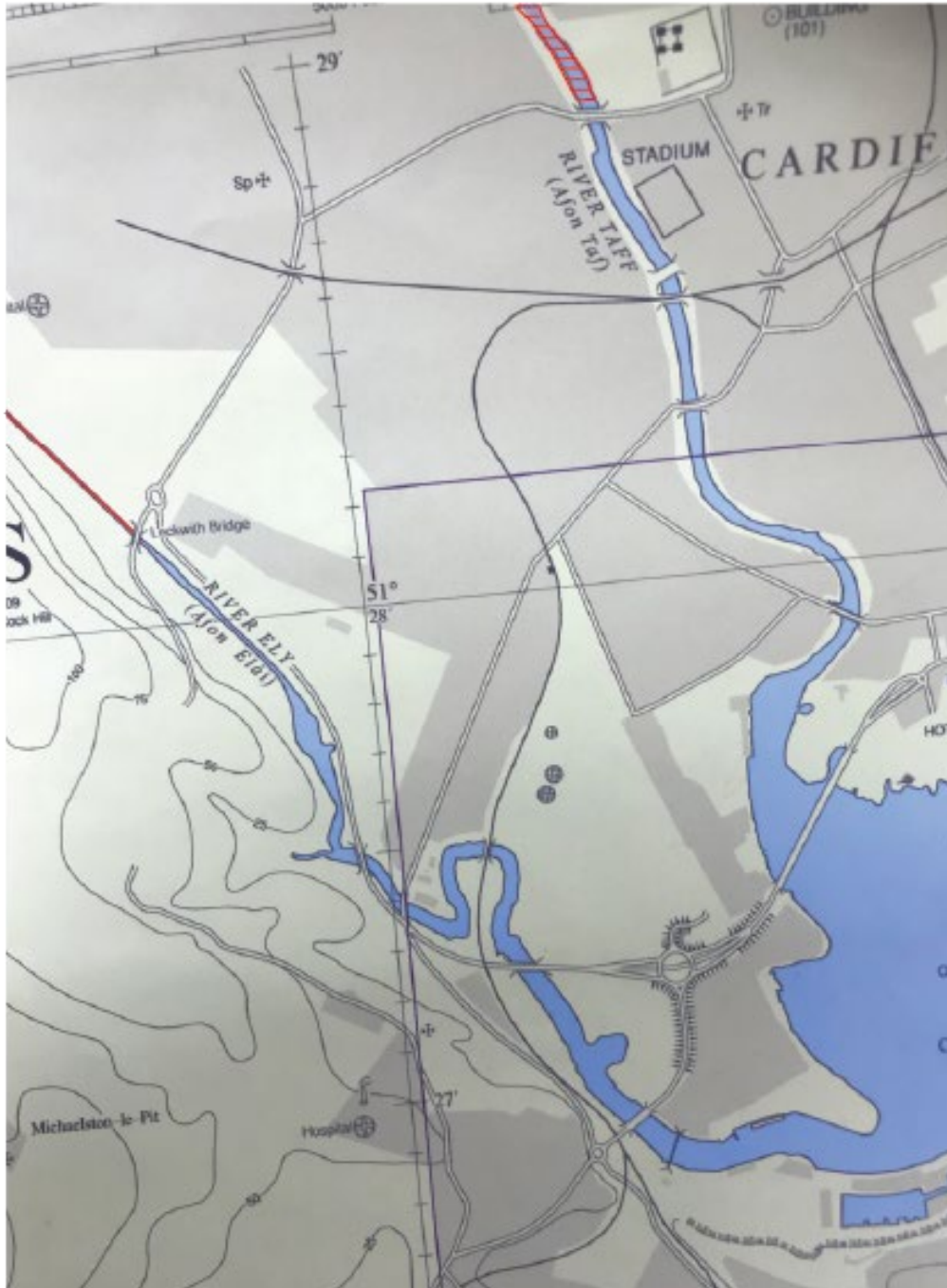


EMERGENCY ACTION FLOW CHART



It's important to emphasize the importance of safety and to always be prepared for emergencies. While rowers may not always wear clothing that is suitable for getting wet, it's important to always wear a PFD and to be prepared to handle emergencies in a calm and effective manner.

Rivers Powerboat Operating Area



Do Not Enter.

Powerboats

1. Use of Powerboats

- All powerboat drivers must hold a Powerboat Level 2 qualification and must use kill cords, which must be attached to the driver and kill switch.
- Permission from the Principal and/or Chief Instructor or Duty Manager is required for the use of powerboats above 15hp.

2. Mandatory User Checks

- Before going afloat, users must check the internal and external tanks (if fitted) to ensure adequate fuel for the job, fuel lines, hydraulic steering for leaks and damage, a propeller for security and damage, hull and sponsons for damage, and ensure sponsons are inflated to the correct pressure.
- Users must also check the safety pack contents, which must be taken afloat, and ensure that warps, anchor, paddle, bungs, and throwlines are present. Training for these checks is given on our PBII course.

3. Engine Starting

- Before starting the engine, users must ensure there is adequate depth of water to lower the engine, insert the kill cord, and attach it to the upper thigh of the driver. The engine should be started using the key, adjusting choke and fast idle settings if appropriate.

4. Running

- Engines should only be run at full throttle in emergencies as full throttle use is very wasteful of fuel during normal operation.
- Boats must always obey speed limits and caution during normal operation. Care must be taken to limit damage and disturbance by wash in enclosed areas, such as the River Area.
- Every driver has a responsibility to avoid damage to propellers, engines, and boats wherever possible.
- Action will be taken against drivers who do not take a responsible approach to powerboat usage.

5. RIB Speed

- When moving, drivers must remember to have one hand on the wheel and one hand on the throttle.
- RIBs must maintain slow and controlled speed when in proximity to sailors.
- Drivers must control their speed, with minimal wash, unless dealing with an incident.

6. Driver Position

- To ensure safety while the boat is moving, drivers must remain seated at all times, except when travelling at high speed in choppy waters.
- In such cases, drivers may stand while straddling the jockey seat.
- It is important to note that under no circumstances should a driver operate the boat while standing next to the console.

6. Helm Qualifications and Experience

- All RIB helms must hold a minimum of RYA Powerboat level 2.
- When afloat, two responsible persons (either PB2 qualified or adults) must be present in the RIB, unless approved by the event/training organizer (e.g. Safety Control or Duty Manager). Sail training may be conducted with only one person on the powerboat.
- Newly qualified RIB helms are recommended to be supervised on the water by an experienced RIB helm to build their skills and experience. This can be done from another boat.

7. Night Use

- Our current safety boat fleet is not equipped for night use and may not be on Cardiff Bay before sunrise or after sunset.
- Night RIB use requires navigation lights, searchlights, torches, and other necessary safety equipment, such as life jackets with lights. Additionally, a suitably qualified driver must be present with a minimum Advanced Powerboat certification.

8. Communications

- All powerboats must carry a VHF radio.
- In addition to the VHF radio, all powerboats must have at least two forms of communication, including a mobile phone. We also have GPS and DSC radios for any boats going on the channel.

First Aid And Accident Procedures

1. First Aid:

- All Instructors and Coaches, as well as the yard hands have a first aid certificate. And will be on hand if the need arises.
- Every Powerboat is required to carry a grab bag that contains a first aid kit.
- Coaches and Safety Crews must be aware of the risks associated with exposure to bodily fluids, including Hepatitis and HIV. Protective gear such as gloves should be worn by staff when dealing with such fluids.
- Workplace first aid kits are located in the Yard Office and Main Office. Basic first aid kits can be found in the Safety Packs, and the Trauma Kit is located in the Main Office.
- Automated External Defibrillators (AEDs) are located in the reception area and on K pontoon.

2. Accident Procedure:

In case of an accident resulting in personal injury, the following protocols must be adhered to:

- All injuries, except minor cuts and abrasions, should be documented on the accident forms that can be obtained from the Yard office. If the circumstances surrounding the accident are unclear, notes must be added to the form.
- Any near misses or incidents that could have resulted in injury must be recorded in the accident book.
- The accident book is kept at the Yard Office.
- If the severity of the injury is in doubt, the Principal, Chief Instructor, or Duty Manager should be notified, and the injured person should receive medical attention as soon as possible. In case of head contact with the boom, the injured party should be recommended to undergo a check-up at a hospital (unless the contact was minor).
- An ambulance can be called by dialing 999. The ambulance should be informed of the Emergency Access Point (EAP), which is typically the club slipway. Someone should meet the ambulance at the gate.
- If possible, the following information should accompany the injured person requiring medical attention:

1. Full name
2. Home address
3. Home Doctor's name and address
4. Details of accident
5. Any known medical condition

- If the injured person is under 18 years of age, disabled, or has a severe injury, a responsible adult must stay with them while treatment is being provided.
- Major accidents and dangerous incidents must be reported in accordance with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR). The Accident and Emergencies section of the Health and Safety at Work guidance notes provides detailed information.
- Any accidents or incidents resulting in injury during training or other activities on the bay, in the channel, or any other location where work is being conducted must be reported to the Principal and/or CI for onward reporting to the Cardiff Harbour Authority and/or MAIB if also reported to RIDDOR.

3. Major Incident:

- If a fatality or major incident occurs, one of the following must be notified immediately Training School Principal, Chief Instructor, General Manager and the Commodore. If none of these individuals are available, contact the Vice Commodore or Rear Commodore as soon as possible. One of the

aforementioned parties should assume overall responsibility and promptly report the incident to the Police, MAIB, RIDDOR, and RYA.

- It is important to refrain from making any comments to other instructors or Club members who were not involved in the incident. Additionally, no statements should be made to the Press, and casual conversations should be avoided to maintain the confidentiality of the incident until the next of kin is informed.
- Follow the directions of the Principal/Commodore in reporting the incident, but take note of the time scale of the incident, the names and addresses of any witnesses or people involved in the incident, and a brief history of the incident as soon as possible after the incident.
- It is crucial to offer moral support to a colleague who has been involved in a fatality.
- If an accident occurs, never question your judgement if it is necessary to call in outside rescue agencies. It is better to ensure the safety of participants than to prioritize pride.
- All accidents or near misses must be recorded in the accident book and reviewed by the Chief Instructor or Principal.

The Equality Policy of CBYC Rowing Club

At CBYC Rowing Club, we are committed to promoting equality, diversity, and inclusion in our workforce and eliminating all forms of unlawful discrimination. Our goal is to create a club that is representative of all sections of society and our member, where each member is respected and able to perform to their best ability. We are also committed to providing goods, services, and facilities that are free from any form of unlawful discrimination against our members or the public.

The purpose of this policy is to:

- Ensure fairness, equality, and respect for all members, whether they are full-time, part-time, or temporary
- Prohibit unlawful discrimination based on the protected characteristics outlined in the Equality Act 2010, such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including color, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation.

As an organization, we are committed to:

- Encouraging diversity, equality, and inclusion in the club, as they are essential practices that lead to business success
- Creating a club environment that is free from bullying, harassment, victimization, and unlawful discrimination and promotes dignity and respect for all, where individual differences and contributions are recognized and valued
- Providing training to managers and all employees on their rights and responsibilities under this equality, diversity, and inclusion policy, including the need to conduct themselves in a way that supports equal opportunities and prevents bullying, harassment, victimization, and unlawful discrimination.

We will take all complaints of bullying, harassment, victimization, and unlawful discrimination seriously and deal with them as misconduct under Cardiff Bay Yacht Club grievance and disciplinary procedures. Sexual harassment may also result in both a members rights matter and a criminal matter, such as sexual assault allegations. Harassment under the Protection from Harassment Act 1997, which is not limited to circumstances relating to a protected characteristic, is a criminal offense.