**DERBY ROWING CLUB**

**Club Safety Plan**

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**Contents**

[Introduction 1](#_Toc84951529)

[1. Terms of Reference 1](#_Toc84951530)

[2. Club Safety Policy 1](#_Toc84951531)

[3. Culture and Expectations 2](#_Toc84951532)

[a. Everyone 2](#_Toc84951533)

[b. Club 3](#_Toc84951534)

[c. Coaches 3](#_Toc84951535)

[Safety Requirements 4](#_Toc84951536)

[1. General Water Safety Requirements 4](#_Toc84951537)

[a. Safety Equipment 4](#_Toc84951538)

[b. Safety Colour Boards 5](#_Toc84951539)

[c. Thunderstorms and Lightning 6](#_Toc84951540)

[d. Condition of Equipment 6](#_Toc84951541)

[e. Rowing in low light and lights on boats 8](#_Toc84951542)

[f. Coaches 8](#_Toc84951543)

[g. Launches 9](#_Toc84951544)

[h. Coxswains and Steers 11](#_Toc84951545)

[i. Radio use and proceedure 11](#_Toc84951546)

[j. Circulation Pattern 13](#_Toc84951547)

[k. Communication between Derby Rowing Club and Derwent Rowing Club 14](#_Toc84951548)

[2. General Off-Water Safety Requirements 14](#_Toc84951549)

[a. Lifting of Boats 14](#_Toc84951550)

[b. Boathouse 14](#_Toc84951551)

[c. Weights Area 15](#_Toc84951552)

[d. Ergo Room 15](#_Toc84951553)

[e. No Smoking Policy 16](#_Toc84951554)

[f. Telephones 16](#_Toc84951555)

[g. Kitchen 16](#_Toc84951556)

[h. Fire 16](#_Toc84951557)

[i. Car Park 17](#_Toc84951558)

[j. Members of the Public 17](#_Toc84951559)

[3. Incidents 17](#_Toc84951560)

[4. Boat Transportation 18](#_Toc84951561)

[a. Drivers 18](#_Toc84951562)

[b. Boat Loading 18](#_Toc84951563)

[5. Key Locations and Telephone Numbers 18](#_Toc84951564)

[6. Feedback 19](#_Toc84951565)

[References 20](#_Toc84951566)

**Appendix**

**Appendix A –** Derby Rowing Club – River Derwent Navigation Plan

# Introduction

## Terms of Reference

In September 2021 the Derby Rowing Club Committee proposed to update the clubs’ Safety Plan dated 10th in accordance with British Rowing Guidance and RowSafe (British Rowing, 2021).

An update to the current Club Safety Plan (hereby referred to as the ‘*Safety Plan’*) is presented as this document, included within relevant standards, practices and policies expected to be upheld by members at Derby Rowing Club; hereby referred to as ‘*the Club’* and upon the rowable stretch of the River Derwent; hereby referred to as ‘*the river’*.

The Club Rowing Safety Advisor will act as authority on matters of rowing safety both on and off the water. Additional club officers may be deputised at discretion to fulfil safety requirements within the role. Should the position of Club Rowing Safety Advisor be vacant, or the club officer in the position be incapacitated to their duties; then ownership of authority will reside in the first instance with the Club Captain and their Vice Captain(s) or secondly with the Club President or those deputised by the office of President.

## Club Safety Policy

The Club has a zero-tolerance policy for anyone being harmed as a result 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 practised safely and enjoyably by our members. We will guide and lead our members in a way that fulfils these aims.

We recognise that our members have primary responsibility for their own safety and the safety of others. The Club, through its Officers and Committee, will encourage safe practice having due regard for the guidance provided in RowSafe (British Rowing, 2021).

The Club has safety rules that it expects its members to respect; these can be found on the safety notice board. 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 are committed to make appropriate use of British Rowing’s Incident Reporting System.

Members are invited to refer any questions and concerns, relating to safety, to the Club’s Rowing Safety Adviser ‘Joshua Rhodes-Hook’ or a member of the Club’s Committee.


## Culture and Expectations

### Everyone

Everyone is expected to:

* Take responsibility for their own safety both on and off the water.
* Ensure that their actions both on and off the water do not put others at risk.
* Examine their own actions if they are involved in an incident and identify opportunities for improvement.
* Ensure that they have prepared for the activity that they are about to undertake, including having eaten appropriately and have sufficient drinking water.
* Ensure that they are dressed appropriately for the conditions and that their hair, if long, is restrained such that is does not interfere with their rowing.
* Be aware of, and abide by, the Club Safety Rules.
* Follow the guidance in the Club’s Safety Plan.
* Report all incidents both within the club and Via British Rowing Incident Reporting form (British Rowing, n.d.).
* Frequently check for and be aware of any updates to club safety.
* Ask a responsible person whenever they have questions or feel that they need more information.

### Club

Club Officers are expected to:

* Communicate the Club’s Safety Plan effectively.
* Maintain regular communication with all local water users and other stakeholders and circulate any information to members.
* Ensure all members are aware and have access to the communication methods used by the club.
* Promptly review all advice issued by British Rowing and the East Midlands Regional Rowing Council; and to take action when required.

### Coaches

Coaches are expected to:

* Support the implementation of the Club’s Safety Plan.
* Lead by example.
* Commit to the Club’s Safety Plan.
* Communicate rules and safety recommendations to rowers under their supervision.
* Report all perceived safety issues to the Club Rowing Safety Advisor and Club Committee.
* Read, understand and implement the guidance on Coaching Safe Behaviour (UKCC Level 2 Certificate in Coaching Rowing Applicable).

# Safety Requirements

## General Water Safety Requirements

### Safety Equipment

**Life Jackets and Buoyancy Aids:**

The wearing of a lifejacket or buoyancy aid is compulsory for:

* All coxswains (if a bow-loaded shell is being used then only a manual inflation device is to be used).
* All drivers and passengers of any launch used in connection with Club activities.
* All members that have not completed and passed a Club organised capsize drill and swim test, with exception of the discretion of the Club Rowing Safety Advisor.
* Where, due to medical condition, members are considered to be at risk of becoming unconscious or immobile, as a result of immersion, an automatic lifejacket must be worn.

**Throw Lines:**

Any person providing coaching or safety cover from the bank should equip themselves and be familiar with the operation of a throwline. All throwlines are located at the front of the boat house hanging by the shutters.

**First Aid Box:**

First Aid boxes are located in the Boathouse, Kitchen and the launch safety bags/boxes. A list of all first aiders can be found at each of these locations.

First Aid kits should be inspected annually, an inspection of each first aid kit will be included as part of the annual boat and equipment audit.

**Defibrillator:**

A defibrillator is located at the clubhouse entrance, in the event of someone has collapsed, is unresponsive and not breathing normally then in the first instance you should assess the area for hazards, shout for help and call 999. If you know CPR and it is safe to do so then you should start chest compressions immediately, the defibrillator should be retrieved from the front entrance of the clubhouse when help arrives. Follow the advice given by the operator and on the defibrillator.

First aiders will be familiar with CPR and how to manage such incidents.

### Safety Colour Boards

DRC operates a water safety colour system. Red, Amber and Breen boards are to indicate to members the current water/weather conditions and who may boat. Colour boards are located on the boat house door.

The definition of each state is as follows:

**RED -** No member may access the water.

**Amber -** Adverse conditions, restrictions apply. Only experienced oarsmen/women will be allowed to boat, no beginners and only experienced juniors under close supervision of a coach at all times. Crews will be defined experienced enough to access water by either the Club Captain or Vice-Captain.

**Green -** Normal safety precautions apply.

**Control of the Safety Board**

The state of the board is to be controlled by the Club Rowing Safety Advisor (CRSA). If not present or available, the state of the safety board is to be controlled by the Captain or contact made with the CRSA. Members should be aware of current river conditions, river levels are monitored via the Environment Agency Monitoring Point for Derby City available online (Environment Agency, n.d.). There is to be no rowing when the river levels are in excess of 1.30m.

Following a flood event, the CRSA will do a check of the river to ensure that there are no debris hazards before any crew’s boat.

### Thunderstorms and Lightning

All members should be aware of the local weather forecast when planning outings, particularly when thunderstorms have been predicted. If thunderstorms are predicted and likely to occur, then members are advised to not access the water.

A 30/30 rule shall apply during thunderstorms, if lightning is witnessed during an outing and the time to thunder is 30 seconds or less then crews should find shelter. Suitable shelter points will be landing at the club in first instance and under the ring road bridge in second instance. Members are advised to wait in shelter until 30 minutes after the last clap of thunder.

### Condition of Equipment

Prior to use, all equipment is to be checked by athletes and coaches (in accordance with RowSafe 7.1 (British Rowing, 2021) to ensure that is serviceable and appropriate for the purpose for which it is intended. Any damaged equipment is to be reported to the Captain via the Derby Rowing Club Incident Report Form (Derby Rowing Club, 2021)

The following should be checked before all outings:

● No visible signs of damage to the hull, for example scrapes or cracks.

● Buoyancy compartments, seals, hatch covers, boat hull and ventilation bungs are secure and watertight. Buoyancy Bags have been installed if no under-seat buoyancy compartments are fitted.

● Bow ball is in good condition and securely fixed (where the construction of the boat, or its composition, is such that the bow is properly protected or its shape does not present a hazard in the event of a collision, then this requirement need not apply).

● Fixing screws or bolts do not represent a hazard in the event of an accident. Any sharp protrusions should be covered or removed.

● In all boats the foot stretchers, shoes or other devices holding the feet of the rowers shall be a type which allows the rowers to get clear of the boat with no delay in an emergency.

● Heel restraints are strong, secure and durable and the correct length (laces and cable ties are not appropriate).

● Where shoes or other devices holding the feet will remain in the boat, each shoe or device shall be independently restrained such that when the heel reaches the horizontal position the foot will be released from the shoe.

● Shoe fastenings such as laces or Velcro or similar materials must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap.

● Where shoes or other devices holding the feet will not remain in the boat, each shoe or device must be able to be released by the rower without using their hands or with a single quick hand action of pulling on one easily accessible strap or release device

● No part of the rigger, or any other structure, restricts the ability of rowers to remove their feet from the shoes in an emergency.

● Rudder lines, steering mechanisms, and rudder (where fitted) and fin are secure and in good working order.

● Outriggers, swivels, gates, seats, runners and stretchers are secure and operating correctly and show no signs of cracking or fatigue.

● The forward port and starboard rigger on all boats, other than single sculls, should be protected by a backstay.

● Thole pins are in good condition, correctly placed (hard forward, soft astern) and spares are carried.

● Blades are undamaged, and buttons are secure and properly set.

● The boat is suitable for the situation in which it is to be used, for example maximum crew weight.

### Rowing in low light and lights on boats

Crews intending to row in low light conditions must first seek approval from the Captain or Vice-Captain(s). No solo singles or inexperienced crews/coxes will be given permission to boat in low light conditions.

Crews rowing in low light conditions are expected to adhere to the following guidance:

* Crews must ensure that the boat is fitted with the following:
	+ A flashing diffused white light capable of being seen in 180° for 800m mounted on the bows of the boat in a sufficient position to not be obscured by the saxboard of the boat (e.g. in the empacher slot).
	+ A solid diffused red light capable of being seen in 180° for 800m mounted to the stern of the boat in a sufficient position to not be obscured by the saxboard of the boat (e.g. to the tube of the steering yoke).
* Lights must not be fixed to riggers.
* Head torches must not be used.
* Crews must ensure that lights have sufficient battery life for the intended outing.
* Crews must ensure that they are wearing white, bright or reflective clothing as so to be seen.

### Coaches

Coaches overseeing crews on the water are to be British Rowing qualified with either an Instructor Award (IA) or a UKCC Level 2 as the minimum standard. If a coach fails to meet the qualification requirements then they must be under supervision of a qualified coach.

Coaches are expected to adhere to the following guidance as stated in RowSafe (British Rowing, 2021):

* Coaches are to ensure that crews are aware of the appropriate safety procedures.
* Coaches are to ensure that crews use safe rowing/sculling equipment.
* Coaches are to ensure that the outing is conducted appropriate to the prevailing weather and river conditions.
* Coaches are to ensure that consideration is shown to other water users.
* Coaches are to ensure that crews are appropriately dressed for the outing. The coach should be particularly alert for symptoms of hypothermia and heat stroke/dehydration.
* Coaches are to ensure that particular attention is paid to the coaching of coxes as their competence is essential to the entire crew’s safety.
* Coaches are to ensure that when coaching from the bank a throwline and radio is with them.
* Coaches must ensure that the coach/athlete ration for junior athletes is no more than ten junior athletes, four singles or three doubles to one coach. The lowest number shall form the ratio of athletes.
* Coaches must ensure that no junior athlete under the age of 18 is allowed out unsupervised by a coach.

### Launches

Launches are to be driven only by persons qualified to RYA Level 2 or higher as checked by the CRSA and authorised by the Captain. The CRSA will maintain a list of current approved drivers.

Launch drivers are expected to adhere to the following guidance as stated in RowSafe (British Rowing, 2021):

* Wear a correctly fitted life jacket whenever afloat and ensure that all passengers and crew aboard the launch do so to.
* Ensure that there is adequate fuel for the intended outing.
* Ensure that the engine is in good condition, secure and properly mounted.
* Ensure that the kill cord mechanism is working correctly.
* Ensure, if rowing at night, that the correct lights are being utilised.
* Ensure that if appropriate, a radio with sufficient charge, tuned to the correct channel and in good working order is carried.
* Be aware of the maximum passenger load (weight) as defined on the weight plate of each launch. In the event of a capsize recovery operation the maximum passenger capacity may be exceeded if it is deemed necessary for the health and wellbeing of the capsized athlete(s).

The driver is responsible for ensuring that a launch safety kit is carried and that it contains the following:

* A first aid kit in a suitable waterproof container.
* A throwline or equivalent grab line.
* A serrated safety knife with rope cutter.
* Enough survival equipment or ‘Bivi bags’ for the launch’s passenger capacity.
* It is recommended that sufficient lifejackets are carried for the maximum number of passengers and crew.
* A spare length of rope.
* A bailing device.
* A paddle.
* A fire extinguisher.

Additionally signalling equipment such as radios, megaphones and lights may be required depending on the outing and conditions. It is recommended that for coaching sessions a toolkit is also carried in the launch.

In the case of the SIB being used, a pump for the hull and a repair kit should also be carried.

Any missing equipment should be reported to the CRSA as soon as possible.

All launch drivers are expected to handle the launches with consideration of other river users. Drivers will abide by the following standards and practices:

* Drivers will be expected to keep wash to a minimum around other river users, by running on the plane where possible and by keeping towards the middle of the river.
* When approaching oncoming traffic drivers will be expected to turn in towards the bank and continue in tick over.
* Drivers are expected to reduce speed and wash when passing the clubs.
* Drivers are expected to be aware of their surroundings, including traffic approaching from behind. Where possible it is recommended that an additional passenger is present in the launch to aid with this.

Any incidents, near misses or complaints should be brought to the attention of the Captain and CRSA via the Derby Rowing Club Incident Report Form (Derby Rowing Club, 2021). Additionally, any incident and near miss should be reported via the British Rowing Incident Reporting System (British Rowing, n.d.).

### Coxswains and Steers

In all coxed boats, the coxswain is deemed responsible for the overall safety of the boat and the crew.

Coxswains are expected to abide by the following:

* Coxswains must wear a lifejacket, if coxing in a bow-loaded boat then they must only use a manual lifejacket.
* Coxswains are expected to have a good knowledge of the river and its hazards. Inexperienced coxswains must be accompanied by either an experienced crew or a coach in a launch.

In all coxless boats, the steersperson is deemed responsible for the overall safety of the boat and the crew.

Steerspersons are expected to abide by the following:

* Steerspersons are expected to have good knowledge of the river and its hazards. Inexperienced steerspersons must be accompanied by either an experienced crew or a coach in a launch.

### Radio use and proceedure

Coaches and those providing safety cover are encouraged to use radios to communicate with athletes and to communicate any emergencies or hazards where relevant. Radio checks should be carried out prior to boating to ensure communication. The following procedures should be adopted by all users operating a radio.

**Listen**

* Only one radio can transmit successfully at a time so if you talk at the same time as someone else one of you will not be heard.

**Make Your Call**

1. To make your initial call, say their name and yours e.g. *“Safety. This is Bob. Over.”*
2. If you do not get immediate reply, wait a short time and call again saying their name twice e.g. *“Safety, Safety. This is Bob, Bob. Over”.*
3. When they have replied to your initial call, you should pass your message. When you have finished saying something say *“Over”* hear their response. When you have finished your conversation one station should say *“Out”.*

An example conversation may be:

*“Safety. This is Bob. Over.”*

*“Bob. This is Safety Over”.*

*“Safety. This is Bob, Please advise crews of debris floating past the bend. Over”.*

*“Bob. This is Safety. Received. Out”.*

**Distress Calling**

The following phrases should be used appropriately:

Mayday – used to communicate grave and imminent danger of loss of life or a vessel and immediate assistance is required. e.g. “*Mayday, Mayday, Mayday. All stations this is Bob. My position is 50m upstream of St Mary’s Bridge. Lone sculler in the water unresponsive, require immediate assistance. No other boats in the vicinity. Over”* . Mayday calls take precedence over all other transmissions. It is important to identify yourself, your position, the nature of distress and what assistance you may require

Pan-Pan – Used to communicate a matter of urgency but where there is no immediate danger of loss of life or a vessel. e.g. “*Pan-Pan, Pan-Pan, Pan-Pan. All stations this is Bob. I am just downstream of big bend. Single sculler has capsized and is being assisted back into the boat. Please make crews aware. Over*”.

Sécurité – Used to communicate safety information. e.g. “Sécurité, Sécurité, Sécurité. All Stations this is Safety. Debris reported floating near big bend. Please make crews aware. All stations this is Safety. Out.”

The following channels are to be adopted by coaches and their Squads to ensure proper usage:

|  |  |
| --- | --- |
| **Channel** | **User** |
| 1 | Men’s Squad (Senior’s and Master’s) |
| 2 |
| 3 |
| 4 |
| 5 | Women’s Squad (Senior’s and Master’s) |
| 6 |
| 7 |
| 8 |
| 9 | Junior Squad |
| 10 |
| 11 |
| 12 |
| 13 | Spare Channels to be used when no others are available, please make other radio users aware |
| 14 |
| 15 |
| 16 | Safety – Used to communicate emergencies and matters of urgency. |

### Circulation Pattern

All members must adhere to the Club’s Designated Circulation Pattern, as displayed on the Club’s Safety notice board and the website. The circulation pattern is highlighted in the Derby Rowing Club – River Derwent Navigation Plan (Appendix A).

### Communication between Derby Rowing Club and Derwent Rowing Club

Derby & Derwent are in radio communication. Nominated person’s (ideally the CRSA’s for each club) have a radio each, to inform each club of any relevant safety matters or emergencies. Both clubs are on the safety channel 16.

## General Off-Water Safety Requirements

### Lifting of Boats

Coaches and crews are to ensure that every care is taken to prevent injury when lifting boats in and out of the racks and the river. One person is to be in charge of the manoeuvre, giving clear instructions before and during the lift.

### Boathouse

All members are to ensure the boathouse is kept clean, tidy and clear from kitbags. Members are responsible for returning equipment to the proper place after use and for reporting any damage to equipment. All members shall be deemed responsible for their own safety whilst using any of the Club’s equipment. Should any member have doubt concerning the proper use of any equipment they should seek guidance from their coach or the Captain.

### Weights Area

All members are to ensure the weights area is kept clean, tidy and clear from kitbags. Members are responsible for returning equipment to the proper place after use and for reporting any damage to equipment. All members shall be deemed responsible for their own safety whilst using any of the Club’s equipment. Should any member have doubt concerning the proper use of any equipment they should seek guidance from their coach or the Captain.

There is to be a minimum of two people when lifting weights, no loan weight training,

Junior members are not permitted to use any of the equipment unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee. All new members to weight training must be supervised by a qualified coach.

### Ergo Room

All members are to ensure the weights area is kept clean, tidy and clear from kitbags. Members are responsible for returning equipment to the proper place after use and for reporting any damage to equipment. All members shall be deemed responsible for their own safety whilst using any of the Club’s equipment. Should any member have doubt concerning the proper use of any equipment they should seek guidance from their coach or the Captain.

Junior members are not permitted to use any of the equipment unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee.

### No Smoking Policy

The Club has a No-Smoking policy and smoking is not permitted in any part of the Boathouse. Members are responsible for ensuring that their guests are briefed accordingly.

### Telephones

There is no telephone at the club. A list of useful numbers is displayed on the noticeboard at the top of the stairs and the entrance to the club and on the river side of the boathouse door. Coaches and crew are encouraged to carry a mobile telephone at all times when training on the water.

### Kitchen

Users of the kitchen and its cooking appliances are to ensure that care is taken in their use that the cooker is not left unattended when in use and that all appliances are left safe when finished with. Furthermore, worktops, crockery etc. are to be left in a clean and hygienic state

### Fire

In the event of a fire the Club & Boathouse is to be evacuated and the car park used as a muster point. An attempt is to be made to account for individuals. Members are responsible for the safety of their guests. The fire alarm is raised by shouting fire, and the sound of the smoke alarm.

### Car Park

Extreme care is to be taken by all members when using the car park in order to prevent injury to members of the public on foot or on bikes passing the clubhouse and other members of the club.

### Members of the Public

Owing to the nature of the premises, members of the public may enter the premises from the rear gate. All members are to exercise care and attention to prevent members of the public being injured and are to, if appropriate, politely ask them to leave the premises for their own safety.

## Incidents

All members are responsible for reporting all incidents and near misses that they have knowledge of or witness within 24 hours of the event. This is to be done via the British Rowing Online Incident Reporting System (British Rowing, n.d.), to meet the requirements set out in RowSafe, 12 (British Rowing, 2021).

Additionally, all members should bring the incident to the attention of the CRSA, their coach and the Captain.

All incidents will be reviewed by the CRSA, and these will be discussed at a monthly coaches meeting and elevated to a committee level were necessary. Additional control measures will be introduced where necessary to avoid future repetition.

Emergency services are to be contacted by best means possible as appropriate to an incident.

## Boat Transportation

### Drivers

Only individuals with the relevant driving licence and authorised by the Club are to drive a club trailer with a suitable vehicle. All drivers are to be conversant with the British Rowing Code for the Towing of Boat Trailers (British Rowing, 2008) and the British Rowing and Association of Chief of Police (ACPO) Guidance on Transport of Oar Propelled Racing Boats (British Rowing and ACPO , 2009).

### Boat Loading

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

## Key Locations and Telephone Numbers

All crews are advised to ensure they carry a mobile phone or a two way radio in which they can reach their coach to raise the alarm if needed when on the water.

In an emergency call 999 or 112.

**Club Address:**

Derby Rowing Club, Darley Grove, Derby, DE1 3AY

**Nearest Accident and Emergency:**

Royal Derby Hospital, A&E Department, Uttoxeter Road, Derby, DE22 3NE

01332 340131

**Non-Emergency Care:**

Derby Urgent Care Centre, Osmaston Road, Derby, DE1 2GD (none emergencies)

## Feedback

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

EMAIL TO ADD

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**Appendix A – Derby Rowing Club – River Derwent Navigation Plan**