



FULHAM REACH BOAT CLUB  
EST. 2014

# SAFETY PLAN

## 1. Introduction

Fulham Reach Boat Club (FRBC) has zero tolerance for anyone being harmed as a result of our 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 where our members and participants can practice the sport safely and enjoyably. We will guide and lead in a way that fulfils these aims. We recognise that our members and participants have primary responsibility for their own safety and the safety of others. FRBC, through its staff and board, will encourage safe practices having due regard for the guidance provided by [British Rowing's RowSafe guidelines](#) and to the [Port of London Authority \(PLA\) Tideway Code](#)

This Safety Plan outlines the safety rules that FRBC expects its staff, coaches, members, and participants to follow. Complying with these rules will help to prevent harm. FRBC is also committed to learning 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 making appropriate use of British Rowing's Incident Reporting System and monthly published safety reports. FRBC members and participants are invited to refer any questions and concerns, relating to safety, to the FRBC Boathouse Manager and Safety Officer, Alastair Horn.

The Safety Plan is supplementary to [RowSafe](#) and to the [Tideway Code](#). The requirements apply to the Tideway from Putney Bridge up to Teddington Lock and when operating away from FRBC except where local safety procedures are issued. These safety rules also apply to crews hosted by FRBC and any other person boating from our facility and pontoon.

### 1.1 Emergencies

In the event of an emergency, guidelines on how to deal with the emergency are contained in the FRBC Emergency Response Plan.

### 1.2 Responsibilities

All members and participants are personally responsible for and have a duty of care to ensure that their actions, both on and off the water, are conducted in a manner that does not compromise the safety of themselves or others.

All members and participants are expected to comply with the requirements of the Row Safe Guide, the FRBC's Safety Plan, FRBC's Code of Conduct, and any other instructions issued by FRBC concerning safety.

All members must read and sign the Safety Induction document before using FRBC equipment, which outlines their responsibilities in greater detail.

### 1.3 Suitable Conditions

FRBC members and participants may row all year round, provided the weather conditions are suitable. Coaches complete a [FRBC Session Risk Assessment](#) before each session, this should ensure the conditions are appropriate for what a crew can handle.

You should never boat/go afloat if any of the following:

- The river flow conditions are red-flagged or it's yellow-flagged and you are a novice/junior, see PLA Ebb Tide Flag System below.
- Visibility is so poor, e.g. due to fog, and you cannot see the Surrey riverbank.
- There has been lightning in the last 30 minutes.
- There is a Met Office Yellow weather warning or worse for the London area.
- There is a strong wind-over-tide creating choppy water conditions.

In the hours of darkness, always row with at least one other boat or accompanied by a coach in a launch. During the winter months, when there is likely to be additional challenging weather conditions no one is permitted to go out without a coach.

If in doubt, don't go out!

## 1.4 River Conditions

### 1.4.1 PLA Ebb Tide Flag System

The Ebb Tide Flag system monitors the volume of fluvial flow on the ebb tide. To clarify ebb tide is the river flowing out to the sea in the direction of Putney, and flood tide is tidal water coming back in the other direction.

The PLA display the coloured flags on the home page of the website [www.boatingonthethames.co.uk](http://www.boatingonthethames.co.uk) and the widget is displayed on the FRBC website in the 'rain cloud' icon and also displayed on the screen in the boat bay. The Tide status is updated at 6am and 6 pm each day.

	<b>Extreme Caution – EBB TIDE Very Strong Fluvial Flows</b> Fluvial flows are very strong. Conditions are difficult and dangerous. All man-powered vessels are advised not to go afloat on the ebb tide.
	<b>Caution – EBB TIDE Strong Fluvial Flows</b> All river users of man-powered vessels should navigate with extreme caution and consider whether it is safe for them to go afloat on the ebb tide. PLA advise man-powered vessels - in particular schools, novices, junior crews - or those that do not usually use the tidal Thames not to go afloat on the ebb tide.
	<b>Average Fluvial Flows</b> All river users to navigate with caution and maintain a proper look out.
	<b>Caution - Low Fluvial Flows</b> Tidal flow is lower than usual. River users should expect lower than predicted tides especially around low water.

**In Red flag situations**, no one is allowed to boat from FRBC on the Ebb tide. Even on the flood tide the water might not behave as normal on a flood tide particularly at times close to the tide turn. In exceptional circumstances when the weather is benign may a crew go out accompanied by a coach, at the coach's discretion and prior permission from the Safety Officer.

**In Yellow flag situations**, only experienced crews are allowed to boat in small boats and all coaches should take a dynamic risk assessment as to the safety of boating their crews. Inexperienced novice crews and juniors (J15s and younger) should not boat.

**In Black flag situations**, crews should not row upstream of Kew within 2 hours of low water or boat at night within 2 hours of low water, due to the increased risk of grounding.

#### **1.4.2 Wind-over-tide**

Wind-over-tide scenarios can generate large standing waves and choppy conditions. This needs to be monitored as conditions can change if the tide is scheduled to turn during a session. Coaches and crews should make a sensible judgement on their ability to cope with the waves. If the waves fill the boat while the crew are in the boat do not go out or head for the shore immediately.

#### **1.4.3 Cold water**

Care should be taken when the water temperature is low, even if the air temperature is higher. Cold water is defined as 10C and below. Crews do not go out rowing alone, ever, when the water is very cold. Hypothermia is deadly quick at lower temperatures.

### **1.5 Weather Conditions**

All crews should be aware of the local weather forecast when planning outings. Local weather is displayed on the FRBC website in the rain cloud icon and on the display screen in the boat bay.

#### **1.5.1 Thunderstorms and Lightning**

If thunder is heard and/or lightning observed 30 mins before the outing has commenced crews must remain at the boathouse. If thunder is heard and/or lightning is observed whilst on the water, individuals and crews must seek shelter.

If you are on the water, get to the shore and off wide, open beaches as quickly as possible as water will transmit strikes from further away. Hold the oars parallel with the water and not up in the air. If safe to do so, crews should return immediately to FRBC; however this has to be with due consideration to the "30-30" rule for lightning. The rule is to count the time taken until you hear the thunder. If it is 30 seconds or less you must seek proper shelter immediately. If there is a 5-second gap between the lightning and thunder, then the activity is one mile away.

Crews must remain at the club or under proper shelter for a minimum period of 30 minutes after the last lightning or thunder, before considering it safe to commence the outing.

#### **1.5.2 Fog and Reduced Visibility**

If travelling in the Putney direction if the Harrods Wall Yellow Headroom marker is not visible (312m away from FRBC) do not go out in that direction. If travelling in the Chiswick direction if the river bank is not visible through Hammersmith Bridge (appx 300m) do not go out in that direction.

Lights are compulsory in fog conditions, as is carrying a radio, reducing speed and sounding horn regularly. Remember lifejackets are fitted with whistles that can be used for attracting attention and making other vessels aware of your location in foggy conditions.

Be aware that fog banks can drift and what was once acceptable visibility can become opaque very quickly.

### **1.5.3 Cold weather**

Cold weather is defined as combined air (including wind-chill) and water temperature of 14 C and below. Water, Air and Wind Chill factors will be taken into consideration on a 'session by session' approach using weather information, weather warnings, as well as coaches' experience with the weather and river conditions. The coach's decision is final.

When the air temperature falls to 0C novice and inexperienced junior crews (J15 and below) are not to go out on the water. This is due to the potential time spent stationary and not moving, thereby not being able to generate internal body heat and the risk of cold-water immersion in the event of a capsize. If capsize occurs in cold weather call for assistance and ensure someone is calling 999 for RNLI Rescue.

At 0C to -3C be experienced crews should be aware and ready for the possibility of cold injuries, wear clothing to cover all exposed skin, a minimum of 4 layers and a hat. Limit the total exposure time to 2 hours. At -3C and below all on-water sessions would be either cancelled or changed to indoor sessions to minimize the risk of Hypothermia.

Advice on recognising cold-induced stress and hypothermia can be found in the Emergency Response Plan.

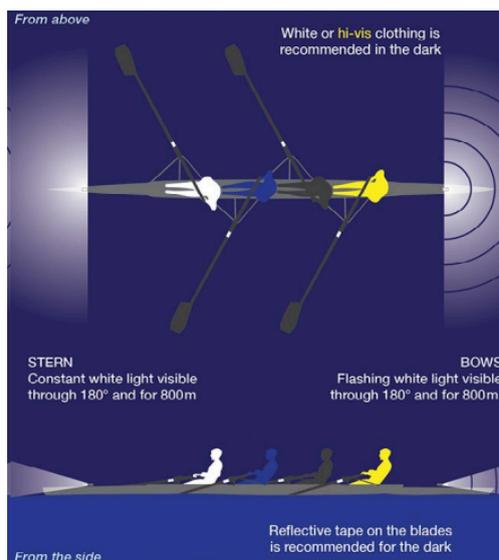
### **1.5.4 Hot weather**

Any outdoor/on-water sessions conducted during heat waves or during extreme temperatures will be at the discretion of the coaching team. Temperatures above 30C carry a high risk of thermal injury. The health and Safety of participants is always our priority, therefore at the coach's discretion, on-water sessions may be changed to an indoor session in an air-conditioned environment.

### **1.5.5 Dark conditions and Night**

Rowing at night should only be undertaken with experienced and competent steers and coxes with a coach present. Anyone rowing at night should pay particular heed to the tidal conditions and floating objects in the water; this is especially important at low tide. No crews may row downstream of Putney Bridge. Bright clothing should be worn when possible.

Rowing boats must have a bright white light fore (flashing) and aft (fixed) from one hour before sunset until one hour after sunrise. A good guide is that if the streetlights are on, or are going to come on during your outing you need lights. Note that lights may be required at other times depending on weather conditions. Lights should be visible at a 180 degree angle from bow and stern and at a distance of 800m and be securely attached to the boat. Crews should carry a spare light and be able to attach it if necessary.



Launches should have a white light visible around 360 degrees at least 30cm above the head of the driver, as well as a green light to starboard and a red light to port. Drivers should check the batteries and lights before boating. They should carry spares for themselves and for the boats they are coaching.



## 2. General Water Safety Requirements

### 2.1 Safety Equipment

FRBC provides items of safety equipment, which shall be used by its members and participants to comply with the following:

#### 2.1.1 Life Jackets and Buoyancy Vests

Life jackets or buoyancy vests are compulsory for all coxswains, new rowers under 18 and non-confident swimmers, as well as all drivers and passengers of any of FRBC coaching launches. These must be properly fitted and life jackets have crotch straps connected. Coxswains must have manually inflated life jackets (i.e. ones which do not automatically inflate when submerged). Where, due to a medical condition, members/participants are considered to be at risk of becoming unconscious or immobile, as a result of immersion, an automatic lifejacket must be

worn. All FRBC life jackets are tested annually. Automatic and manual lifejackets are kept separate and clearly labelled. Members and participants are responsible for the day-to-day checking of the life jackets allocated to them. Any members with a privately owned life jacket are responsible for maintaining and testing it themselves.

### **2.1.2 Launch safety kits**

Launch safety kits include throw lines and first aid boxes, which contain a thermal blanket and a bivy bag. Thermal blankets and bivy bag are critical for using when transporting someone back to the boathouse if they have been in the water. Any person driving a launch whilst coaching should ensure that their launch is equipped with a safety kit. The Boathouse Manager - Safety Officer will check the contents of the safety kit at least three times a year. Drivers should report if they use any of the equipment in the safety kit. All coaches receive annual training on using safety aids.

### **2.1.3 First Aid Kits**

There are three first aid kits kept at FRBC: one in the kitchen area of the club room, one in the gym, and one in the boat bay, all indicated by green first aid kit signs. The Boathouse manager – Safety Officer is responsible for ensuring the kits are kept stocked with the items listed in RowSafe and will check them all at least monthly. All use must be reported so that stock can be replenished.

### **2.1.4 Defibrillator**

The defibrillator is located on the entrance wall of the boat bay. No one should use the defibrillator unless instructed to do so by the emergency services by telephone.

Staff and coaches are trained to use it but anyone can use it as it is a simple process and there are instructions in the kit. It will be checked annually by the Boathouse manager – Safety Officer.

### **2.1.5 Radios**

Each coach will take a handheld radio out on the water with them to ensure communication can be maintained with other coaches on the water and any staff member located on land at FRBC. The range of the radios covers about as far as the milepost downriver and just past St Paul's School upriver. So additional lines of communication like mobile phone or messaging on e.g. Whatsapp need to be used for long-distance communications. We advise our coaches to follow the Radio use procedure outlined in British Rowing RowSafe and use of pro-words e.g. Mayday (distress call) and Pan-pan (urgent help but not immediate danger).

### **2.1.6 Sailing knife**

Each coach will be equipped with a sailing knife to help cut free any trapped clothes or hair in the situation a person is trapped by them or trapped underwater. People with long hair are also advised to tie hair back, hair ties are stored in the crew room cupboard.

## **2.2 Booking Boats and Signing In/Out**

All boat bookings for outings outside of coached sessions must be booked via the website. The outing itself must be recorded in the Signing Out/In Book ("log") which is an A4 book and is on a shelf in the boat bay. Damage should be noted using the [FRBC Incident/Damage Form](#). The log should be filled in when going out and coming in as this ensures that the club will not be locked

up when you are out on the water. The above procedures are a vital safety measure, if you go out and get into trouble and no-one knows you are gone you will be on your own!

### **2.3 Condition of Equipment**

Before use, all equipment is to be checked to ensure that it is serviceable and appropriate for the purpose for which it is intended. Any damaged equipment is to be reported using [FRBC Incident/Damage Form](#). Coaches and Squad Reps will be kept informed of progress on repairs to boats used by their squad.

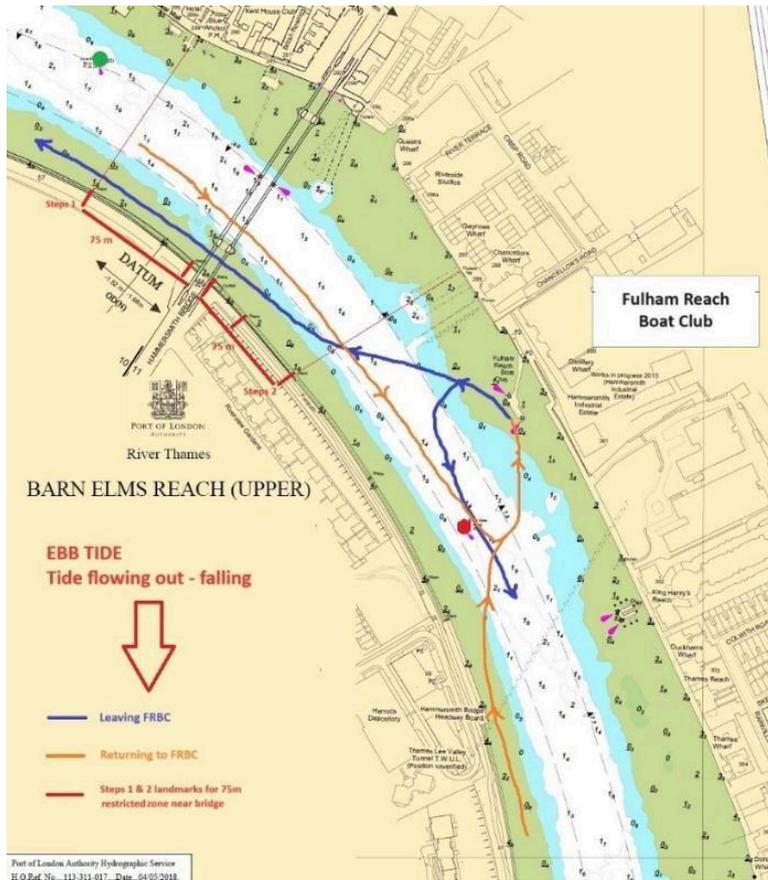
### **2.4 Boating from the FRBC Pontoon**

Crews should have a suitable number of people to safely carry boats particularly down to the pontoon and be using clear voice commands when doing so. Coaches and crews need a minimum of four people to safely lift and boat the tub training quads. When crossing the footpath do keep a look out for bikes and runners, make clear calls that a boat is crossing.

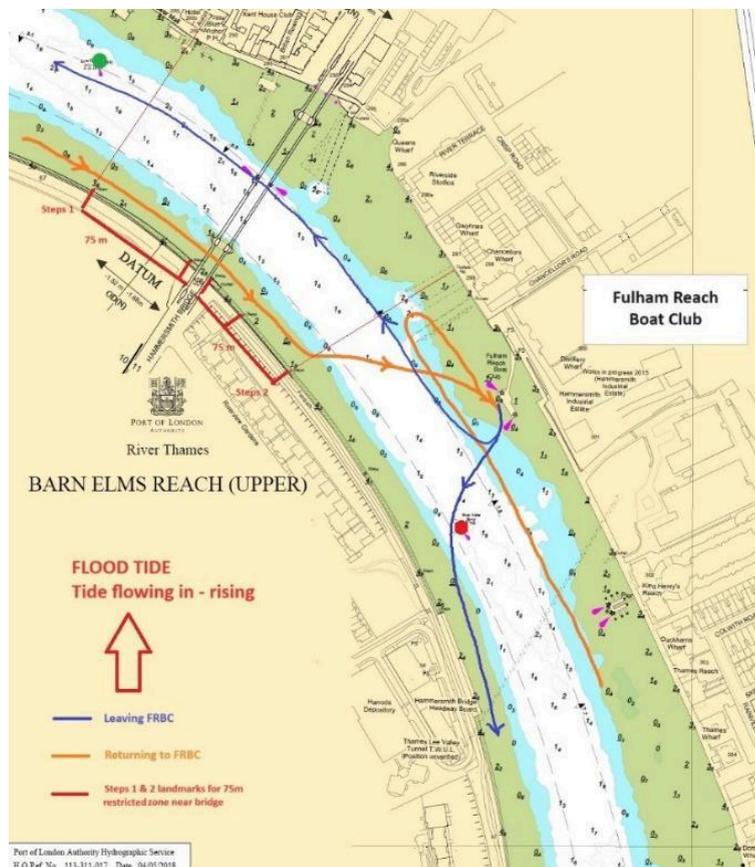
The FRBC pontoon provides a safe means of accessing the river although there are still hazards to be aware of. At low tide, both ramps to the pontoon and the foreshore can be steep and in cold conditions become slippery. Salt/Grit is available in the boathouse to be used on slippery areas of the pontoon. At times close to high tide, navigating under the main ramp can be a head hazard. When launches are floating and tied off can be an additional obstacle to negotiate when crews land, and in yellow flag tidal conditions landing can be even more challenging.

The pontoon is equipped with a life ring and first aid kits can be found in each launch. A What-three-words location *//crops.posts.chips* if needed during an emergency.

Landing on the pontoon in Ebb tide conditions is outlined in the diagram below.



Landing on the pontoon on the Flood tide is outlined in the diagram below.



In the event of a capsize or someone falling in the water off the pontoon there is only a matter of minutes before they can become trapped under the pontoon or swept with the current onto Hammersmith bridge north buttress during a flood tide, or on to the private pontoon and wharf wreck. Call for assistance immediately and ensure someone is call 999 for RNLI rescue, a life ring is stored on the pontoon as well as safety kits available in each launch.

A step by step video on [boating in a sculling boat can be found here](#).

## **2.5 Navigation awareness**

All coaches and members are required to complete the [FRBC Navigation Test](#) annually to ensure a base knowledge of the Tideway Code, the required pass mark is 90%.

## **2.6 Incidents and Accidents**

Participants in a boat that are experiencing an issue/incident should first summon help from a coach or FRBC member of staff.

All coaches and crews are responsible for reporting all accidents, incidents and near misses that they have knowledge of or witness within 24 hours of the event, via the [FRBC Incident/Damage Form](#). Incidents that qualify for reporting will then be further logged on BR's incident reporting website. All accidents and incidents will be reviewed by the Safety Officer and discussed at the weekly Coaches Safety call. If serious they will be discussed at the Risk Sub-committee level and/or escalated to the Board of Trustees along with any additional control measures that are deemed necessary to avoid any future repetition.

## **2.7 Rowing downstream of Putney Bridge**

The PLA do not allow rowing downstream of Putney Bridge between 3 hours before and 2 hours after high tide at London Bridge because this is when large commercial vessels berth and leave at Wandsworth Waste Station. This equates to roughly 3.5 hours before high time to 1.5 hours after high tide at Putney. Rowing downstream of Chelsea Bridge is only allowed if London Vessel Traffic Services (VTS) is contacted in advance. FRBC does not recommend that un-coached crews or small boats row downstream at higher tides or in poor conditions. All crews (or groups of crews) going downstream of Wandsworth Bridge must submit a written risk assessment in advance, which must be approved by the Boathouse Manager - Safety Adviser before boating.

## **2.8 Rowing upstream of Kew Road or Rail Bridge at low water**

If you become aware that your boat can not fit inside the buoys upstream of either Kew Bridge then when it is safe to do so you must stop and spin and return downstream.

## **2.9 Single scullers**

Single scullers should always carry a mobile phone in a waterproof case, particularly when sculling unaccompanied although we would advise that scullers go out in small groups. This also is strongly recommended for unaccompanied crew boats.

## **2.10 Insurance**

It is recommended that all rowers (particularly steers) and coxes have British Rowing membership, Race or Row membership types, which provide public liability insurance and personal accident cover.

It is also recommended that coaches have Coach membership to provide public liability insurance, personal accident cover and professional indemnity insurance.

### 2.11 Using coaching launches

Launches may only be used for coaching by those people authorised to do so, who must at a minimum have passed their RYA Level 2 Power Boat Licence. All drivers and passengers are to wear life jackets or buoyancy aids. The driver needs to use the kill cord and is responsible for ensuring that a launch safety kit is carried and has its full contents. Any items used or missing are to be notified to the boatman as soon as possible, along with any problems with the launch. All launch drivers are to ensure that the launches are handled with consideration to other river users and following PLA requirements and should ensure they are focused on driving, not e.g. videoing or timing. All launch drivers should carry mobile phones with them. The launches are designed to carry two persons, the driver and the coach. In the event of a capsized recovery operation, the maximum number of persons on the launch may exceed two persons in order to safely convey athletes to the bank or boathouse.

**If ever there is more than one person in the water, it is an immediate 999 call for RNLI Rescue. If in doubt the driver should call 999.**

The launches are designed as coaching launches rather than rescue launches and as such care needs to be taken to ensure the stability of the launch in a rescue situation, the launch engine also needs to be in neutral or switched off during rescue as outlined in the [Man Overboard procedure](#).

Launches should be returned to their positions in the bays after outings, following checks of the log to see which bays are not in use. Launches are stored after use on the pontoon, at least two people are needed to push off and pull up a coaching launch. To make this easier remove any heavy objects from the launch if needed.



Between sessions sometimes it may be safe to temporarily store the launches by tying them to the pontoon. However, this needs particular monitoring during challenging conditions. Launches are to be tied at the Hammersmith bridge end of the pontoon.



## 2.12 Fuel tanks and Batteries

Fuel tanks can be left in launches temporarily between sessions, without the kill cord in the boat. Between sessions the tanks are either stored in locked fuel tank box or in the launch without the fuel line present. Also note the Rubber Duck Launch uses the small can which has a mix petrol and oil (100ml), while the Tin Fish Launches use large fuel cans, which have petrol only and no oil.



Electric launches run on a Lithium-Ion battery that needs to be charged in the boat bay. The battery life is indicated on the engine display panel. The battery when in need of recharge is transported in a protective wheely case but requires at least two people to lift it in and out of a launch. Please note that these batteries weigh 36.5kg so proper lifting technique is required when moving these batteries in their protective case.

Light battery packs are stored and charged in the boat club either in the back of the boat bay or in the crew room.

## 2.13 Coxswains and Steers

In all coxed boats, the coxswain is the master of the vessel and as such is liable for the safety of the vessel and crew. The wearing of lifejackets or buoyancy aids by coxswains is compulsory. Coxes should wear manual life jackets, and this is mandatory for bow loaders.

In coxless boats, the person controlling the rudder (when fitted) is deemed responsible for the overall safety of the boat and the crew. If no rudder is fitted, then the person responsible for steering should be made clear at the beginning of the outing and should be the person to sign the boat out. All coxes and steers must have completed the [FRBC Navigation Test](#) and booked and completed a FRBC practical tests and should be appropriately supervised by coaches until deemed safe to be unaccompanied.

## 2.14 Coaches

Before each session coaches should complete a register (on upshot, ludum, or on paper) and complete an [FRBC Session Risk Assessment](#). As part of the risk assessment the coach checks the weather conditions, tide and flag colour, it also requires the coach to explain to the crew 'The Safety Position' (blades flat, legs down, hands together) and 'The Capsize Procedure' (release feet and stay with the boat)

All session lead coaches need to have completed their Level 2 RYA Power Boat Licence and Level 2 British Rowing Coaching course, additional assistant coaches on sessions should be working towards these qualifications. All coaches should have a good awareness of safety and an understanding of the FRBC Safety Plan. FRBC sessions operate to the following minimum

coach-to-participant ratios: 1:4 for beginners and learn to row course, 1:8 for junior water sessions, and 1:12 for junior land sessions. The ratio of 1:8 is a guideline for adult crews that can be adjusted according to the experience and capabilities of the adult group/squad.

All coaches should sign the Safety Induction document which outlines their responsibilities in more detail.

Coaches are to ensure that:

- Crews use suitable rowing/sculling equipment;
- The outing is conducted appropriate to the prevailing weather and water conditions, tide, competence of the cox and crew and general level of traffic on the river;
- Consideration is shown to other water users; and
- The Coach is to be particularly alert for symptoms of hypothermia and heat stroke/dehydration.
- Particular attention should be paid to the coaching of coxes as their competence is essential to water safety as well as the crew's success. Coaches should keep a proper lookout at all times, both for themselves and for the crews they are accompanying.
- Coaches should not be carrying out any additional activity (for example timekeeping or videos) while driving.
- Coaches must behave courteously to all other river users. They should control their wash when passing other crews, particularly for smaller boats, and be polite when talking to other boats.
- Coaches also need to adhere to FRBC's Coaches Code of Conduct.

### **2.15 Prison/Ex-offender participants**

Every effort will be made to provide a safe and constructive environment to that person, in line with the ethos and objectives of FRBC. Coaches working with participants who have SEMH needs, or are from a prison background, will complete the training as directed by the Prisons Manager.

Participants on ROTL (Release on Temporary Licence) or RDR (Resettlement Day Release) are permitted to attend at the discretion of the prison. As the experts in this field, we entrust HMPPS to competently risk assess the individual(s) for attendance at the club. Those on ROTL will always be accompanied by prison staff. In either case (ROTL or RDR), pausing of and possible termination of the arrangement will occur if any behaviour raises concern.

Participants who have left prison and who wish to row at FRBC, come under two categories:

- Those who have taken part in BnB whilst in prison: those in this category will have already been screened so as not to have Sex Offence or Terrorism charges. They will also already be known to at least one of the FRBC coaches, and a dynamic risk assessment can be made on an individual basis.
- Those who have not taken part in BnB whilst in prison: those in this category will be asked to complete a FRBC Participation Form, giving details of their conviction.

In both cases, participants will be closely monitored and supported by the Prisons Manager and team, and their attendance at FRBC in the early stages will be managed to avoid potential triggers/overlap with busy times until the individual is no longer considered more a risk than any other member of the general public.

## **2.16 Disabled participants**

FRBC has accessible facilities, any participant with a disability should complete the [Try Adaptive Rowing questionnaire](#) from British Rowing so that suitable support can be given. Crews containing a visually impaired athlete must always be in at least a coached group, regardless of the level of the steers. Visually impaired athletes are restricted from using a single scull or be in the steering seat of any boat.

## **3. Off Water-Safety Issues**

### **3.1 Gym**

All members and participants are responsible for keeping the gym areas clean and tidy. After use, every participant is responsible for returning all equipment to its proper place and any rubbish recycled or disposed of properly.

There is a maximum participant limit of 24 people who can use 12 rowing machines at any one time in the gym area, which is reviewed on a session-by-session basis. All participants shall be deemed responsible for their own safety whilst using any FRBC gym equipment. Children and young people should always be supervised while on site. Should any participant have any doubt concerning how to use any item of equipment or correct technique, they should seek guidance from an FRBC coach. The use of any gym equipment by guests is prohibited. Shoes should always be worn in the gym and boat bay.

### **3.2 Boat Bay**

The boat bay is a key storage area for equipment and due care should be taken when manoeuvring boats around, sets of steps are provided for reaching high racks and all equipment should be kept away neatly to minimise trip hazards and fire risks. The boat bay is also storage for lost clothing items, and hazardous chemicals and tools are stored away in a secure cupboard.

The boat bay can also be used for training sessions and events and hazard tape makes safe areas away from any overhead or rigger hazards. Training sessions in the boat bay have a participant limit of 24 people.

Maximum number of people on site during a hospitality event is 140 people with the boat bay doors open.

### **3.3 Crew room and Kitchen area**

Cooking appliances are available for use, toaster and kettles are not left unattended when in use and all appliances are stored safely when finished. Work-tops, crockery and cutlery etc are to be left in a clean and hygienic state. A dishwasher is located under the worktop by the sink.

The crew room also has a landline phone for use in emergencies. All school contact details can be found on the wall next to the phone.

### **3.4 Changing rooms and Corridor**

Changing rooms are fitted with lockers and cubicle doors to ensure privacy although these spaces can become tight on space, so bags need to be stored off the floor. [FRBC Child Safeguarding Policy](#) outlines that staff, trustees and volunteers use the accessible bathroom and that adult members shall not use the same changing facilities as children when on-site at the

same time. Valuables can be stored in changing room lockers or the corridor lockers. Navigation map, safety and club information can be found on the corridor noticeboards.

### **3.5 Fire**

In the event of a fire, the Boathouse is to be evacuated to the Lancelot Capability Brown statue opposite FRBC by the riverbank as a muster point. An attempt is to be made to account for individuals. Participants are responsible for the safety of any guests. Fire exits are marked, and fire extinguishers are placed throughout FRBC with clear signs and located near potential hazards or exit routes. Fire extinguishers are serviced annually and have a clear sign indicating which type of fire extinguisher they are. Fire extinguishers should not be used to prop open doors and fire doors are not to be propped open. Fire blankets are available in the kitchen area. Fire alarms are tested weekly, and drills will be held at least annually, usually in the first three months of the season.

### **3.6 Environmental Activities**

River cleanups, water quality testing, and nature observation are hosted at FRBC. Appropriate risk assessments are required for each activity and staffed appropriately by either volunteers or paid staff. While on the pontoon it is advisable to wear life jackets, and essential for children and young people. If accessing the foreshore on low tide, a plan should be in place for when to access the foreshore via either the pontoon ramp or Queen Caroline Draw Dock and participants need to keep watch for the incoming tide to avoid being cut off. Caution should be taken when picking up debris from the foreshore, particularly avoiding sharp objects.

### **3.7 No Smoking Policy**

FRBC's no-smoking policy is that smoking is not permitted in any part of the Boathouse.

### **3.8 Alcohol Policy**

FRBC's alcohol policy is that any alcohol onsite has to be securely stored in a locked cupboard. Alcohol may be consumed on site during events with prior permission from the boathouse manager or CEO.

## **4. Boat Transportation**

### **4.1 Vehicle Drivers**

Only individuals authorised by the CEO to drive the FRBC vehicle and trailers and are on the insurance policy. All drivers are to be conversant with the [British Rowing RowSafe Transport & Trailers](#) and have their trailer licence (or have a driving licence that does not require a trailer licence). All drivers should sign in and out on the vehicle logbook, kept in the vehicle. The Boathouse manager is responsible for the maintenance of the truck and trailers. The truck and trailers should usually be serviced twice a year, particularly before long trips.

### **4.2 Boat Loading**

When crews are travelling to competitions or alternate training locations, the lead coach (or suitable delegate) 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 are safely secured prior to departure and that the necessary requirements for rear projections and lighting are observed. Boats are not to be left loaded on the trailer outside FRBC for extended periods of time.

## 5. Feedback

Safety is a standard item on the quarterly board meeting agenda and is reviewed at every meeting. The Risk sub-committee of the board will meet at least four times per year and will deal with the development of processes and embedding safety across FRBC. 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 Boathouse manager – Safety Officer who can then take the appropriate action.

## 6. References

British Rowing RowSafe: <https://www.britishrowing.org/about-us/policiesguidance/rowsafe/>

PLA Tideway Code: <https://www.pla.co.uk/assets/tidewaycodedigital.pdf>

British Rowing Incident Reporting system: <https://incidentreporting.britishrowing.org/>

British Rowing RowSafe Transport & Trailers:  
<https://www.britishrowing.org/upload/files/RowSafe/2-5-Transport&Trailers-v1.pdf>

Instructor Toolkit Man Overboard procedure:  
<https://www.instructortoolkit.co.uk/instructor-resources/powerboat-instructor-resources/man-overboard/>

British Rowing Try Adaptive Rowing:  
<https://www.britishrowing.org/go-rowing/learn-to-row/adaptive-rowing/sign-up/>

FRBC Session Risk Assessment Form:  
[https://docs.google.com/forms/d/e/1FAIpQLSc\\_ymSeJknJddMEW1THThqFpEvflwaPJCDhgSE\\_X0qNDqP9SQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSc_ymSeJknJddMEW1THThqFpEvflwaPJCDhgSE_X0qNDqP9SQ/viewform?usp=sf_link)

FRBC Incident/Damage Form:  
[https://docs.google.com/forms/d/e/1FAIpQLSdsuWobvXfyjHm-lmqi8OTXx1oeicnnQi1sXoLWngWTdSla-Q/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdsuWobvXfyjHm-lmqi8OTXx1oeicnnQi1sXoLWngWTdSla-Q/viewform?usp=sf_link)

FRBC Navigation Test:  
[https://docs.google.com/forms/d/e/1FAIpQLSdE-HdzH\\_P5b135DZaMZGKb9Hjhdg02Ew1tz5q5HP6o0lvlg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdE-HdzH_P5b135DZaMZGKb9Hjhdg02Ew1tz5q5HP6o0lvlg/viewform)

FRBC Child Safeguarding Policy:  
<https://www.fulhamreachboatclub.co.uk/docs/FRBC%20Child%20Safeguarding%20Policy%20Dec%202023.pdf>

FRBC Step By Step Guide: How To Get Into A Sculling Boat Safely:  
<https://www.youtube.com/watch?v=Ey-08B0azG8>

## 7. Document Version Control

This document was created and last updated in Jan 2026 by Adam Freeman-Pask.

Next Review January 2027.