

SCOTTISH ROWING - CLUB SAFETY AUDIT FORM November 2023

Insert the Club's name below: Glasgow Rowing Club
If any other club(s) also operate under your Club's Safety Policy then insert their names below: Hutcheson's Grammar School also use GRC facilities, by prior agreement with GRC. They operate under GRC policy when on-site, but also have their own policies and procedures in place. The HGS staff member in charge is also a member of GRC. Other members of HGS staff present are experienced rowers.
If you host any club(s) who do not operate under your Safety Policy or Safety Adviser then insert their name(s) below: N/A

Insert the postal address of your boathouse including postcode Glasgow Rowing Club, Silverfir Street, Gorbals, Glasgow G5 0JZ
Insert the name, contact number and email address of your club's Safety Adviser Andy Brown, 07846 443647, huntertide.ltd@googlemail.com
Does the Club conduct water based activities? If "NO" then select NO in the box below and sign the statement at the end of this form without answering any further questions YES

SUBJECT	RESPONSE	INTENDED ACTIONS (If response is NO)	MITIGATION IF NO ACTION INTENDED
<u>SAFETY INFORMATION</u>			
<i>Does the Club:</i>			
Have a designated safety information board in a prominent position?	YES		
Have a means of ensuring all new members are made aware of the club's safety requirements and policies?	YES		
Ensure that any visiting groups or clubs undertaking tours or training camps are formally briefed on local safety requirements and information including navigation hazards and circulation patterns?	YES		
Undertake Coastal Rowing and ensure that additional safety guidance provided by the relevant Coastal Rowing bodies is followed?	NO		
<u>RISK ASSESSMENT</u>			
<i>Does the Club:</i>			
Have suitable and sufficient risk assessments for all activities run by the club both on and off water?	YES		Activity review, hazard range identification and prioritisation of mitigation measures are being updated following appointment of the current GRC Safety Officer in November 2023.
Provide training in risk assessment and safe practice?	YES		
Liaise with other organisations using the same water to ensure that neither will put the other at risk?	YES		Recent communications have been on an ad-hoc basis, GRC are currently initiating discussion with other river users over the potential for a more formal forum.

Review its risk assessments on a periodic basis? YES

SAFETY PLANS

Does the Club:

Have a club safety plan/policy which addresses the aspects required by Scottish Rowing? YES

Have a safety plan that addresses competitions or events organised by the club? YES

Have suitable and sufficient risk assessments and method statements for the use of drones to capture video/still imagery which include any requirement for pilot licencing/qualification? YES

INSURANCE

Does the Club:

Have adequate Public Liability Insurance cover? YES

Have an insurance policy that covers all club activities? YES

Ensure that any coaches employed by the club are covered by club or own insurance? N/A

Safety Policy has been updated following appointment of the current GRC Safety Officer in November 2023. Committee approval is in place, the draft policy has been be issued to members for consultation.

GRC does not employ professional coaches.

CAPSIZE

Does the Club:

Have arrangements in place to ensure that all participants in rowing are instructed in and practice the capsize drill including emphasising the fact that floating rather than swimming is the recommended response to unexpected immersion? YES

Have arrangements in place to ensure that all participants in rowing are assessed for their ability to float unaided for at least 5 minutes, swim at least 50 metres in light clothing, to tread water for at least 2 minutes and to swim underwater for at least 5 metres? YES

Require participants who are unable to demonstrate the required floating/swimming standards to wear a personal flotation device? YES

Provide training to coxwains in how to escape from a bow coxed position? YES

SAFETY AIDS

Does the Club:

Ensure that all lifejackets and buoyancy aids conform to the relevant EN standards? YES

Ensure that all lifejackets and buoyancy aids are routinely serviced and records kept? YES

Have throw bags or rescue lines available? YES

Have and communicate to members a clear policy on when and how safety aids are to be worn, carried or otherwise deployed? YES

Ensure all club members are trained in the wearing and/or use of safety aids held by the club? YES

STEERING AND NAVIGATION

Does the Club:

Train members and ensure that they are competent to control, manoeuvre and steer oar propelled boats either as a coxswain or steersperson or both?? YES

Have arrangements in place to ensure members and visitors are aware of navigation hazards, rules and (where appropriate) circulation patterns for their local waters? YES

Have rules in place on boating in dark or low visibility situations? YES

Clyde Rules prohibit rowing in poor visibility and between dusk and dawn.

BOATS

Does the Club:

Ensure that all newly constructed boats have sufficient inherent buoyancy, together with their oars or sculls, such that they can support a seated crew of the stated design weight and that the rower's torsos remain out of the water and the boat can be manoeuvred? YES

Ensure that any boat which does not possess sufficient inherent buoyancy is fitted with additional buoyancy such that it can support a seated crew of the stated design weight and that the rowers torsos remain out of the water and the boat can be manoeuvred? YES

Require, where the construction shape of a boat or its composition is such that the bow presents a hazard in collision, a solid ball of not less than 4cm diameter made of rubber or material of similar resilience is firmly attached to the bow and incapable of being deflected significantly in any direction and that the fixing itself does not present a hazard? YES

Ensure that in all boats the foot stretchers, shoes or other devices holding the feet of the rowers are of a type that allows the rowers to get clear of the boat with no delay in an emergency? YES

Ensure that, where shoes or other devices holding the feet will remain in a 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? In addition where laces, Velcro fastenings or similar materials must be opened before the rower can remove their feet from the shoes or other devices, all such materials must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap. YES

Ensure that, with the exception of single sculls, backstays are fitted to the forwardmost rigger on both sides of the boat?	NO	Some of our doubles and quads do not have backstays. This is by design of the rigger manufacturer.	These boats are typically used by more experienced crews and or have a very experienced steersperson as a mitigation for this risk.
Require all boats to be checked before and after an outing to ensure that all steering mechanisms are functioning correctly, all bouyancy compartments are watertight, heel restraints and foot releases correctly fitted and bow ball correct? In addition is there a mechanism in place to allow boat defects to be reported and where necessary boats taken out of service for safety related defects?	YES		
<u>LAUNCHES</u>			
<i>Does the Club:</i>			
Have and communicate to members a clear policy on what safety aids are to be carried in safety/coaching launches?	N/A		Access to the Clyde from GRC facilities (via steps) does not afford easy access for formal launches. In line with the Clyde Guidelines, a rescue craft (tub-double) is maintained in readiness at GRC facilities when GRC boats are on the water. GRC has one small craft (rigid inflatable) which can be fitted with an outboard motor. This craft is only suitable for carrying a single person and is not suitable as a main rescue craft. The craft is used for additional head race cover and very occasional coaching sessions. This craft is not part of the day-to-day operational or safety cover at GRC. When deployed on the water this craft does carry a throw rope and space blankets. The craft is only operated by a small number of GRC members with appropriate experience of safe operation and use.
Set a minimum qualification standard for launch drivers e.g RYA Powerboat Level 2 or equivalent?	N/A		
Require launch drivers to understand and follow the rules of the water upon which they are operating and at all times, except in an emergency situation, adhere to the speed limits in place on that stretch of water?	N/A		
Have a process by which launch drivers are assessed on their competency to safely operate a launch on the local waters and set a periodicity for review?	N/A		
Require all launch drivers and passengers to wear appropriate lifejackets at all times and carry an appropriate form of communication device to summon help where necessary (eg, mobile telephone or marine VHF)?	N/A		
Require launch drivers to know the emergency frequencies or numbers in case of an emergency (these can be laminated and stuck inside the launch)? NB If carrying a marine VHF radio, the operator should hold a Short Range Certificate (SRC).	N/A		
Ensure that the launch has a means of enabling the crew to safely and effectively extract a casualty from the water without putting the launch at risk of capsize or a crew member falling overboard? (EG a ladder or platform)	N/A		
Ensure that wherever practicable safety/coaching launches are double manned and that when coaching the launch driver focusses upon keeping an adequate look out and is not distracted by capturing video or still imagery of crews training?	N/A		

Require all launches to carry a plate stating the maximum weight it can safely support also translated into an equivalent number of adults? N/A

TRAILERS

Does the Club:

Provide drivers of tow vehicles with information and diagrams showing the recommended arrangement for loading, including the allowable load projection and maximum loads? YES

Have a means of checking trailer nose weight? YES

Ensure that information regarding the Maximum Allowed Mass (MAM) is fixed to the trailer? (Information regarding tyre pressure and unladen trailer weight is also recommended) YES

Have in place a periodic servicing routine for the trailer? YES

Require that the driver checks the tyres (including spare), lights, projection markers and the security of the load, jockey wheel and brakes before each trip? YES

Ensure that the vehicle used for towing is appropriate for the length, load and type of trailer and that the trailer carries a spare wheel and suitable tools and jack for changing a wheel? YES

Ensure that local rules are adhered to (lights, signs, spares, overhang, etc.) if towing or using vehicles overseas? YES

Require drivers to take breaks for journeys of longer than 2 hrs duration or have a buddy driver accompany them on long journeys and ensure an effective communication system is set up with a responsible person at the club during the journey? YES

ADAPTIVE/PARA-ROWERS

Does the Club:

Conduct a risk assessment and produce an action plan for each individual adaptive athlete? YES

Provide a suitable rescue launch? NO

Establish and practise procedures for managing incidents, including capsizes? YES

As above, access to the Clyde from GRC facilities (via steps) does not afford easy access for formal launches. In line with the Clyde Guidelines, a rescue craft (tub-double) is maintained in readiness at GRC facilities when GRC boats are on the water.

Adaptive rowers and their safety on the water is considered on a case by case basis as not all adaptive rowers are the same. Adaptive rowers undertake capsized drills and receive reminders on capsized procedures.

INCIDENT REPORTING

Does the Club:

Have a system to capture and record safety related events including equipment failures?	YES
Ensure all club members are aware of what constitutes an incident or near miss that needs reporting and are aware of how to do so?	YES
Ensure that incidents and near misses are reported on line to Scottish Rowing?	YES
Keep the members informed of incidents and near misses at their own and other clubs and ways in which action must be taken to avoid repetition?	YES

HEALTH

Does the Club:

Request details from all participants of any medical conditions that could be aggravated by the activity of rowing which a coach needs to be aware of?	YES
Advise members about the risks of exposure, hypothermia, sunburn, heat stroke and heat exhaustion, and provide guidance on avoiding these risks?	YES
Provide information (including avoidance and symptoms) on waterborne diseases most likely to be encountered by club members, either on their home water or when they visit other venues?	YES
Provide suitable quantities of first aid materials within box(es) clearly identified as "First Aid" & locate sufficient First Aid Boxes in easily accessible areas of the club and/or boathouse and ensure they are regularly checked and replenished?	YES
Have an Emergency Action Plan (EAP) including the provision of First Aid within the Club Safety Plan?	YES
Keep a record of qualified club First Aiders and encourage them to maintain their certification?	YES
Have immediate access to an Automated External Defibrillator (AED) and if not does it know the location of an accessible AED that can be brought to the club in less than two minutes?	YES

The Clyde Rules provide advise on emergency response on the water. Measures within GRC facilities are being reviewed following appointment of the current GRC Safety Officer in November 2023.

AUDIT AND REVIEW

Does the Club:

Regularly review the findings of the Club's Safety Audit at committee level and ensure actions are closed out in a timely manner?	YES
Include safety (on and off the water) as a standing agenda item at management/committee meetings?	YES

NAME OF PERSONS COMPLETING THIS AUDIT

Andy Brown
Alastair Warnock

POSITIONS HELD WITHIN CLUB

AB Club Safety Officer
AW Club Captain

By signing this form the person so doing certifies that this audit has been undertaken thoroughly and that the Club or organisation to which it relates will put in place or has already established safety rules and procedures that reflect the advice and guidance published by Scottish Rowing in ROWSAFE Scotland. NB ROWSAFE Scotland replaces the Scottish Rowing Water Safety Code with effect from 01 Jan 24.

SIGNATURE *A E Brown A Warnock*

DATE *10/01/2024*