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Jersey Rowing Health & Safety Policy

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1 Executive Summary

Jersey Rowing Club is social organisation committed through the established constitution, executive committee and membership to facilitating and administering Amateur Coastal Rowing in a manner that does not cause undue risk to Health & Safety.

This policy demonstrates that commitment, the management systems to help deliver it, the identified risk and the responsibilities for ensuring these things happen.



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2 General Health Safety & Welfare Statement

This Club gives the highest priority to the Health, Safety and Welfare of groups and individuals while participating in the sport of rowing.

Although not a professional organisation the Club will always look to 'best practice' where it exists and adopt those policies where they are most suited. The Club accepts it has a role to provide policies in a practical and easily understood manner that clearly identifies the minimum standards, who in the Club to go to for health, safety and welfare issues and what is expected of Club Members in this area.

The Club health, safety and welfare policy will have specific sections that focus on areas that are seen to be the highest risk to members. These Key Points will be realistic, published, free from jargon and readily available.

Club Captain

3 General Health & Safety Policy

3.1 Aim

This document explains the intention of the Jersey Rowing Club and how it intends to deliver those intentions.

3.2 Why

While aiming to make the experience of rowing fun and enjoyable, there are hazards and risks involved that cause harm if not controlled properly.

3.3 How

We as a Club expect individuals to take all reasonable steps to identifying hazards taking individual responsibility for our actions, equipment and use of the Club facilities. In turn the Club Committee will assess the risks and introduce management systems in the form of guidance and rules to reduce the hazards that may be present.

4 Club Risk Assessment

Youth Participation in Rowing Activities

Hazard	Risk to whom	Control Measures
Coastal Rowing Water Rowing at sea Launch and recovery	Drowning / Exposure to Rowers / Cox	Training / Coaching / Supervision for novices Sea safety equipment requirements Communication equipment advice Accountability (activity log book) Annual survey of boat condition, insurance arrangements and safety equipment
Musculo-skeletal Lifting / moving / rigging /	Cuts, strains, crushes to	Training & Coaching for novices. Written instructions and advice on boat



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launching and recovery	Rowers / Cox	moving. Allocated boat positions to provide space to control heavier boats.
Facilities	Premises faults / unsupervised access / safe environment	Rules / access control / Membership Control / authorised storage / regular checks / fault reporting procedure

5 Specific Identified Risks

5.1 Water safety

Coastal Rowing

The inherent risk with coastal rowing is the natural environment it is undertaken in. This is controlled and reduced by the design and condition of the craft used. Club boats are maintained by an appointed Committee Member and private craft undergo an annual survey (safety equipment and insurance) at the start of each season.

Compulsory safety equipment provided by each member is;

- Life jackets
- Flares x 3
- Water pump / bailing for non wash deck craft]

Water activity is recorded in a Log on leaving and after return, safety information is published and available in poster form and website.

Club organised events

Where the event is organised by the Committee Safety rules are read, equipment checked, understanding of individual responsibilities is confirmed in a written entry form, a non participating time keeper is in land communication and a communal Safety Boat is available.

Deep Water Rowing Events

Where Club deep water events are organised additional measures include;

- Formal detailed application
- Competence requirements
- Pre race briefs
- Individual team guard boat
- Consultation with Coastguard agencies

5.2 Musco-skeletal Injury

Manual Handling Hazard



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Boats are designed to be handled manually, the use of older boats using heavier materials is accompanied with a specific brief.

Boats are handled manually from storage to launching or recovery to storage. This is kept to a minimum by Club provided trolley wheels, avoiding the need to carry distances. The Club launch and recovery slipway is maintained by the owning body.

Storage racks require manual handling of boats and Club members are advised on the best techniques and provided with trestles to allow control and staged movement.

5.3 Facilities

Access to Premises

The access to premises is controlled by;

An automatic access control system on the doors

Formal Club membership application and selection

Premises Use

The premises is used for;

- Rowing accessory storage
- Changing
- Physical training
- Boat maintenance

The Committee controls the use of the premises and grants permission based on their risk assessment.

Premises Faults and hazard reporting

The premises use and facilities is kept to a minimum to reduce unnecessary controlled risk. A club cleaning contract is in place which includes the reporting of damage, defective premises items.

The fire risk assessment identifies the following areas;

Arson	Club security and access system
Electrical fault	No heating, newly install lighting and mains ring with heavy use accessories
Boat maintenance materials	Committee control of club use
Naked flame	non smoking environment

5.4 Youth Protection

This risk has a specific policy published and available , Club Members should make themselves aware as they do carry responsibilities even though they may not be directly involved in Youth Training.



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6 Who has responsibility for what

- The Committee -** will maintain the Constitution, set and control policy.
- The Club Captain-** will provide leadership, guidance, deal with concerns and take all necessary actions arising from complaints.
- Members-** will be aware of this policy, their responsibilities and the requirement to follow the Committees policies and rules. They will also take ownership by identifying hazards, controlling those hazards immediately where they can and report those issues to the Club Captain as soon as reasonably possible.

6.1 Complaints - Making and Dealing With

Highlighting health and safety issues can come from Committee members, Club members, neighbours, authorities or occasional visitors. The club provides report forms and a post box to enable written complaints, both at the club and as a download from the website.

The Club Captain provides the leadership and authority to take action. Complaints should be directed to the Club Captain

7 Members CODE OF CONDUCT

- Be familiar with and follow club policy and rules.
- Set an example and encourage others to follow those policies and rules.
- Do something about hazards and make a report to the Club Captain when you see them.



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8 Confirmation of Understanding

As part of the Clubs membership rules, new members must provide a signature below to confirm understanding of this policy.

Your Signature

Club Captain Signature

Dated _____



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9 Appendix

9.1 Reporting Faults



Fault or Problem Report

Name

Contact Details:

Identified Problem:

Action Taken or Suggestion



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9.2 Race Entry Form



RACE ENTRY FOR _____

Team Cpt Name	
Boat Name or Number:	

Contact Details (in case of queries):

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Team Members:

Team Member Name	Member Yes / No	Team Member Name	Member Yes / No
Total Non Member Fee enclosed			

Entry Responsibilities

- | |
|--|
| <ol style="list-style-type: none"> 1. Identify team members that are Club or non members 2. Turn up in good time for the event brief 3. Make non members known to event organiser for personal briefing 4. Check the boat and your safety equipment 5. Attend the event brief |
|--|

Non membership race fees are published with the race calendar. Fees should be paid using a cheque with the entry form.