



Mount's Bay Pilot Gig Club

Health and Safety Policy

November 2023

**Ele Hague
Club Safety Officer**

Mount's Bay Pilot Gig Club (MBPGC) has a zero tolerance 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, committee & coxes, will encourage safe practice having due regard for the guidance provided by British Rowing in RowSafe & the CPGA.

The Club has safety rules that it expects its members to respect; these can be found on our website. 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 the CPGA's Incident Reporting System.

Members are invited to refer any questions and concerns, relating to safety, to the Club's Rowing Safety Officer.

Signed by the Chair & Committee of MBPGC

Name _____ Signature _____ Date _____

Mount's Bay Pilot Gig Club

Health and Safety Policy 2023-2024

Mount's Bay Pilot Gig Club is subject to the Health and Safety at Work Act 1974, to ensure as far as reasonably possible, the health, safety and welfare of all members.

Members have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions.

MBPGC has a duty to ensure that all members follow good practice in preventing and avoiding workplace hazards

It should be recognised that people accustomed to dealing with hazards at sea are inclined to underestimate the hazards, this should be guarded against.

All members are made aware of health and safety guidelines and procedures during their initial induction and/or during their novice sessions. Details will also be available on the Club's website.

MBPGC is responsible for making available necessary resources to satisfy safety requirements for activities related to the rowing club.

MBPGC carries Public Liability Insurance

Area of Responsibility for Safety

The management committee and water committee including the Club's Safety Officer are responsible for ensuring the following documentation is in place:

- Induction register and training.
- Completed membership forms and information passed to relevant sections (captains/coxes/coaches/coordinators).
- Risk Assessments for all activities prepared and displayed and on the Club's website.
- Notices and display of health and safety, first aid information, manual handling, etc.
- Codes of conduct (adult and junior members, parents, the club's coxes/coaches).
- Inspecting, maintaining and servicing of all equipment with records kept, to cover the safety equipment, fire extinguishers, life jackets, radios, gym equipment, electric equipment (PAT testing), maintenance tools and equipment, etc.
- Junior registers.

Emergency Procedures

There are on-water session checklists available and on display. All coaches and coxes to be familiar with these checklists for rowing sessions. Members personal details are stored with the membership secretary (see GDPR policy) All coaches, coxes and coordinators must be aware of how to access contact emergency numbers in the event of an incident.

See CPGA's Emergency Procedure

Safe Systems

General guidelines – Safe practices

All members must have the relevant qualification and/or competence to carry out the activity/session either on-water or land-based activities, and at least 2 years coaching/coxing experience (or a crew member to act as mentor).

Coxes/coaches, section captains, coordinators and adult volunteer members leading the sessions (both land-based and on-water training) are responsible for implementing safe systems of work and for ensuring safety training and briefing are given to the crew and are adhered to. The lead/cox/coach must acquaint themselves with relevant details of the crew e.g. any medical conditions, anxieties and swim competence.

The coxes/lead must brief the crew/participants on the session and any safety points, e.g. hazards, environmental conditions. The cox/lead must be familiar with all risk assessments associated with the activity/session and any individual risk assessment in place. Any concerns to be brought to the committee/club safety officer. Risk assessments will be reviewed regularly as required, or annually.

The cox is responsible for checking the boat for launching:

- check safety bag is onboard
- record session on board (name of boat and cox, date, crew, time out and expected return time and radio channel)
- Check the VHF radio is fully charged and working, a radio check must be carried out.
- VHF radio tuned to channel 16 (coastguard) if only one boat is out, or dual 16/72 if more than one boat is out.
- 24 hour weather forecast, wind directions and sea conditions are checked prior to launching, and the cox has the final call.

(see **General Risk Assessment** for more details)

Minimum of 2 competent rowers and coxswain in the boat at all times during the novice session.

No more than 9 people in the gig at any one time

Equipment

- All safety and specialist equipment used will be regularly inspected and checked by competent persons, and inspection records stored.
- All equipment must be used correctly and by a competent member. All PPE used must be used, according to the relevant risk assessment.
- All crew members to be clearly briefed on boat lifting, oar carrying and storage, and gig manoeuvring.
- Crew to be advised on embarking and disembarking from the gig.
- The cox or crew lead/captain must report to the water committee or Director of Rowing, any defects, defects or damage to equipment.

see **Manual Handling (appendix)**

Working at Height

Work at height will be avoided and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.

Roof work – Competent persons to prevent falls, contractor to be used.

Fragile surfaces will be identified and avoided and where they cannot be avoided, access will be strictly controlled.

Ladders – where there is a requirement to use ladders, the maintenance team will be trained, supervised and equipment inspected and maintained.

Electrical Safety

Club owned, hired or member loaned portable appliances.

- The Club will undertake to inspect and test all its portable electrical appliances by a competent person annually, or when required.
- Club Safety Officer and Maintenance Officer are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.
- Tests will be carried out by a qualified person.
- All test Certificates will be kept in the Health and Safety file for the duration of the life of the appliance.

Personal and privately owned portable appliances.

- Personal items of electrical equipment may only be used on club premises by prior agreement of the Maintenance Officer. Equipment must be presented to a qualified person for testing prior to use.
- All personal items of electrical equipment must only be used in conjunction with a residual current device.

Clothing/personal equipment

- All members must be suitably and appropriately dressed for the activity and conditions on the day.
- Weather checks will be carried out by the cox/lead, and guidance given if necessary (especially for juniors – more information in the General Risk Assessment).
- All juniors and coxes must wear a life jacket, the club provides automatic inflate life jackets. These must be fitted correctly and fastened.
- Wellington boots can be worn on launching but can not be worn while rowing.
- Appropriate footwear must be worn while rowing, ideally trainers, not flip flops

Members Health and Welfare

Any member who is suffering from a medical condition, physical or psychological that might adversely affect their safety or that of others for whom they are responsible, has a duty to inform the Management Committee/Water Committee. Similarly, any member who believes that they are suffering from a level of fatigue that impairs safe practices must inform the committee at once. The committee will take a sympathetic and practically supportive approach to all such occurrences.

All members should take positive steps to minimise the effect of fatigue by managing work, exercise and rest in the most effective way possible.

MBPGC recognises that it has a duty of care towards its members and the general public. This includes their welfare and to do all that is reasonable to protect them from physical, sexual and emotional abuse.

Drugs and Alcohol

The misuse of drugs and alcohol is not permitted at MBPGC. Any member who is aware of a problem of dependency or inappropriate use affecting themselves or others should not hesitate to bring the matter, in confidence to the Welfare Officer or a member of the committee. Certain prescription medicines can also affect motor skills, mood and judgement and cold tolerance. Members using medication should seek advice from their GP.

Driving/Towing

Many members are involved in driving their own vehicles to carry equipment, oars, and towing trailers and gigs. Mount's Bay Pilot Gig Club is located in a fairly rural area and drivers will have to deal with narrow roads, inclement weather and poor road conditions. It is essential that members drive with appropriate caution, particularly in adverse conditions. The driver must check the route to be followed.

Members are responsible for the proper maintenance of their vehicle, that it is fit for purpose and hold an appropriate driving licence and insurance.

Driver error is best prevented by an alert and cautious approach by all drivers.

Drivers and all passengers must wear a seat belt. The law states under 12 years old

and below 135cm height, must be provided with a booster seat.

Fire

Members must be aware of the fire procedures within the clubs buildings; the gig shed and the seed store. Fire is an example that could produce multiple fatalities and injuries. It must be addressed with seriousness. Fire extinguishers are annually checked by a competent person and recorded. Fire exits are well signposted, exits are always kept clear and hazards on the floor are highlighted and kept to a safe level.

Safety during Activities

There are particular hazards that arise from the coastal locations and environments. All members must be fully aware of these and act with constant vigilance. No set of rules or procedures can alone meet the challenges arising from the unpredictability of the outdoors and the sea. Even a skilled and experienced person will sometimes meet situations where hazards cannot be controlled and where there is no course of action that is without risk. In such circumstances best practice is to identify what hazards exist and take steps to avoid or control them. This requires careful judgement.

See **Judgement** appendix

See **School Trips and Visits Policy and Guidelines for more information about non member school aged persons.**

Risk Assessment

Risk assessments are completed for all regular activities at MBPGC, and are regularly reviewed and updated as necessary. These are available on the noticeboards, Health & Safety File in the gig shed kitchen, or from the Club Safety Officer.

Incident Reporting and Safety Monitoring

The term 'Incident' includes accidents, illnesses, pre-existing conditions, behavioural incidents and near misses. They are further classified as 'serious', 'significant' or 'minor'.

'Significant' incidents including near misses or minor injuries inform the club about possible defects in our system.

'Minor' incidents should be recorded to check for any patterns which may need addressing. An incident is 'Serious' if it is a major bone fracture or similar

incapacitating injury, or there is risk of permanent disability or danger of death.

'Serious' incidents must be reported under the requirement of Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

As soon as possible after ANY incident, the cox/session lead involved must complete an incident form. There are incident books in the gig shed and in the seed store and blank forms are also available. The completed and signed form MUST be passed to the Health and Safety officer/Director of Rowing ASAP.

The management must be informed of all incidents.

MBPGC will be encouraging the use of the CPGA's Incident Reporting System, accessed via the club's website.

First Aid

At least one adult member at the training session will hold a recognised first aid qualification (updated list will be displayed on the gig shed noticeboard).

All coxes/coaches leading the training session must ensure the necessary first aid equipment is carried in the boat (in the safety bag), or if a land training session, be aware where the first aid and safety equipment are located.

The Club Safety Officer is responsible for restocking first aid kits as part of their regular inspection.

Coxes or a member of the crew must hold an up-to-date First Aid certificate.

First aid training is carried out in house annually, members are encouraged to take up this offer, which is free to all members.

The Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, have been assessed. A copy of COSHH assessments, including safety data sheets and sign-off sheets, is kept in the Health & Safety file.

Club Member Responsibilities.

Members shall not use any hazardous substance without first having read the COSHH Assessment.

Members shall inform the Club Safety Officer/COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

The Club Safety Officer/COSHH Coordinator is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from an appropriate source. It is their responsibility for ensuring that COSHH assessments are seen and understood by those members (i.e. maintenance team) who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Club Safety Officer/COSHH coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors.

Personal Protective Equipment PPE

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort i.e., where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided, the Club has a duty to ensure that PPE is used effectively. The Maintenance Officer will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process. Where identified as necessary, PPE will be provided without cost to members. The Maintenance Officer will be responsible for ensuring it is of the correct type, is fit for purpose and of the correct size, to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

Members/Maintenance team Responsibilities.

When issued with PPE, members are required to wear it correctly and must take all reasonable precautions to ensure that PPE is stored and maintained properly.

Other Activities

From time to time other activities such as beach sports may be undertaken. Before any such activity/session takes place it will be reviewed in terms of potential risk and if it is regarded as being high, the activity will not take place.

Even if these activities may appear less hazardous than other activities, every effort should be made to ensure the safety of all members participating. The lead should be particularly aware that problems may arise with mixed groups with diversity of ages and ability. No new activity shall be undertaken with members until a risk assessment has been completed and committee management/DoR satisfied that any risks are to be appropriately managed.

Decisions will be made by the management committee/Director of Rowing/Club Safety Officer.

This document is a working document which is constantly being reviewed and updated in order to provide the highest possible standards of safety for its members.

MBPGC strives to offer the highest possible standard of working practice and therefore not only uses risk assessments but many other forms of analysis in order to provide this.

Judgement

Good Judgement is encouraged by:

- Wide experience of the activity, and of coaching/instruction and coxing
- A reflective, thoughtful approach, studying the experience of others, especially when things go wrong.
- Appropriate planning and preparation.
- Good knowledge of the crew and their capabilities.
- Recognising a chain is only as strong as its weakest link.
- Planning in the expectation that not everything will go according to the plan.
- Making mistakes and learning from them.

Good Judgement is jeopardised by:

- Fatigue, cold, exhaustion, hostile weather.
- Peer pressure and trying to please and impress other people.
- Perceived time pressure leading to inappropriate haste.
- Over ambition / over confidence.
- Poor planning and preparation.
- False assumptions.
- A failure to notice a situation of 'apparent risk' is becoming one of 'real risk'.
- Over reliance on the possibility of help.
- Lack of food.
- Influence of alcohol and drugs.
- Determination to get home at all costs.

A healthy attitude to risk management recognises that each member may make errors of judgement and uses this as a basis of further learning and development.

MBPGC encourages the open approach to the reporting of incidents and near misses by recognising that such reports will gain constructive analysis rather than blame.

INCIDENT FORMS ARE AVAILABLE IN THE SEEDSTORE AND IN THE GIG SHED, OR EMAIL ME FOR A COPY. THANK YOU

elehague19@gmail.com

School Trips and Visits

Any activity on the water is classed as an outdoor Adventurous Activity

For the trip/visit to MBPGC to be approved, The Club Organiser of trip/activity MUST:

Put in a proposal to the Management Committee stating:

- Day, date, time and duration

- Activity (what does it entail for the participants)
- Organisation/school/company
- No. of participants and their ages
- No. of adults from school and what they will be doing (at least one must be first aid trained, with additional first aid kit and be familiar to the participants e.g. class teacher and know the participants).
- No. of adults/volunteers from MBPGC (all must be members with full DBS check and at least one or more must be appropriately first aid trained – e.g. for children, young persons) and what will they be doing.
- State who the cox will be and who will be the Level 2 qualified coach.
- Full specific Risk Assessment, signed and dated, both by club organisers and club H&S officer (General RA and with additions).
- Any special arrangements for a third party e.g. safety boat, shore based support.
- Inform the lifeguard on the beach of your activity.
- Outline emergency procedures (additional to RA) e.g. Participant scared, panics, refuses to participate on land/on the water; Falls in the water, etc. How will they be brought back to shore?
- Weather forecast and sea conditions checked, long term and then short forecast, and then on the day. All participants, staff, volunteers and parents must be prepared for activities to be cancelled at short notice. Are alternative activities (with RA) planned?
- All possible participants/their parents/carers must complete a temporary membership form to include: medical conditions, confirm swimming ability, other areas of concern that might affect their participation in the activities outlined

Life Jackets; Correct size for height/weight. Drill and briefing to be given (outline what you will cover, say and demonstrate) How will the participants be prepared in the case of person overboard/capsized boat, etc

The club will produce a list of FAQ for the school to give out to parents/carers

The School/Company/Organisation MUST :

- Give MBPGC at least 3 weeks notice of any event/activity requests (in writing)
- Send MBPGC a copy of the parent consent form (possibly we can assist in writing one for the organisation/company/school) to check. This must contain medical information, SEN details, swimming ability, emergency names and telephone numbers. The school organiser must have this information with them AT ALL TIMES during the trip.
- Collect in the completed forms and pass on any relevant information in writing/email to the Club organiser (swimming ability, confidence around the sea, etc.).
- be sent copy of our Public Liability Insurance
- be sent a copy of the RA with any additions appropriate to age, group of participants, etc

- Inform the parent/carers about the gig rowing activity and what it entails.
- Review the individual students RA to check for suitability in partaking in this activity and report to the club organisers.

By not adhering to this information you are putting others at risk, as well as yourself. It would be YOU in court to defend your actions or omissions

All correspondence must be via email so we receive a paper trail, and this must be passed to the Safety Officer and the committee.

Risk Assessment Glossary

Rip tides – Rips are one of the most likely cause of problems during water activity, whether it is a small rip pulling a crew member away from the shore line, or a much bigger one taking a group out to sea. The cox and members need to be aware of how they are formed, where and when they are formed and what to do if an incident occurs due to currents.

Cramps – may result from over exertion or lack of warming up and stretching before the session/activity

Stings – Threat from weaver fish and jellyfish in the water, and bees, wasps and nettles on land. Members need to be aware what they are, and the consequences, and how they can be treated. Prevention is avoidance and treatment required. Be aware of anaphylactic shock

Sprains and Twists – Scrambling in wet water, and over rough terrain can be hazardous and easily people can be unbalanced. Climbing in and out of the gig with surge of waves can cause instability.

Fractures and dislocations - Collisions with rocks, waves and other water users is one of the main causes of such problems. Climbing in and out of the gig needs to be carried out with extra caution, as is moving the boat when the crew are climbing in and out. Be observant and considerate to other people.

Head trauma – collisions with other water users, rocks, oars and being pushed by a wave surge are all factors that cause a head trauma. Being cautious and observant in the gig is paramount for the safety of all the crew.

Drowning - Incapacitated due to other injury, overwhelmed by the size of surf or failure of safety equipment can all cause of drowning.

Broken glass, or other sharp objects – many people use beaches and the surrounding dunes for gatherings and parties. Broken glass, used syringes, hot ashes and metal BBQ trays can be found at these sites. Protective footwear, a good safety brief and being observant is required to prevent an incident occurring.

Dogs and other animals – minimal risk but care must be taken when dogs approach and when walking past any animal.

Mount's Bay Pilot Gig Club - Incident Report Form

Date DD/MM/YYYY	Time of Incident	AM/PM
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Full name, telephone number and address of person reporting the incident
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Full name, telephone number and address of other person/s involved in the incident
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Activity and location where the incident took place

Nature of the incident – Please describe what happened and injuries sustained, be as descriptive as possible, (include weather and sea conditions. Near miss, slight, minor, significant, serious, major injuries <i>Continue over the page if necessary.</i>

Significant – needing some medical treatment
Serious – likely to prevent someone from working normally for more than 3 days
Major – fracture, amputation, loss of consciousness, death

Advice and Treatment given. Please be as descriptive as possible
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Please read carefully the details and sign below, and pass to the Health & Safety office

NameSignaturedate
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Name and signature of person/s involved in the incident/injured
NameSignature date

Ele Hague Club Safety Officer Nov 23

I have read and understood the Mount's Bay Pilot Gig Club's Health and Safety policy 2023, and am willing to comply with all details as outlined in the policy.

Signature Name Date
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