



Talkin Tarn Amateur Rowing Club

Safety Manual

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Policy Statement

At TTARC, the safety and well-being of our members, volunteers and supporters are our highest priorities. As an amateur sports club, we are committed to fostering a safe and supportive environment for everyone involved, regardless of age, skill level, or role within the club.

Our Commitment to Safety Includes:

- *Facilities and Equipment*
We will ensure that all facilities and equipment are maintained to safe standards. Regular inspections will be conducted, and any hazards or issues will be addressed promptly.
- *Training and Supervision*
Coaches and volunteers will be adequately advised to provide safe and effective instruction and supervision. All members are encouraged to look out for each other's safety and well-being at all times.
- *Injury and Illness Prevention and First Aid*
We will promote injury prevention through proper warm-up routines, adherence to British Rowing guidance and the use of appropriate equipment. First Aid provisions will be readily available and a number of members will be trained in First Aid.
- *Emergency Procedures*
Clear emergency procedures will be established and available for review by all members. In case of an emergency, the safety and well-being of those involved will be our primary concern.
- *Health and Hygiene*
The club will promote good health and hygiene practices among members, including the provision of clean facilities and the ability to wash after sessions.
- *Respect and Inclusion*
We are dedicated to creating an inclusive and respectful environment where every member feels safe and valued. Discrimination, bullying, or harassment of any kind will not be tolerated.
- *Communication*
We will maintain clear lines of communication with all members regarding safety concerns and updates. Feedback from members about safety issues will be taken seriously and acted upon promptly.
- *Compliance*
We will comply with all relevant local and national regulations and standards related to rowing safely and the operation of our club.
- *Continuous Improvement*
The club will regularly review and update its safety policies and practices to ensure they remain effective and relevant.

It is recognised that no written rules or plans can cover all situations and all members will be encouraged to continually assess likely risks and act accordingly to manage them.

By adhering to these principles, TTARC aims to provide a safe and enjoyable experience for all participants, allowing everyone to focus on the joy of rowing and community involvement.

Approved by: TTARC Committee

Date: February 2025



Scope

This document lays out the safety policy, plans and procedures for Talkin Tarn Amateur Rowing Club (TTARC). It includes the risk assessments and considerations relating to control measures.

Definitions

| | |
|-----------------------|--|
| <i>Hazard</i> | Something with the potential to cause harm or damage |
| <i>Risk</i> | The product of the probability of a hazard causing harm and the severity of the consequences if that harm occurs |
| <i>Incident</i> | Any unplanned event which may have caused injury or damage to equipment. Includes capsizes. |
| <i>Near Miss</i> | An occasion where an incident was narrowly avoided or an unsafe situation existed. e.g. a boat has to hold it up hard to avoid collision |
| <i>Emergency</i> | An emergency is defined as a serious, unexpected, and/or dangerous situation requiring immediate action. |
| <i>Major incident</i> | An emergency which requires support external to TTARC to resolve (e.g. emergency services). |

Roles and Responsibilities

All Members:

- Will take responsibility for their own safety both on and off the water.
- Will ensure that their actions both on and off the water do not put others at risk.
- Will raise issues about safety promptly, including reporting via the BR Online Reporting System
- Will adhere to the control measures set out in the risk assessments.
- Will know what to do in the event of a capsize or swamping.

The Committee:

- Will ensure the role of Safety Officer is fulfilled by either a dedicated person or, by default, the Committee.
- Will support and endorse British Rowing's RowSafe advice to the best of their knowledge and ability.
- Will arrange for action to be taken against any member(s) who do not fulfil their roles and responsibilities as listed here.

The Safety Officer:

- Will conduct the tasks required of them as listed in the official Officer Roles and Responsibilities document.



Emergency Response Plan

In any situation which is deemed to be an emergency or major incident:

- Those present should determine the line of command and nominate one person to coordinate the incident response as Incident Coordinator– this will usually be the most senior person present unless otherwise agreed on the day. This individual will act as a single point of contact with a complete, overall picture. Others should act as supporting personnel to take on anything that the incident coordinator cannot directly deal with.
- Keep a log of key information and actions, including timings as the incident progresses.
- Stop all activity in the vicinity until deemed safe to resume. Where possible, alert relevant personnel via radio or mobile phone that there is an ongoing emergency or major incident. You should ask for radio silence for anything other than non-emergency communications until further notice and provide regular updates as necessary.
- This may be only a short period whilst you decide whether the incident can be managed without limiting access to the water or land areas, in which case normal activity may resume whilst the incident is dealt with. This decision will be made by the Incident Coordinator. Depending on the scale of the incident, activities may need to be cancelled.
- Ensure responders remain safe at all times.
- If the event is medical, alert a First Aider.
- If required, call the emergency services on 999 or 112. The nearest landline telephone is in the Tearoom at the waterfront. The professional emergency services such as ambulance crew, doctors, police and air ambulance crew deal with such incidents every day, and are best placed to decide what needs to be done in the best interests of the casualty and anyone else affected by the incident. The TTARC members or public dealing with the incident should support them, and not try to tell them how to do their jobs.
- If necessary deploy trusted people to guide the emergency services to the required location and to ensure there is a clear, unobstructed route for emergency vehicles to access the incident. This may involve clearing bystanders to safe areas away from the incident. Remember several vehicles may attend, so be ready to deal with all of them, not just the first arrival.

Location Details

Talkin Tarn Amateur Rowing Club
Talkin Tarn Country Park
Off B6413 Tarn Road
Brampton
Cumbria
CA8 1HN

Full Grid Reference: NY 54489 59158
Six-Figure Grid Reference: NY 544 591
What3Words: *convinces.roost.majority*

What3Word Locations

- | | |
|-------------------------------|---------------------------------|
| ● TTARC Boathouse | <i>convinces.roost.majority</i> |
| ● Alex Boathouse | <i>access.onwards.paddocks</i> |
| ● Tarn End Hotel | <i>column.overhead.trickled</i> |
| ● Fisherman's Jetty | <i>choppy.imparting.reflect</i> |
| ● Finish Line (Sailing Boats) | <i>remotes.adults.multiples</i> |



- Tearoom
- Campsite

handyman.trunk.habit
silly.pelting.reconnect

If emergency services are required to attend **via land**, there are two vehicular access points to the Tarn:

1. *To the TTARC Boathouse, Alex Boathouse and Race Finish Line area*
Instruct them to drive through the car park and down the track at the far northern end of the car park (54.924843, -2.712733)
2. *To the Tarn End Hotel*
Instruct them to take the minor road off the B6413 (54.919803, -2.717559) towards Talkin Village, stopping in the car park by Tarn End Cottages. From there, emergency services can access the Tarn path on foot using the public footpath.

If emergency services attend **via air** (e.g. air ambulance), there are two access points to the Tarn:

1. *To the TTARC Boathouse, Alex Boathouse and Race Finish Line area*
Instruct them to land in the fields between the Talkin Tarn Campsite and Brampton Railway Station and use the stile on foot to access the site
2. *To the Tarn End Hotel*
Instruct them to land in the field adjacent to Tarn End Cottages. From there, emergency services can access the start line(s) on foot using the public footpath.

Note – they may choose to use their own access points.

Evacuation Instructions

In the event of an evacuation, all people should be considered, including members of the public.

From Buildings (e.g. TTARC Boathouse or Alex Boathouse): leave by the nearest, signed, emergency exit and assemble on the campsite.

From the Water: stay with your boat, attract attention from the safety launch or other rowers if necessary, return to the landing stage if possible, get to the water's edge if you are unable to return to the landing stage.

From Country Park: people can evacuate the area on foot via any of the following options:

- *Farlam*
By taking the public footpath from 3rd Sandy Bay
- *Talkin*
By taking the public footpath from the Tarn End Hotel and continuing south-east along the road
- *Brampton*
By following the B6413 from the car park in a northerly direction

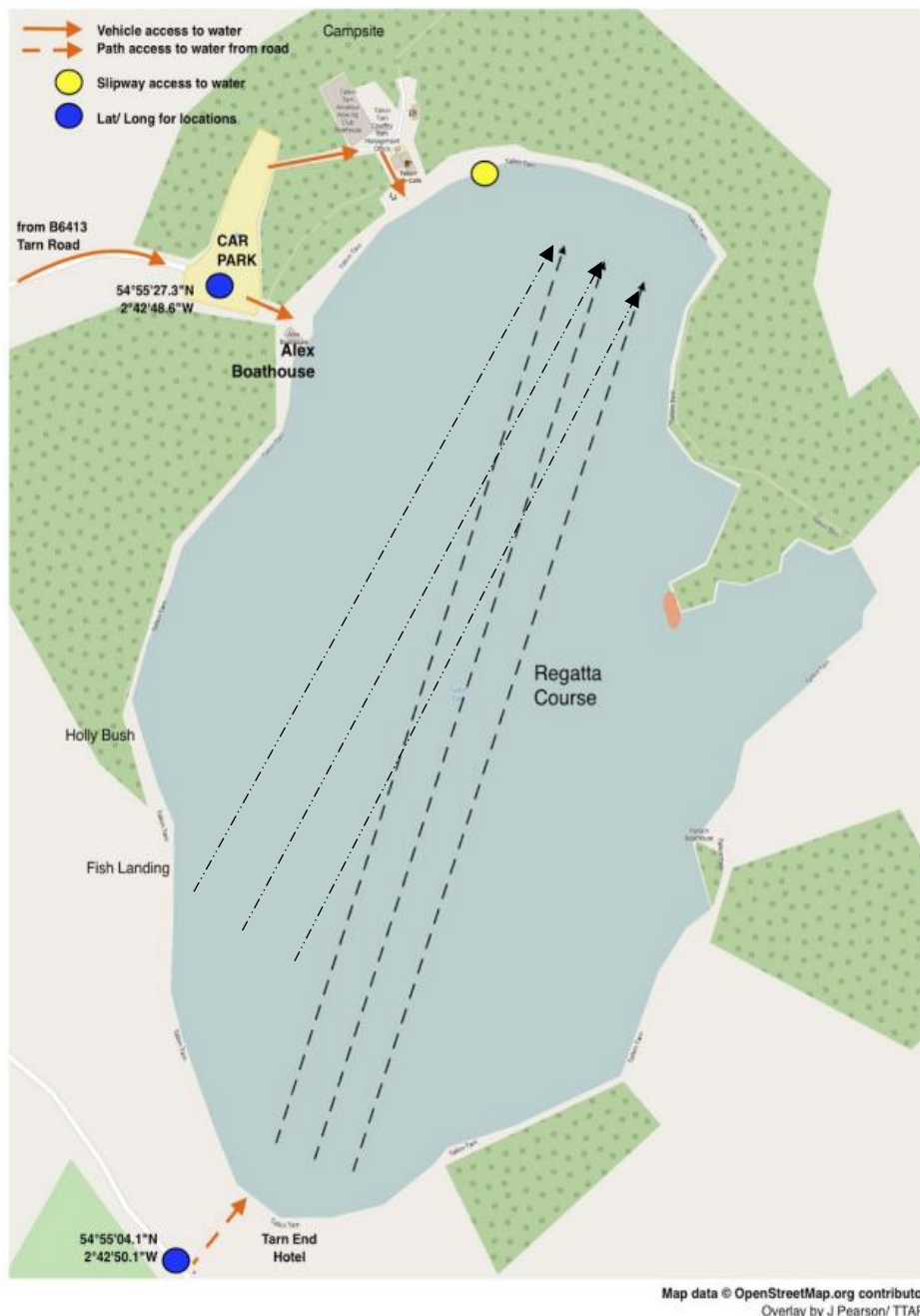


Welfare Considerations

Following any emergency or major incident, the Club Welfare Officer should be involved in the coordination of contacting of the relevant casualty's emergency contact (be aware that in a small Club like this, this may be themselves). If these individuals are on the water they will be located and, if appropriate, brought ashore. This may include full crews.

If necessary, the Club Welfare Officer or a suitable delegated individual will arrange for ongoing support as the incident unfolds – such as a private space to wait, suitable refreshments and timely communications about what is going on. For this purpose, the TTARC Gym, or Council Tearoom Staffroom are available. The Club Welfare Officer will be made aware of the symptoms of those experiencing emergency or major incident events: Shock – Anger – Resentment – Acceptance – Hope (SARAH) and will promote the acceptance of this with a sensitive but genuine acknowledgement of the situation.

Talkin Tarn ARC: Emergency Access Plan





Risk Assessments

The following risk assessment has been conducted in line with the Risk Matrix below:

| | | People | Assets | Probability | | | | |
|-----------------|---|--|--|---|--|--|--|--|
| | | | | 1 | 2 | 3 | 4 | 5 |
| | | | | Highly improbable <i>(has not been known to happen in rowing)</i> | Improbable <i>(has been known to happen in rowing)</i> | Possible <i>(could happen to about 1% of the club's active members per decade)</i> | Probable <i>(could happen to about 1% of the club's active members per year)</i> | Highly probable <i>(could happen to about 10% of the club's active members per year)</i> |
| Severity | 1 | Slight injury or health effect <i>(Requires little or no treatment; no need to take time off rowing or training)</i> | Minor damage to equipment <i>(<£100)</i> | Low | Low | Low | Low | Moderate |
| | 2 | Minor injury or health effect <i>(Requires First Aid or rest; potentially a few days off rowing or training)</i> | Damage repair costs low <i>(£500)</i> | Low | Low | Low | Moderate | Substantial |
| | 3 | Moderate injury or health effect <i>(Requires treatment beyond simple First Aid; potentially a week or so off rowing or training)</i> | High damage repair costs <i>(>£1000)</i> | Low | Low | Moderate | Substantial | Intolerable |
| | 4 | Major injury or health effect <i>(Requires hospital treatment for more than one day; potentially a few weeks off rowing or training)</i> | Very high damage repair costs <i>(loss of boat, 3rd party damage)</i> | Low | Moderate | Substantial | Intolerable | Intolerable |
| | 5 | Fatality / Life-Threatening Injury or Health Condition <i>(could end a rowing career or cause hospitalisation for a few months)</i> | Major damage & major costs <i>(loss of several boats, high 3rd party damage)</i> | Moderate | Substantial | Intolerable | Intolerable | Intolerable |



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| Low | An acceptable level of risk. No additional barriers/controls are required. Start or continue the activity but check that the current barriers/controls remain effective. |
| Moderate | An acceptable level of risk that should be reviewed. Implement additional barriers/controls to reduce the risk if the opportunity arises. Start or continue the activity with care. |
| Substantial | An unacceptable level of risk. Improve the barriers/controls and allocate resources to reduce the risk. Do not start or continue the activity until the risk has been reduced. |
| Intolerable | An unacceptable level of risk. Improve the barriers/controls and allocate resources to reduce the risk. Do not start or continue the activity until the risk has been reduced. Prohibit the activity if it is not possible to reduce the risk. |

The hierarchy of control has been considered when documenting control measures:

1. Eliminate
2. Reduce
3. Isolate
4. Control
5. Personal Protective Equipment
6. Behaviour

Abbreviations

INT = intolerable
SUB = substantial

PROB = probability
SEV = severity

MOD = moderate
LOW = low



| General | | | | | | | | | | |
|---|---|---------------|-----|------------|------------|--|---------------|-----|------------|------------|
| Task or Activity (Hazard) | Risk | Inherent Risk | | | | Control Measures | Residual Risk | | | |
| | | PR OB | SEV | Risk Score | Risk Level | | PROB | SEV | Risk Score | Risk Level |
| Direct contact with the water, either through splashing, touching, swallowing or other, including contact with Blue/Green Algae | Biological Disease | 4 | 3 | 12 | SUB | Direct contact with the water should be avoided where possible; prior to each session, the Council noticeboard outside the tearoom should be checked for updates to the water quality information; where necessary all Club members will be notified of significant change; where an amber/red warning is given a decision will be made as to whether rowing is allowed; some areas of the Tarn may be declared out of bounds; all cuts, blisters or open wounds should be suitably covered prior to attending the Club or once washed as soon as possible after occurring; hands should be washed following any outing and persons should shower if immersed in water; if symptoms occur seek medical attention quickly; where a member has been immersed in blue/green algae, other members will avoid direct contact where possible and/or take measures to protect themselves; horseplay near the waters edge should be avoided. | 3 | 3 | 9 | MOD |
| Attending the Club in extreme weather or low-light conditions | Slips, trips and falls; high/low temperatures; fire; ill-health; hypothermia; cold water shock; heatstroke; exhaustion; inability to be rescued | 4 | 5 | 20 | INT | All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; members are regularly reminded of the BR guidance for cold water immersion and hypothermia response; members must not row 'after dark' or 'before light'; at least one member in each boat must wear high-visibility clothing when on the water; for each session, members are responsible for deciding if it is safe to row and/or whether restrictions or amendments to the circulation plan are required – these will be communicated to all rowers if applicable and guidance from coaches (where available) will be respected; the 'if in doubt, don't go out' rule will be followed; when considering whether it is safe, members will think about the strength of the wind, wind direction, position of ice; temperature, time of day; forecast weather, visibility, the age, experience and condition of the crew, the boats to be used and the ability to use the landings; larger or more stable boats may be used; sessions may be planned to meet conditions e.g. avoid holding crews still in unfavourable water or making the session easier during a heatwave; crews to avoid using the middle of the Tarn during heavy fog; where hypothermia is suspected, warm (not hot) drinks may be provided and the victim should be warmed gradually; members will follow the British Rowing 30:30 rule for lightning (if the time between lightning and thunder is 30 seconds or less, seek shelter until 30 minutes after the last thunder); members are expected to dress appropriately for the weather conditions and carry sufficient water to keep hydrated; outings at certain times of day may be avoided (e.g. in the middle of the day during a heatwave); it is acceptable to call out a fellow member for not being suitably prepared; those in the boat will monitor the crew comfort throughout the | 2 | 4 | 8 | MOD |



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|--|---|---|---|----|-----|--|---|---|---|-----|
| | | | | | | session and act if behaviour changes suggest risk; persons must remain alert and aware of other Country Park users; members must keep monitoring weather conditions, where changes occur re-evaluate safety; the Club will arrange for a variety of members to be first aid trained; all members must sign in which will be used to confirm all members are safe in an emergency evacuation. | | | | |
| Attending the Club alone | Incident or illness occurrence with no backup to provide first aid and/or seek further assistance | 3 | 5 | 15 | INT | Members should avoid attending alone where possible; Junior members must not attend alone; any person attending the Club alone must first seek permission from the Captain, who will assess their competence for the task at hand and determine whether it is safe to continue – only those who have received confirmation from the Captain may attend alone; it is advised that members carry a phone if they are the only person in attendance to enable them to seek help in an emergency; persons must remain alert and aware of other Country Park users; when in the boatshed alone, the front door should remain closed and locked to prevent unwanted others entering. | 2 | 4 | 8 | MOD |
| Boat maintenance and/or adjusting fittings (both on and off the water) | Entanglement; trapping; cutting; stabbing; puncture; shearing; friction; burns; striking; electrocution; fire; explosion; slips trips and falls; musculoskeletal disorders; suffocation; noise-related illness; environmental contamination | 3 | 2 | 6 | LOW | Boats must be left in a safe condition to go on the water, or otherwise clearly marked; the Club will arrange for a variety of members to be first aid trained; first aid kit available in the boat shed; chemicals must remain in their original packaging so that guidance on the packaging can be followed. | 1 | 2 | 2 | LOW |
| Liaising with other Tarn users or members of the public | Mental ill-health; stress; violence; physical collision e.g. entanglement in a fishing line or being pushed on the landing | 3 | 5 | 15 | INT | Persons must remain alert and aware of other Country Park users; members to stay clear of fishermen and keep a good lookout for pleasure craft; members to stay alert and watch for signs of antisocial behaviour; members are discouraged from engaging with any potentially volatile situation and should report this accordingly; members may use alternative entry/exit points from the Club; help can be sought from the Council staff during tearoom opening hours if required. | 2 | 4 | 8 | MOD |
| Attending the Club during a viral or contagious disease outbreak | Spread of contagious disease and associated ill-health symptoms | 3 | 3 | 9 | MOD | Persons must remain alert and aware of other Country Park users; members to be discouraged from attending during significant illness; all equipment to be cleaned after use and prior to storage; further messages may be communicated to all members depending on the situation. | 2 | 2 | 8 | LOW |



| On the Water | | | | | | | | | | |
|--|---|---------------|-----|------------|------------|--|---------------|-----|------------|------------|
| Task or Activity (Hazard) | Risk | Inherent Risk | | | | Control Measures | Residual Risk | | | |
| | | PROB | SEV | Risk Score | Risk Level | | PROB | SEV | Risk Score | Risk Level |
| Rowing (Normal) | Overexertion; overheating; muscle strain; striking by an oar handle or other rower; collision with another boat/object; musculoskeletal disorder; friction burn; blisters; slide bites; entrapment; environmental contamination | 3 | 5 | 15 | INT | All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; any member with a health condition that may result in unconsciousness or immobility whilst rowing will be asked to wear a life jacket whilst on the water; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; boats to be set up suitably for the user to prevent unnecessary strain or pain; members are expected to dress appropriately for the weather conditions and carry sufficient water to keep hydrated; it is acceptable to call out a fellow member for not being suitably prepared; those in the boat will monitor the crew comfort throughout the session and act if behaviour changes suggest risk; at least one members in each boat must wear high-visibility clothing when on the water; prior to each outing boats should be checked to ensure they are safe, including but not limited to having a secure bow ball, secure heel restraints less than 7cm long, suitable shoes for single-hand release, closed hatches or sufficient buoyancy bags, well-fitted riggers and gates, secure slides and operational steering; boats must not be used if quarantined for repair; persons must remain alert and aware of other Country Park users; those steering must keep a good lookout and act in good time where necessary – it is advised to take a look every 5 strokes; all incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; all crews must follow the circulation pattern (anti-clockwise unless otherwise specified) and keep away from the racing line unless using it; slower boats should not impede faster boats; only recognised stopping area (e.g. bays, hotel) should be used; during all Beginner Junior sessions a safety boat with a designated driver will be on the water and ready for immediate use; the safety boat will be regularly serviced and checked; those in the water to use the provided ladder to enter the safety boat where possible; the Club will arrange for a variety of members to be first aid trained. | 2 | 4 | 8 | MOD |
| Rowing (Abnormal) e.g. steering failure; | Overexertion; overheating; muscle strain; striking by an oar | 4 | 5 | 20 | INT | All members declare on their membership form that they take responsibility for ensuring they are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; any member with a health condition that may | 2 | 4 | 8 | MOD |



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| casualty in the boat | handle or other rower; collision with another boat/object; musculoskeletal disorder; friction burn; blisters; slide bites; entrapment; environmental contamination | | | | | <p>result in unconsciousness or immobility whilst rowing will be asked to wear a life jacket whilst on the water; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; members are expected to dress appropriately for the weather conditions and carry sufficient water to keep hydrated; it is acceptable to call out a fellow member for not being suitably prepared; those in the boat will monitor the crew comfort throughout the session and act if behaviour changes suggest risk; at least one members in each boat must wear high-visibility clothing when on the water; prior to each outing boats should be checked to ensure they are safe, including but not limited to having a secure bow ball, secure heel restraints less than 7cm long, suitable shoes for single-hand release, closed hatches or sufficient buoyancy bags, well-fitted riggers and gates, secure slides and operational steering; boats must not be used if quarantined for repair; boats to be set up suitably for the user to prevent unnecessary strain or pain; persons must remain alert and aware of other Country Park users; those steering must keep a good lookout and act in good time where necessary – it is advised to take a look every 5 strokes; all incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; all crews must follow the circulation pattern (anti-clockwise unless otherwise specified) and keep away from the racing line unless using it; slower boats should not impede faster boats; only recognised stopping area (e.g. bays, hotel) should be used; during all Beginner Junior sessions a safety boat with a designated driver will be on the water and ready for immediate use; the safety boat will be regularly serviced and checked; those in the water to use the provided ladder to enter the safety boat where possible; the Club will arrange for a variety of members to be first aid trained;</p> | | | | |
| Rowing on unfamiliar water e.g. at regattas | Overexertion; overheating; muscle strain; striking by an oar handle or other rower; collision with another boat/object; musculoskeletal disorder; friction burn; blisters; slide bites; entrapment; environmental contamination; getting lost | 4 | 5 | 20 | INT | <p>All members declare on their membership form that they take responsibility for ensuring they are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; boats to be set up suitably for the user to prevent unnecessary strain or pain; any member with a health condition that may result in unconsciousness or immobility whilst rowing will be asked to wear a life jacket whilst on the water; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; members are expected to dress appropriately for the weather conditions and carry sufficient water to keep hydrated; it is acceptable to call out a fellow member for not being suitably prepared; those in the boat will monitor the crew comfort throughout the session and act if behaviour changes suggest risk; prior to each outing boats should be checked to ensure they are safe, including but not limited to having a secure bow ball, secure heel restraints less than 7cm long, suitable shoes for single-hand release, closed hatches or sufficient buoyancy bags, well-fitted riggers and gates, secure slides and operational steering; boats must not</p> | 2 | 4 | 8 | MOD |



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| | | | | | | be used if quarantined for repair; persons must remain alert and aware of other event attendees and follow the Competitor Instructions and guidance at all times; those steering must keep a good lookout and act in good time where necessary – it is advised to take a look every 5 strokes; all incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; members will remain cautious and expect unfamiliar hazards (e.g. currents); an emergency contact list will be stored in the trailer or taken to each event; | | | | |
| Coxing | Weather-related illness; striking e.g. by an oar handle; collision with another boat/object; musculoskeletal disorder; friction burn; entrapment; environmental contamination | 4 | 5 | 20 | INT | All members declare on their membership form that they take responsibility for ensuring they are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; coxes must always wear a life jacket whilst on the water (manually-operated only in bow loaders); lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; coxes are expected to dress appropriately for the weather conditions and carry sufficient water to keep hydrated; it is acceptable to call out a fellow member for not being suitably prepared; boats to be set up suitably for the user to prevent unnecessary strain or pain; during extreme weather events coxless boats may be used to prevent a cox sitting inactive; coxes will monitor the crew comfort throughout the session and act if behaviour changes suggest risk; at least one members in each boat must wear high-visibility clothing when on the water; prior to each outing boats should be checked to ensure they are safe, including but not limited to having a secure bow ball, secure heel restraints less than 7cm long, suitable shoes for single-hand release, closed hatches or sufficient buoyancy bags, well-fitted riggers and gates, secure slides and operational steering; boats must not be used if quarantined for repair; persons must remain alert and aware of other Country Park users; those steering must keep a good lookout and act in good time where necessary; all incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; all crews must follow the circulation pattern (anti-clockwise unless otherwise specified) and keep away from the racing line unless using it; slower boats should not impede faster boats; only recognised stopping area (e.g. bays, hotel) should be used; during all Beginner Junior sessions a safety boat with a designated driver will be on the water and ready for immediate use; the safety boat will be regularly serviced and checked; those in the water to use the provided ladder to enter the safety boat where possible; the Club will arrange for a variety of members to be first aid trained; | 2 | 4 | 8 | MOD |
| Driving the safety boat | Marooning; entanglement; crushing; cutting; stabbing; puncture; weather-related | 4 | 5 | 20 | INT | All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; all persons in the safety boat must wear a life jacket; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be | 2 | 4 | 8 | MOD |



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| | illness; shearing; friction; striking either by an object within the boat or via collision with something else; explosion; slips trips and falls; musculoskeletal disorder; pulled muscles; suffocation; thermal discomfort; environmental contamination | | | | | serviced annually; members are expected to dress appropriately for the weather conditions and carry sufficient water to keep hydrated; it is acceptable to call out a fellow member for not being suitably prepared; persons must remain alert and aware of other Country Park users; those steering must keep a good lookout and act in good time where necessary; all incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; slower boats including the safety boat should not impede faster boats; only recognised stopping area (e.g. bays, hotel) should be used; drivers must have completed the relevant training (RYA L2) course and be over the age of 18 prior to driving the safety boat; a kill cord must be used; drivers must carry a radio with them at all times and encourage other Tarn users to do the same; the launch should be checked prior to use to ensure it contains a paddle, bailer, throw line, thermal blankets, basic first aid kit and sound signalling device; safety boat drivers will be encouraged to undertake organised first aid training; drivers to be aware of fuel stored on board – levels should be checked prior to launch; when rescuing casualties, aim for them to use the provided latter to prevent unnecessary strain when lifting people; | | | | |
| Getting in / out of a boat | Slips trips and falls; striking; entrapment; striking; cutting, stabbing, puncture; musculoskeletal disorder; pulled muscles | 3 | 3 | 9 | MOD | All members using the water declare via the membership forms that they are able to swim 50m and tread water in light clothing for two minutes prior to being allowed on the water; members are regularly reminded of the instructions for capsize and are invited to attend regular capsize drills; capsize drills will be run in accordance with BR guidance; members are discouraged from swimming in the Tarn voluntarily; boats to be set up suitably for the user to prevent unnecessary strain or pain; all members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; any member with a health condition that may result in unconsciousness or immobility whilst rowing will be asked to wear a life jacket whilst on the water; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; persons must remain alert and aware of other Country Park users and ask politely for them to move if blocking a needed landing; members should wear suitable footwear to the landings; landings are regularly maintained; members should help each other on/off the water; | 2 | 3 | 6 | LOW |
| Capsize (either whilst rowing or stationary) | Drowning; entanglement; crushing; cutting, stabbing; puncture; striking; cold water shock; hypothermia; | 5 | 5 | 25 | INT | All members using the water declare via the membership forms that they are able to swim 50m and tread water in light clothing for two minutes prior to being allowed on the water; members are regularly reminded of the instructions for capsize and are invited to attend regular capsize drills; capsize drills will be run in accordance with BR guidance; any Beginner rowers will be reminded of the capsize procedure regularly; boats to be set up suitably for the user to prevent unnecessary instability; members are discouraged from swimming in the Tarn voluntarily; all members | 3 | 3 | 9 | MOD |



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| | shock; panic; biological disease | | | | | <p>declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; any member with a health condition that may result in unconsciousness or immobility whilst rowing will be asked to wear a life jacket whilst on the water; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; at least one member in each crew must carry a whistle to attract attention in case of capsize or other emergency; to prevent capsize, prior to each outing boats should be checked to ensure they are safe, including but not limited to having a secure bow ball, secure heel restraints less than 7cm long, suitable shoes for single-hand release, closed hatches or sufficient buoyancy bags, well-fitted riggers and gates, secure slides and operational steering; in the event of a capsize, members must stay with the boat and use it as a life raft unless doing so results in further danger; members must get themselves free from boat attachments and get out of the water by sitting on the boat; where the safety boat is available, members should use a whistle and/or shout to attract their attention; those in the water to use the provided ladder to enter the safety boat where possible; where there is no safety boat self-rescue by straddling the boat and paddling with your hands to the nearest bank; where no safety boat is on the water, larger boats may act as the rescue vessel; all incidents and/or near misses must be reported so that a root cause can be identified and reoccurrence prevented; during all Beginner Junior sessions a safety boat with a designated driver will be on the water and ready for immediate use; the Club will arrange for a variety of members to be first aid trained;</p> | | | | |
| Rowing near debris e.g. floating logs, underwater objects | Crushing; cutting, stabbing, puncture; striking; capsize; drowning | 3 | 3 | 9 | MOD | <p>All members using the water declare via the membership forms that they are able to swim 50m and tread water in light clothing for two minutes prior to being allowed on the water; members are regularly reminded of the instructions for capsize and are invited to attend regular capsize drills; capsize drills will be run in accordance with BR guidance; members are discouraged from swimming in the Tarn voluntarily; All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; any member with a health condition that may result in unconsciousness or immobility whilst rowing will be asked to wear a life jacket whilst on the water; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; in the event of a capsize, members must stay with the boat and use it as a life raft unless doing so results in further danger; members must get themselves free from boat attachments and get out of the water by sitting on the boat; where the safety boat is available,</p> | 2 | 3 | 6 | LOW |



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| | | | | | | members should use a whistle and/or shout to attract their attention; those in the water to use the provided ladder to enter the safety boat where possible; where there is no safety boat self-rescue by straddling the boat and paddling with your hands to the nearest bank; the Club will arrange for a variety of members to be first aid trained; | | | | |
| Rowing or driving the safety boat near weed | Marooning; entrapment; entanglement; capsizes; drowning | 5 | 5 | 25 | INT | Members should avoid any areas of heavy weed in the knowledge that there is a heightened risk of capsize and rescue may not be possible; once known, areas of weed will be communicated to members; all members using the water declare via the membership forms that they are able to swim 50m and tread water in light clothing for two minutes prior to being allowed on the water; members are regularly reminded of the instructions for capsize and are invited to attend regular capsize drills; capsizes drills will be run in accordance with BR guidance; members are discouraged from swimming in the Tarn voluntarily; All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; any member with a health condition that may result in unconsciousness or immobility whilst rowing will be asked to wear a life jacket whilst on the water; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; in the event of a capsize, members must stay with the boat and use it as a life raft unless doing so results in further danger; members must get themselves free from boat attachments and get out of the water by sitting on the boat; where the safety boat is available, members should use a whistle and/or shout to attract their attention; those in the water to use the provided ladder to enter the safety boat where possible; where there is no safety boat or it is unable to reach you, self-rescue by straddling the boat and paddling with your hands to the nearest bank or closer to the safety boat; | 2 | 4 | 8 | MOD |
| Rowing near to the bank or in shallow areas | Crushing; cutting, stabbing, puncture; striking; capsizes; drowning; running aground | 3 | 3 | 9 | MOD | All members using the water declare via the membership forms that they are able to swim 50m and tread water in light clothing for two minutes prior to being allowed on the water; members are regularly reminded of the instructions for capsizes and are invited to attend regular capsizes drills; capsizes drills will be run in accordance with BR guidance; members are discouraged from swimming in the Tarn voluntarily; All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; any member with a health condition that may result in unconsciousness or immobility whilst rowing will be asked to wear a life jacket whilst on the water; lifejackets should be checked for wear and tear before each use and be returned to the rack to dry naturally; life jackets will be serviced annually; persons must remain alert and aware of other | 2 | 3 | 6 | LOW |



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| | | | | | | Country Park users including fishermen and stay out of their way; by following the circulation plan, members should avoid shallow areas entirely but should be aware that in prolonged warm weather, shallows can form in unexpected places; in the event of a capsize, members must stay with the boat and use it as a life raft unless doing so results in further danger; members must get themselves free from boat attachments and get out of the water by sitting on the boat; where the safety boat is available, members should use a whistle and/or shout to attract their attention; those in the water to use the provided ladder to enter the safety boat where possible; where there is no safety boat self-rescue by straddling the boat and paddling with your hands to the nearest bank; in shallow waters, members can stand and check the boat for damage, if safe to continue rowing, members can get back into the boat and return to the landing, if unsafe, take the boat to a suitable bank and/or get help to recover it; | | | | |
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| On Land | | | | | | | | | | |
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| Task or Activity (Hazard) | Risk | Inherent Risk | | | | Control Measures | Residual Risk | | | |
| | | PROB | SEV | Risk Score | Risk Level | | PROB | SEV | Risk Score | Risk Level |
| Manual movement of boat trailers | Collision with stationary objects, vehicles or people; musculoskeletal disorders, crushing, striking, slips trips and falls; entanglement; crushing; cutting, stabbing, puncturing; shearing; friction | 4 | 4 | 16 | INT | Trailers should only be moved when necessary and left stationary if possible; prior to moving, the area should be checked to ensure there are no obstacles (moving or stationary); the trailer should only be moved when the area is clear; where possible, the trailer should be moved unloaded as this is much lighter; if the trailer is fully loaded, consider seeking extra assistance to move it; when attaching to a vehicle, the vehicle should be manoeuvred as close to the trailer as possible to avoid excessive manual movement; propelling should take place from behind the trailer axles and should not move whilst any person is directly in front of the wheels/axles; the trailer should not be moved if there is any doubt about having the sufficient number of people to do so; assistance should be sought to ensure suitable number of people to move the trailer; Juniors or Beginner members should be supervised if helping to move the trailer; extra care to be taken on uneven or pitted surfaces; those moving the trailer to be vocal about any changes in conditions; there should be one person at the jockey wheel/brake to control the direction of the trailer and provide emergency brake capacity if required; All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; persons must remain alert and aware of other Country Park users; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; the Club will arrange for a variety of members to be first aid trained; the boathouse will be kept tidy with good housekeeping; | 2 | 4 | 8 | MOD |



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| Manually moving the safety boat | Collision with stationary objects, vehicles or people; musculoskeletal disorders, crushing, striking, slips trips and falls; entanglement; crushing; cutting, stabbing, puncturing; shearing; friction | 3 | 3 | 9 | MOD | All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; persons must remain alert and aware of other Country Park users; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; the Club will arrange for a variety of members to be first aid trained; members should work together to move the safety boat on land, with at least two people; members may push the safety boat in addition to pulling the trailer to provide extra support; suitable footwear should be worn when moving the safety boat; the safety boat trailer will be checked regularly for wear and tear; the Club will arrange for a variety of members to be first aid trained. | 2 | 3 | 6 | LOW |
| Carrying, moving or lifting boats | Collision with stationary objects, vehicles or people; musculoskeletal disorders, crushing, striking, slips trips and falls; entanglement; crushing; cutting, stabbing, puncturing; shearing; friction | 4 | 2 | 8 | MOD | All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; persons must remain alert and aware of other Country Park users; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; the Club will arrange for a variety of members to be first aid trained; the boathouse will be kept tidy with good housekeeping; | 2 | 2 | 4 | LOW |
| Loading a boat trailer | Collision with stationary objects, vehicles or people; musculoskeletal disorders, crushing, striking, slips trips and falls; entanglement; crushing; cutting, stabbing, puncturing; shearing; friction; falling objects; falling from height | 4 | 2 | 8 | MOD | All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; persons must remain alert and aware of other Country Park users; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; the Club will arrange for a variety of members to be first aid trained; the boathouse will be kept tidy with good housekeeping; straps must be stored tidily to prevent trip risks; | 2 | 2 | 4 | LOW |
| Carrying, moving or lifting other equipment e.g. | Collision with stationary objects, vehicles or people; | 4 | 2 | 8 | MOD | All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with | 2 | 2 | 4 | LOW |



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| oars, trestles, gym equipment | musculoskeletal disorders, crushing, striking, slips trips and falls; entanglement; crushing; cutting, stabbing, puncturing; shearing; friction | | | | | their membership form; health conditions are notified to coaches; persons must remain alert and aware of other Country Park users; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; the Club will arrange for a variety of members to be first aid trained; the boathouse will be kept tidy with good housekeeping. | | | | |
| Using the Gym | Collision with stationary objects or other people; musculoskeletal disorders, crushing, striking, slips trips and falls; entanglement; entrapment; crushing; cutting, stabbing, puncturing; shearing; friction; overexertion; overheating; contamination via germs | 3 | 5 | 15 | INT | All members declare on their membership form that they take responsibility for ensuring they have read the Safety Manual and are healthy and well enough to partake in training and rowing; all members complete a medical declaration with their membership form; health conditions are notified to coaches; members are expected to dress appropriately and bring sufficient water to keep hydrated; it is acceptable to call out a fellow member for not being suitably prepared; all incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; members under 18 years of age must not train unsupervised in the Gym; members must only use equipment that they have been trained to use; all equipment should be cleaned and returned to its storage location after use; in the event of a fire, leave via the emergency exits; fire extinguishers should be used as a last line of defence, not to fight fires; all members must sign in on TeamUp which will be used to confirm all members are safe in the event of an emergency evacuation; the Club will arrange for a variety of members to be first aid trained; the Gym will be kept tidy with good housekeeping; | 2 | 4 | 8 | MOD |
| Walking or cycling around the Club, including landings / on the bank / around the boatshed | Striking; slips trips and falls; overexertion, overheating; thermal discomfort | 3 | 3 | 9 | MOD | Persons must remain alert and aware of other Country Park users; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; the Club will arrange for a variety of members to be first aid trained; the boathouse will be kept tidy with good housekeeping; suitable clothing and footwear to be worn; when walking and cycling along the bank, care to be taken to avoid slippery areas e.g. mud, ice and cyclists should give way to pedestrians; courtesy to be maintained at all times; members of the public can be used to help in the event of an emergency; cyclists to watch where they are going and stick to designated pathways to avoid entry into the Tarn. | 2 | 3 | 6 | LOW |
| Use of ladders and steps e.g. to clear gutters or reach items | Fall from height; striking by falling objects; slips trips and falls | 3 | 5 | 15 | INT | Ladders should only be used where there is no other method for accessing the required area; ladders must never be used alone; at least one member of the party must keep a mobile phone to hand in case of emergency; ladders must be inspected prior to each use for wear and tear and not used if any doubt of their safety; the | 2 | 4 | 8 | MOD |



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| stored out of reach | | | | | | ladder must be rested on secure areas excluding plastic gutters; the user must maintain three points of contact at all times (e.g. two feet, one hand); when climbing the ladder, the user must use both hands; the ladder should be supported by an additional person on the ground who stabilises the ladder; a marked area around the ladder must be demarcated on the ground and any person within this area must wear head protection to protect from falling objects and debris; the ladder must not be overextended (must maintain at least four rungs overlap); the person climbing the ladder must keep their body weight central to the stiles at all times; persons must remain alert and aware of other Country Park users; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; the Club will arrange for a variety of members to be first aid trained; | | | | |
| Use of electrical equipment e.g. air conditioner, electrical tools | Fire; explosion; electrocution; entanglement; crushing; cutting; stabbing; puncturing; shearing; friction; striking; slips trips and falls; chemical exposure; suffocation; noise; environmental contamination | 3 | 5 | 15 | INT | Prior to any maintenance engagement with the air conditioning units; the isolators should be engaged and locked off with the key kept on the worker's person at all times until the job is complete; suitable PPE as recommended by the supplier should be worn at all times in accordance with industry guidance; all incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; in the event of a fire, leave via the emergency exits; fire extinguishers should be used as a last line of defence, not to fight fires; all members must sign in on TeamUp which will be used to confirm all members are safe in the event of an emergency evacuation; the Club will arrange for a variety of members to be first aid trained; | 2 | 4 | 8 | MOD |
| Cleaning boats and equipment | Slips trips and falls; entanglement; striking; environmental contamination | 3 | 3 | 9 | MOD | Persons must remain alert and aware of other Country Park users; organic cleaning materials (e.g. Ecover) will be provided by the Club for cleaning purposes; manufacturer instructions will be followed; the boathouse will be kept tidy with good housekeeping; the hose must be stored after each use to prevent trip hazard. | 2 | 3 | 6 | LOW |
| Using the kitchen | Fire; explosion; electrocution; cutting; stabbing; puncturing; scalding; striking; slips trips and falls; chemical exposure; waste generation | 3 | 4 | 12 | SUB | All incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; in the event of a fire, leave via the emergency exits; fire extinguishers should be used as a last line of defence, not to fight fires; all members must sign in on TeamUp which will be used to confirm all members are safe in the event of an emergency evacuation; the Club will arrange for a variety of members to be first aid trained; the kitchen will be kept tidy with good housekeeping; the kettle and wall boiler should be used only for boiling water and should have suitable signage to warn of contents; cleaning chemicals must remain in their original packaging so that guidance on the packaging can be followed; sharp knives to be cleaned and stored away when not in use; the emergency exit door can be opened to provide ventilation if there is a risk of chemical exposure or smoke inhalation; | 2 | 4 | 8 | MOD |



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| Club maintenance e.g. tidying, sweeping, putting bins out | Entanglement; cutting; stabbing; puncturing; striking; slips trips and falls; chemical exposure; waste generation | 3 | 3 | 9 | MOD | Persons must remain alert and aware of other Country Park users; all incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; the Club will arrange for a variety of members to be first aid trained; the boathouse will be kept tidy with good housekeeping; | 2 | 3 | 6 | LOW |
| Using the workbench | Fire; explosion; electrocution; entanglement; crushing; cutting; stabbing; puncturing; shearing; friction; striking; slips trips and falls; chemical exposure; suffocation; noise; environmental contamination | 4 | 5 | 20 | INT | All incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; in the event of a fire, leave via the emergency exits; fire extinguishers should be used as a last line of defence, not to fight fires; all members must sign in on TeamUp which will be used to confirm all members are safe in the event of an emergency evacuation; the Club will arrange for a variety of members to be first aid trained; suitable PPE as recommended by the supplier should be worn when relevant in accordance with industry guidance; the boathouse will be kept tidy with good housekeeping; sharp objects to be stored appropriately when not in use; chemicals must remain in their original packaging so that guidance for their use can be followed; the emergency exit door adjacent to the workbench can be used to provide additional ventilation as required; | 2 | 4 | 8 | MOD |
| Driving the Club Vehicle | Striking; collision; fire; explosion; musculoskeletal disorders; entrapment | 3 | 5 | 15 | INT | Persons must remain alert and aware of other Country Park users; all collisions or near misses must be reported so that root cause can be identified and reoccurrence prevented; drivers will be insured and approved by the Club prior to towing; the Highway Code will be followed and drivers will take precautions to ensure safe driving at all times; on long journeys the driver may take breaks in designated safe areas such as service stations; it is encouraged for a passenger to accompany the driver on long journeys. | 2 | 4 | 8 | MOD |
| Towing a boat trailer or safety boat | Striking; collision; fire; explosion; musculoskeletal disorders; entrapment; overturning; objects falling from height | 3 | 5 | 15 | INT | All incidents or near misses must be reported so that root cause can be identified and reoccurrence prevented; towing driver to be aware of fuel stored in the safety boat; Persons must remain alert and aware of other Country Park users; drivers will be insured and approved by the Club prior to towing; the Highway Code will be followed and drivers will take precautions to ensure safe driving at all times; on long journeys the driver may take breaks in designated safe areas such as service stations; it is encouraged for a passenger to accompany the driver on long journeys; the trailer will be checked prior to setting off to ensure the contents are secure and fastened; all electrical fittings will be checked to ensure sufficient lighting on vehicles and trailers. | 2 | 4 | 8 | MOD |
| Use of Council facilities | Entrapment; slips trips and falls; spread of disease | 3 | 3 | 9 | MOD | Persons must remain alert and aware of other Country Park users; in the event of a fire, leave via the emergency exits; fire extinguishers should be used as a last line of defence, not to fight fires; all members must sign in on TeamUp which will be used to confirm all members are safe in the event of an emergency evacuation; Council facilities will be maintained by the Council; | 2 | 3 | 6 | LOW |



Document Control

| Document Control | | |
|------------------|---|--------------|
| Date | Description | By Who |
| 15/02/2025 | Updated to merge numerous existing safety documents into one; reviewed by DH | HR / JB / DH |
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