**SOUTHAMPTON UNIVERSITY STUDENTS UNION**

**SOUTHAMPTON UNIVERSITY BOAT CLUB**



**NORMAL OPERATING PROCEDURES**

**&**

**EMERGENCY ACTION PLAN**

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# 

# Foreword

The Normal Operating Procedures (NOP) for the Boat Club shows the manner in which the Watersports Centre and Boat Club are organised and operated to ensure the safety of staff and users. Details are for the reference of members of SUBC and other student users.

**Before operating certain operational equipment at the Watersports Centre students must be trained and signed off for use.**

The Emergency Action Plan (EAP) outlines the procedures to be followed by students, coaches and users in the event of a foreseeable emergency. This plan attempts to cover any likely incident but will need to be reviewed regularly.

Southampton University Boat Club is hereon referred to as the ‘Boat Club’, ‘SUBC’ or ‘The Club’.

Alex Dalgliesh

President

Southampton University Boat Club

With Help from:

James William Topping

Assistant Manager Sport And Wellbeing

University of Southampton

# Operating Areas for Rowing

## The River Itchen, Southampton

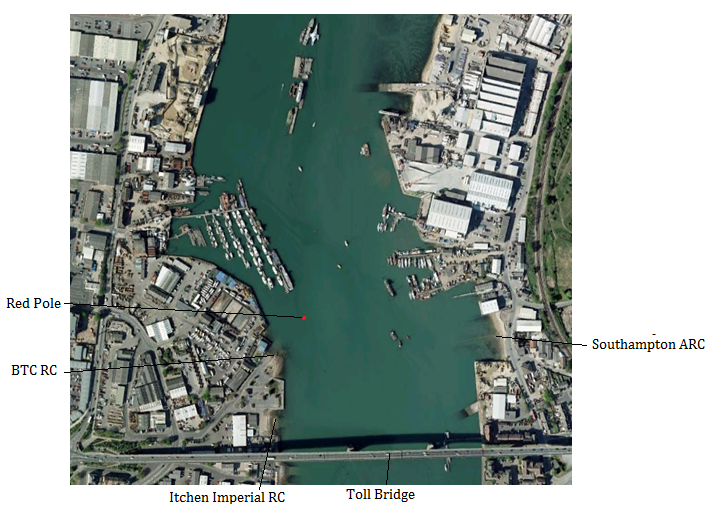
From the University Watersports Centre up to Dock Head is the operating area for the Boat Club. The River Itchen leads to a commercial estuary which is out of bounds to the rowing boats due to the high levels of shipping movements. This area has been agreed with insurers and is not to be left without prior permission from Watersports Centre staff or the Students Union.

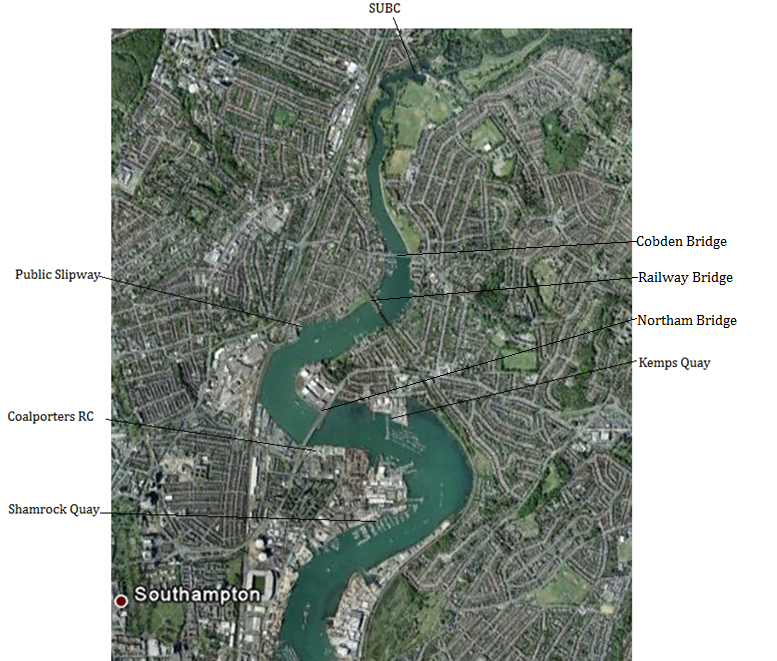
### Evacuation Plans

In the event of a casualty needing to be evacuated from the River, the steps detailed in the Emergency Action Plan should be followed. Under the direction of the relevant Emergency Service, the casualty should be moved to the nearest suitable extraction point. This may be upriver OR downriver of the casualty’s location. These locations are (see below):

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Lat/Long** |
| Southampton University Watersports Centre | Steps/Slipway | 50°56'3.30"N 1°22'47.81"W |
| Slipway opposite Bitterne Manor,  leading to Priory Rd | Public Slipway | 50°55'13.00"N 1°23'13.36"W |
| Coalporters RC | Steps | 50°54'48.91"N 1°23'11.34"W |
| BTC/Itchen Imperial RC | Slipway | 50°53'57.08"N 1°23'14.94"W |
| SARC | Slipway | 50°54'1.96"N 1°22'56.78"W |

In extreme cases, Kemps and Shamrock Quays may also be used to land a casualty, but their use should be avoided as pontoons are guarded with locked gates.





## The University Watersports Centre

### Changing Rooms

The changing rooms at the Watersports Centre are single sex. Females may not enter the male changing room, and vice versa. Consideration should be shown to other Watersports Centre users in the use of the changing rooms, particularly on Wednesday afternoons. The classroom is normally available for use as a meeting space (see Watersports Centre staff to book the classroom and for keys).

When Winchester College (under 18’s) are on site club members should be mindful that there are children possibly changing in the changing rooms. Please look to check if the slider has been moved over to children. A member of Winchester College staff should be outside the changing rooms when they are using it.

The site done not currently have any accessible changing rooms, there is a ramp to get into the male changing rooms but there are toilets wide enough to get a wheelchair in. If a member requires access to the changing room, they should seek assistance from a member of University Staff.

### Tractor Use

SUBC do not use the Watersports tractors but should be aware of their use when boating from the Watersports Centre.

Only Watersports Centre staff and instructors who have been instructed and signed off in their safe use may carry out operations with the tractors.

No persons should stand or place themselves or are to be placed behind a craft that is either being lowered or recovered by a tractor.

### Slipway and Steps

The main area of concern is the algae growth on the steps and slipway. The algae is removed weekly by jet wash but on occasions the river deposits can quickly build up and become a hazard. Surface damage to the slip way has to be checked regularly for holes that appear in the concrete and reported to the Watersports Centre Staff.

Particular care should be taken at low tide when putting safety boats in and out of the water on the slipway, especially when icy. This also refers to the use of the steps when launching boats.

At low tide, algae and ice can be hazardous when boating from the steps. Captains and coaches should inspect the condition of the steps before boating, and advise rowers accordingly given the current condition. If it is not clean this should be reported to a member of University Staff.

### Floating Pontoon

Captains and Coaches are responsible for checking the safety of the pontoon. The main concern is ice/algae growth on the pontoon and gangway causing them to become highly slippery.

Furthermore any person(s) working on or using the floating pontoon for access to the water **must wear a buoyancy aid or lifejacket** whilst on the pontoon, as it is very difficult to exit the water adjacent to the pontoon due to the steep banks of the river.

A Perry buoy attached to a length of rope can be found on the access ramp to the pontoon for rescue purposes.

### Car Parking On Site

Vehicles entering the Watersports Centre are requested to drive slowly and to park cars only in the designated area only and must comply with the speed limit of (5mph).

Drivers may not park on the grass area at the entrance to the site, as this could easily prove a hazard with other users as they enter or leave the Watersports Centre. (A minibus with trailer needs a very large turning area to manoeuvre out from the Watersports Centre). Vehicle users must not block the access driveway to the Watersports Centre nor obstruct access to any of the sheds. Vehicles incorrectly parked severely restrict the already limited activity space available and may also cause a potential hazard in the case of an emergency. Access to the top field must also be kept clear to insure that private boats can be accessed and removed at will. Cars must not be parked too close the centre boats and minibuses parked on the edge of the main car park as they may be needed at any time. These areas have been marked out with yellow lines to ensure that access is kept open.

Users of the Watersports Centre are asked not to park in Mead Crescent or Oliver Road. We rely upon the goodwill of the local residents and great care should be taken to protect this relationship.

Car parking overnight is strictly prohibited without prior permission from the Watersports Centre Staff. Cars that are found to be left at the Watersports Centre will be asked to be removed.

### Cycling

Members of SUBC are encouraged to cycle to the Watersports Centre as there is limited car parking on site. It is strongly recommended that all persons cycling should wear a helmet. When locking up bikes, SUBC members are asked not to obstruct any operational areas.

### Security and Keys

It is the responsibility of certain Club members and coaches to carry keys and security fobs for the site, and to ensure that doors are locked, and alarms are set, when the site is not manned. There are also sets of keys stored in the safe at the back of the shed, these include:

* Fuel store keys - Black key DSR 1.4.5
* Changing room keys - Black key DSR 1.4.4
* Boatshed – Black key DSR 1.4.9
* Watersports Centre Gate key
* Tool store & COSHH store keys
* Trailer wheel lock keys
* Spares of most of the above

The code to the safe should only be known by those on committee. The committee may give the code to others if they deem it necessary. (E.g. a launch driver that needs access to the keys to the fuel store). These keys should not be taken off site, either by land or by water; expect for the trailer keys during club trips.

There are 3 sets of keys to the site and the SUBC Boathouse in the possession of SUBC.

* Boatman & Safety Officer - **Dom has these to give to Ollie T**
* Senior Men’s Captain - **Chris H**
* Senior Women’s Coach - **Mike B**
* Montefiore Reception Keys

The Montefiore Reception Keys can only be retrieved by a person who is on the list of authorised people held by Montefiore Reception. By default this list contains all of the SUBC Committee and any member that hold a valid Row Alone form. More names can be added at the committee’s discretion. It is normal to have the names of any trailer drivers and coaches on the list.

Before departure from the site every door must be checked, and the alarm system set (Departing either by land or by water and if the last person on site).

### Fuel Store and Refuelling

The fuel store is recognised as a hazardous area due to the high volume of petrol that is stored within. All refuelling of boat tanks should take place within the store on the bunded grid provided. Fuel tanks should only be refilled on the grid to avoid spilling fuel into the main sump of the store.

Mobile phones, naked flames and static charge creating items should be kept well clear of the fuel store at all times. Care should always be taken when lifting any container of fuel; they can be heavy as well as containing their dangerous cargo.

Please take into consideration that a full fuel tank can weigh up to 25kg. Only lift fuel tanks that are within your capability to do so.

Firefighting equipment is located on the external wall of the changing rooms adjoining the fuel store, and fire extinguishers are hung up on the doors of the workshop. In the case of a spillage into eyes, specific eye washes are situated inside the store. Goggles should also be situated in the store and should be worn when filling.

The SUBC (*Boatman fuel store*) key to the fuel store **and alarm fob** is kept in a safe within the boat shed. The alarm is deactivated in the changing room, when it starts beeping hold the fob up to the bottom of the keypad. The Boatman, captains and coaches are responsible for ensuring that SUBC fuel tanks are kept topped up. University staff should be informed if fuel levels are running low.

Take time to ensure that the fuel store is locked and alarmed when not in immediate use, for both due to safety and security. The closest place the alarm can be activated and deactivated is in the male changing room.

### Power Tools

* Power tools must be kept in a locked cupboard unit when not being used by authorised persons. The boatman has the key for this.
* All power tools used by the club must be PAT tested annually. Responsibility for ensuring that tools are PAT tested lies with the Boatman and the University staff. PAT testing will be conducted by the University.
* Appropriate precautions must be taken when using power tools. For example, use of eye protection, safety gloves and respirators, where appropriate.
* Particular care should be taken when working with carbon and glass fibre. Where possible, sanding of carbon/glass fibre should be done outside or in another well-ventilated area. When working indoors, anybody in the vicinity must use a respirator.

### Hazardous Materials

* The club uses some potentially hazardous materials. These materials may be hazardous to human health, or the health of the environment. Precautions must therefore be taken to ensure access to them is restricted appropriately.
* Any material deemed to be hazardous must therefore be kept in a locked cupboard with restricted access.
* Examples of materials which fall under this category are epoxy and polyester resin, and certain solvents.
* Fuel used for safety boats is a highly dangerous liquid. Guidelines for safe fuel handling are covered in a separate section.

# Equipment & Day to Day Use

## Boat Club Equipment

### Safety Boats

Use of the Club Safety Boats is restricted to those who have passed Powerboat Level 2 or above, and for student members (external users excluded) who have attended an in-house training session. See the end of this document for the details of the in-house training.

When using safety boats, the following **MUST** be observed:

* Use of kill cord attached securely to the helmsman
* Appropriately fitted lifejacket or buoyancy aid for every person in the launch
* Bye laws and all speed restrictions are complied with

Failure to observe this will result in the withdrawal of the privilege to use powerboats, from the Watersports Centre, for either the specific offender or the entire Club.

Every Safety Launch should contain:

* Fully equipped safety kit in a dry bag (orange box)
* Tow row in case of engine failure (rope)
* Paddle in case of engine failure
* Any and all deficiencies should be reported to the Boatman.

Each launch has a maximum number of people allowed in the craft during its operation as a Safety Boat, which can be found at the end of this document. However the exact number of people in the craft is at the discretion of the driver. Both the number of rowing boats being looked after and the speed of the boats should be taken into account when deciding the number of passengers. It is not usually recommended to have more than two people in a safety launch, even though some launches are capable of supporting more.

There are exceptions where there could be additional people but that would not be normal practice.

### Safety Boat & Rowing Boat Ratios

* Every boat must be accompanied by a safety boat. It is both the coxswain’s and Safety Boat helmsman’s responsibility to stay within visual contact of each other at all times when on the water.
* A maximum of two 8s, or three small boats (4s or smaller) can be accompanied by a single safety launch.
* However if the relevant Squad Captain or President deems it necessary, then a maximum of 28 people or four boats may be accompanied by a single safety boat. This may be in any combination of boats as long as neither limit is exceeded (max of three 8s, or two 8s and two 4s). This is aimed primarily at the senior squads. It is still strongly recommended that the novice squads use the normal ratio of two 8s, or three small boats; however this is down to the discretion of the relevant Squad Captain.
* These above rules to not apply to those members that have a valid Row Alone form.

### Rowing Shells

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Boat Name** | **BR ID Code** | **Weight** | **Manufacturer** | **Date Built** |
| 8+ | Guin Batten | SOU801 | 70 | Janousek | 2000 |
| 8+ | Mike Beresford | SOU802 |  | Janousek | 1993 |
| 8+ | TruBlu | SOU803 |  | Aylings | 1993 |
| 8+ | Fred | SOU804 |  | Aylings | 1997 |
| 8+ | Sir William Wakeham | SOU805 | 85-100 (K85) | Empacher |  |
| 8+ | George Clegg | SOU806 | 90 | Sims | 2003 |
| 8+ | Naomi Ashcroft | SOU807 | 58-82 | Sims | 2005 |
| 8+ | Katharine | SOU808 | 90 | Filippi | 2008 |
| 8+ | Bob Douglas | SOU809 |  | Stampfli | 2009 |
| 8+ | Katerina Chia | SOU810 |  | Stelph | 2004 |
| 4+ | Itchin to Win | SOU403 |  | Janousek | 1995 |
| 4+ | D.B. McNeil | SOU404 | 80 | Aylings | 2000 |
| 4x/- | Quad Vodd | SOU405 | 70ish | Sims | 2001 |
| 4+ | Roma | SOU406 | 85 | Janousek | 2003 |
| 4x/- | Cliff Salt | SOU411 | 80-100 | Sims | 2005 |
| 4+ | Ray Carlton | SOU408 | 90 | Filippi | 2007 |
| 4+ | Tom Russell | SOU409 | 70-80ish | Stelph | 2004 |
| 4+ | Mike & Roma | SOU410 | 70 | Kanghua | 2014 |
| 2x/- |  | SOU201 |  | Janousek |  |
| 2- |  | SOU202 |  |  | 1984 |
| 2x/- | Kim Clarke | SOU204 | 60-80 | WinTech | 2011 |
| 2x/- | Jacqueline Coole | SOU203 | 80-90 | WinTech | 2011 |
| 1x |  | SOU101 |  | Burgashell |  |

The use of boats is at the President’s, Boatman’s, and relevant Captains’ discretion.

The Fred, TruBlu, Katrina Chia, Mike Beresford, Guin Batten, DB McNeil, and Itchen to Win are generally considered to be novice boats. The Katherine, Naomi Ashcroft, Ray Carlton, and Mike & Roma are considered to be senior boats, and are not to be used by novice, or those coaches consider ‘inexperienced’ oarsmen/women, unless given special dispensation.

The TruBlu, Fred, Sir William Wakeham, George Clegg, Katharine, Katerina Chia, D.B. McNeil, Cliff Salt, Ray Carlton, Tom Russell, and the Jacqueline Coole, are considered to be Men’s boats and are to be used at the discretion of the Men’s Captains.

The Batten, Mike Beresford, Naomi Ashcroft, Bob Douglas, Itchin to Win, Quad Vodd, Roma, Mike & Roma, and the Kim Clarke, are considered to be Women’s boats and are to be used at the discretion of the Women’s Captains.

### Private Boats & Row Alone

Several private sculls are racked at the club, primarily on outdoor racks. Their use is strictly limited to their owners, or with their owner’s permission. Care should be taken when using sculling oars, that those which are privately owned are not used. Anyone wishing to boat from the University Watersports Centre alone must have a signed and current Row Alone form registered with the Committee and the Watersports Centre. Privately owned boats are not insured by the club and must be insured by their owners and/or allowed users. Owners of privately owned boats must ensure that their details are added to the private sculls spread sheet (which is held by the Club President, Secretary and the Student Activities Office) to ensure they are contactable in an emergency.

Private boat storage must be approved by University Staff. Chris Tuffill will arrange this. The club will keep a list of which private boats are kept on site.

* Only those who have signed, and current Row Alone forms may boat from the Watersports Centre unaccompanied.
* All crew members must have a valid Row Alone form.
* The only types of boats allowed to be unaccompanied are a single, a double, or a pair
* Any boats going out unaccompanied should adhere to the Day to Day Operations procedures as detailed in this document, where applicable.

### Trailers

Road trailers must comply with statutory requirements and be road worthy

There should be a second person working with the trailer drivers to allow them to move in tight spaces.

* All equipment must be tied down and firmly secured. The trailer driver along with the boatman should check that this has been done correctly.
* A full driving licence is required by the driver
* Trailer light board and connections are fully functional
* The driver must carry out a light and indicator check before leaving the Watersports Centre
* The driver must ensure that they take one of the Towing Safety Kits, and that it is not missing any of its contents. This kit must be stored inside the cab where it is accessible.
* The relevant trailer’s wheel clamp should also be taken on any journey.

## Day to Day Operations

### Assessment of Weather and Conditions

Before going afloat, an assessment of conditions should be made by the squad captain and the coach. Factors that should be considered may include:

* Competency of the crew
* Whether the boat is coxed/coxless
* Wind strength and direction
* River state
* Temperature
* Tidal state
* Visibility
* Time of day
* Light levels

Once an assessment of conditions has been made, appropriate action may need to be taken prior to an outing taking place (E.g. attaching lights to boats in low light levels or shortening the area of river used to avoid areas prone to strong winds).

If the wind is too strong or there is a lightning storm forecast, all sessions must be cancelled. The normal upper limit of wind speed is 20mph, all novice sessions should be cancelled if this is forecast. However, at the discretion of the relevant captain, the senior squads may go out if they deem it to be safe, up to a gust limit of 25mph. Beyond 25mph all sessions are cancelled. If the winds are high (but still less than 20mph), then it is up to the discretion of the relevant Squad Captains discretion as to if the session should go ahead.

Fog is an infrequent, but very serious, hazard. If you stand by the main door to Boat Shed 1 (SUBC Boatshed) and cannot clearly see the trees on the far side of the hairpin bend in the river (approx. 100m), then sessions should be cancelled or postponed until the fog clears. This rule is also applicable to determine if there is enough light to go out during early morning sessions.

### Before Going Afloat

It is the Squad Captains, Safety Launch drivers, and the relevant Coxswains responsibility for ensuring:

* The names of all rowers and coxes in each squad are emailed to Sport and Wellbeing before each outing.
* Before any rowing boats are put on the water, the relevant safety boat(s) should be launched and start warming up the engine(s). This is especially important during the winter months. If the engines are not warmed up properly then this can easily cause long term damage.
* Trailers for the safety boats must be left clear of the operational hard.
* Oars should be placed on the grass next to Number 2 Boat Shed in sets. If a spring high tide prevents this then they should be placed in front of the Number 2 Boat Shed. They should then be put into boats as quickly as possible to minimise disruption to other users of the site.
* Under the direction of the cox or steersman/woman, the boat should be placed on the water, taking care to avoid other Watersports Centre users.
* Check that the fuel store has been locked and the boat shed doors.

### During Outing

Coaches and Captains by law owe a ‘duty of care’ to club members and other users of the Watersports Centre at all times.

When on the water watch out for signs of:

* Cold
* Fatigue
* Hypothermia
* Exhaustion
* Other injuries/conditions

It is Coaches and Coxswains responsibility to remain vigilant at all times for the safety and welfare of athletes and to remain vigilant to potential dangers at all times. The following must be observed for all Activities on the water:

* Be aware of Commercial and pleasure traffic in River Itchen.
* No tying off onto buoyage, unless in an emergency or given permission by the owner.
* Keep a good visual lookout for any other craft.
* Safety boats must be ready to assist in all rescues, whether rowing related or not.

### Post Outing

It is the Squad Captains, Safety Launch drivers, and the relevant Coxswains responsibility for ensuring:

* Boats must be washed with soap, and rinsed with fresh water inside and out.
* The spoons, sleeves, and handles of every oar should be rinsed before being returned to the rack.
* Launch outboards should have fresh water rinsed through them.
* Boats are returned to the rack only once they have been washed.
* Launches returned to the boathouse.
* All trestles, buckets, sponges, oars and hoses are put away neatly.
* Fuel secured in the fuel store, alarm set, and keys returned to the safe.
* Boathouse secured and left neat without hazards lying around.
* If last people to leave the Watersports Centre, the main gates must also be secured.

# Qualifications

### Powerboats

RYA Powerboat Level 2 or above is required to be able to use any of the clubs safety boat. Limited numbers of discounted courses are normally funded by the AU for those requiring them at the beginning of each academic year. The in-house Safety Boat training is also mandatory for all drivers providing safety cover for rowing boats, though this does not provide an official qualification.

### Minibuses

A SUSU minibus test must be passed and appropriate paperwork signed off to be able to drive a SUSU or external hire minibus. The club secretary holds a list of those who have passed the appropriate test.

### First Aid

Several members of the club are first aiders. A list of those who are qualified, and the qualification which they hold, is held by the club Secretary. This qualification usually lasts for three years.

### Towing

In line with UK law, a Category B+E driving license must be held to tow either of the clubs trailers. If the total weight of both the truck and the trailer is less than 3,500kg then a normal Category B driving license is valid, however it is still strongly recommended that a B+E licence be held by the driver due to the size of the trailers involved.

# First Aid Provision & Incidents

Certain members of SUBC are first aid qualified. A list is held by the secretary and is displayed in the boathouse.

First Aid boxes situated in the following areas:

* Changing rooms (male and female)
* Boat Shed 1 (SUBC Boathouse)
* Watersports equipment store
* Watersports workshop
* Minibuses
* Launch safety bags

Any first aid equipment used should be reported to the Boatman, so that replacement equipment can be provided.

Captains/Coaches/Coxswains (whoever is most appropriate) should complete an accident form at all times to record accident. (These can be obtained from the Watersports Centre Staff). A British Rowing Incident Report should also be completed online.

A record must be kept of all near misses and minor incidents.

# Emergency Action Plan (E.A.P)

The emergency action plan and procedures are explained in the text below.

## Evacuation of Watersports Centre

In the event of a major incident which requires the Watersports Centre to be evacuated

1. Clear all buildings by the nearest exit.

2. Do not allow anyone to collect personal possessions from inside buildings.

3. Do not allow anyone to enter the buildings until the appropriate emergency service has cleared the situation.

4. The meeting point should be at least 50 metres from the buildings either on the grassed area or outside the boathard away from the gates.

5. Course Directors should remember to take master keys with them if time permits.

6. It may be necessary to use another telephone to summon emergency services if no mobile is available or if the emergency telephone outside the Watersports workshop is unavailable. The resident’s houses in Mead Crescent or Oliver Road may be able to help.

## Use of Emergency Telephone

In the event of an emergency at the Watersports Centre, a telephone can be found connected to the emergency services situated outside the Watersports workshop. There are different options for phone numbers, select emergency services.

Telephones can also be found in the Watersports workshop (key required outside normal working hours of the Watersports Staff) and in the classroom (key required outside normal operating hours of the Watersports Staff).

Many students, staff and instructors have their own mobile telephones.

**Report the incident to the University Central Control Room on 02380 592822.**

Then inform the Duty Course Director, Centre Staff or Senior Management team at the Jubilee Sports Centre.

**Keith Macfadyen (Department Technician) – 02380 555889, mobile – 07810 854005, evenings 02380 325183.**

**Chris Tuffill (Duty Sports Supervisor – Outreach sites) – 02380 679875, mobile – 07770 703599**

**Sport and Wellbeing Reception on 02380 592119 (office hours).**

Remember to report any incident to the Centre Staff.

## Major Incident

Coaches, or a member of the club executive committee, to take charge of the incident immediately. In the event of one of the above being involved in the Incident, the next senior member of the club on the water is to take control of the situation.

1. Assess the situation.
2. Protect the group from further injury or danger
3. Administer First Aid as necessary
4. Arrange for appropriate rescue services and/or police to be summoned.

This may take the form of a direct call to the Coastguard on VHF Ch 16, telephoning 999 for the Coastguard, Ambulance or Fire Service or arranging for an appointed shore contact to coordinate the rescue.

1. State the nature of the emergency
2. Give your name address/Location and telephone number (in the event of a land incident) or give a standard Mayday/Pan Pan call in the event of a sea incident.

This should include:

* The location of the incident
* Then nature of the incident
* The number of individuals involved
* The condition of those involved and where they are located

1. Record details of actions and events as soon as possible in the form of an incident log.
2. Make sure that the RYA Centre Principal Centre Staff are informed as soon as possible about the incident if they are not involved.
3. Do not speak with the press. Refer to: **Sarah Watts, Media Relations Manager, 07718902433**

# In-house Powerboat Training

The training is to be organised by the President with James Topping. The Secretary shall keep a list of all members who have completed this training.

This list covers all the material that should be taught to new Safety Launch drivers during the in-house sessions. The main aim of the course is to cover non-standard features of using powerboats that aren’t covered during the PB2 course, but are applicable to SUBC. Also rowing and Itchen specific knowledge is covered, which drivers are expected to know.

Theory

* A revision of tidal theory from the PB2 syllabus to include specific Southampton Water tidal curves
* A revision of how to prepare a boat, looking at key equipment specifically kill cord
* Engine checks
* Review of conditions and weather
* What equipment is required to be on water
* IALA – buoyage
* IRPCS - rules
* How we can reduce the impact on local residents and other river users

Preparation

* Local introduction to the site, the fuel store and where equipment is stored in the boat shed.
* What items should be in the boat to make an affective safety craft
* The different types of fuel and how to mix them
* How to check the oil levels in each launch and how to top them up
* General maintenance tips, how to prolong the life of an engine.

Practical

* Launching a boat
* How to physically recover someone from the water who has fallen out of a rowing boat.
* Basic operation of the kill cord
* Recovery of the boat
* Driving at slow speeds

# Lists of Safety Equipment

## Safety Launches

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Manufacturer** | **Model** | **Maximum number of people under normal conditions** |
| SOU001 | Rigiflex | Newmatic 360 | 3 |
| SOU002 | Rigiflex | Newmatic 300 | 2 |
| SOU003 | Quicksilver | 430 HD | 3 |
| SOU004 | Avon | Rover 380 | 3 |
| SOU005 | Avon | 3m ?? | 2 |
| SOU006 | Avon | RAB 2.81 | 2 |

## Outboard Engines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Engine** | **Serial** | **Last Service** | **Next Service** | **Mounted On** |
| Mariner 4 Stroke 15HP | OY031887 | Apr-15 | Sep-16 | SOU003 |
| Mariner 4 Stroke 15HP | OY036156 | Apr-15 | Sep-16 | SOU004 |
| Mariner 2 Stroke 15HP | OP105536 | Apr-15 | Sep-16 | SOU005 |
| Mercury 2 Stroke 9.9HP | 9504081 | Apr-15 | Sep-16 | SOU006 |
| Mariner 4 Stroke 15HP | OR513234 | Apr-15 | Sep-16 | SOU001 |

## Lifejackets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Make** | **Serial Number** | **Last Service** | **Next Service** | **Manual / Automatic** |
| GETEK Remploy Automatic | 2665575 | 16/10/15 | 16/10/16 | Automatic |
| GETEK Remploy Manual | 2665554 | 16/10/15 | 16/10/16 | Manual |
| ML Lifeguard | 3758 | 16/10/15 | 16/10/16 | Manual |
| ML Lifeguard | 3745 | 16/10/15 | 16/10/16 | Manual |
| ML Lifeguard | 3768 | 16/10/15 | 16/10/16 | Manual |
| ML Lifeguard | 3776 | 16/10/15 | 16/10/16 | Manual |
| Crewsaver Pouch | 3032570 | 16/10/15 | 16/10/16 | Manual |
| Crewsaver Pouch | 5034678 | 16/10/15 | 16/10/16 | Manual |
| Crewsaver Hammer Automatic | 11061842 | 16/10/15 | 16/10/16 | Automatic |
| Crewsaver Crewfit | 07-1023571 | 16/10/15 | 16/10/16 | Manual |
| Baltic winner 150 | 14164523 | 16/10/15 | 16/10/16 | Manual |
| Baltic winner 150 | 71153932 | 16/10/15 | 16/10/16 | Manual |