



Reading University Boat Club Safety Plan

1 - GENERAL INFORMATION

1. RUBC fully supports and implements the British Rowing RowSafe Guide. The Committee, through advice received from the Club Water Safety Advisor, will take all possible steps to ensure that the Club remains compliant with the RowSafe Guide.
- 1.2 RUBC members have a responsibility for their own safety and a duty of care for those that they train with and are encouraged to use the guidance contained within this document as a basis for their safety practices. Furthermore RUBC members are reminded that if they wish to compete for RUBC in British Rowing affiliated events that they will need to be a registered member of the British Rowing organisation with the appropriate membership category and that all registered members of the British Rowing organisation have agreed to abide by the guidance given in the British Rowing RowSafe Guide. Copies of the British Rowing RowSafe Guide can be found via the British Rowing website (www.britishrowing.org) and the RUBC website (www.readinguniversityboatclub.com); a hard copy is also available at the club premises.
- 1.3 Every club member is required to assist the committee in making continuous improvement to the club's safety practices through the adoption and exercising of these safety guidelines.
- 1.4 Everyone involved with the club has a Duty of Care to ensure their actions both on and off the water are conducted in a manner which does not compromise the safety of others. Adults also have a personal responsibility for their own safety.
- 1.5 These guidelines have been set out by RUBC and do not necessarily reflect the practices of other clubs.
- 1.6 You Must:
 - Complete a capsizе and swim test at the first available opportunity upon joining, or in accordance with club rules and wear a buoyancy aid if you consider it necessary.
 - Be in good health and wear suitable clothing.
 - Wear a lifejacket for coxing, and when on a launch.
 - Know the local navigation rules.
 - Record any accident or near miss via the British Rowing website.
 - Read and be aware of the content and recommendations contained within British Rowing RowSafe Guide.
- 1.7 All members should directly challenge any member or water user who is seen to be non-compliant with the RowSafe or these guidelines and report it to the President, Club Water Safety Advisor or a member of the Committee.

- 1.8 All accidents on or off the water, whether involving personal injury or damage to equipment or not, and involving either club or private boats, or any near-misses, defined as taking a significant action to prevent an accident occurring that would not normally require an action, should be recorded online via the British Rowing website (www.britishrowing.org/).
- 1.9 The committee reserves the right to take disciplinary actions against any member(s) who act in an irresponsible or unsafe manner on or off the water. This right applies to members using their own equipment as well as those using club equipment.

2 - EQUIPMENT SAFETY

2. The committee will undertake periodic safety inspections / audits of the Club's fleet and equipment.
- 2.2 All members should report any unsafe, damaged or missing equipment, immediately to the Coaches or Club Captains. The Coaches, President or Captains will make an assessment as to the onward suitability of that equipment to be used at the time of reporting.
- 2.3 Do not remove equipment from one boat to remedy a deficiency or damage in another.
- 2.4 Before using club or private boats please check the following items to make sure the equipment is safe to use.
- Permission
 - That you have permission from the coaches/captains to use that boat and blades.
 - Crew Weight
 - That your crew is not overweight for that boat.
 - Hull Condition
 - That the shell has no holes or cracks that will allow water into the boat.
 - Bow Ball
 - Securely fitted, no cracks or splits
 - Heel restraints
 - In good condition and not frayed
 - Heels only come up so far above the stretcher to allow full movement
 - Bungs
 - Check these are in place and secure
 - Steering Equipment
 - Rudders and fins are present and in good order
 - Check rudder cables are free and have full movement
 - Check for frayed cable
 - Riggers
 - Secure and operating freely
 - Oars and Sculls
 - No damage
 - Buttons are secure and properly set
 - Hatch Covers & Section Joints
 - Secure and watertight
- 2.5 As above, please report any defects in club boats to the Captains, President or Coaches and apply a defect note to the equipment. Any such defects in a private boat should be rectified before the boat is used.

3 - LAUNCHES AND COACHING

3. Launch drivers and those accompanying drivers on launches shall wear life jackets at all times whilst afloat.
- 3.2 The members of RUBC eligible to drive club launches will be agreed in advance by the Director of Rowing in conjunction with the advice from the Club Water Safety Advisor. The President and Club Water Safety Advisor may use their discretion to grant permission to individuals in the use of club launches on an ad-hoc temporary basis. No visiting club is permitted to use a RUBC launch unless they can provide a RYA Level 2 certification to the President or the Club Water Safety Advisor in advance or alternative other agreed in advance with the President and the Club Water Safety Advisor.
- 3.3 All launch drivers must carry a mobile phone or portable radio to summon help where necessary. Persons following crews from the bank must carry a suitable means of communication and a throw line of at least 15 metre length at all times.
- 3.4 Engine cut-out lanyard device “kill cord” which must be used.
- 3.5 All coaching launches and safety boats shall carry the following safety aids:
 - A sound signalling warning device, capable of attracting attention over at least 200 metres.
 - A throw bag (at least 15m line).
 - Thermal exposure blankets.
 - A basic first aid kit (contents recorded and checked as before).
 - A safety knife or rope-cutter.
 - Spare PFDs (Personal Floatation Devices)
 - Length of spare rope.
 - A paddle.
 - Simple handholds fixed to the side of the launch to give help to any person being rescued and provide self-help should the driver fall overboard. (Engine cut-out lanyard device “kill cord” which must be used).
 - Mooring lines in good condition.
- 3.6 Fuel storage:
 - When not in the launches on the water, fuel tanks are required to be stored in the secure red fuel cabinet,
 - The fuel cabinet is located outside the front of the boathouse.
 - The cabinet must be kept locked and secure at all times.
 - Fuel must NEVER be stored in the Boathouse.

4 - SPECIFIC SAFETY PROCEDURES FOR THE RIVER

4. The Club Water Safety Advisor shall advise all members and those boating from the club as to the current river conditions.
- 4.2 The current river condition will be displayed using the coloured boards positioned in the stairwell of the main boathouse (see Table 1 for details). Members who wish to boat on the water outside of structured squad training times are recommended to check the river status by viewing the flow meter situated downstream of the town bridge.

- 4.3 Additional information relating to river conditions will be written on the safety board by a member of the committee, the Club Water Safety Advisor, or Coaches. It is only the President or Club Water Safety Advisor or Coaches who may change the board status at the club.

Table 1: Coloured boards indicating river conditions.

Colour	Flow Rate (Cumeecs)	Level of Restriction
Green	0-75	No Restriction
	* 50 -75	No Novice coxes or steerspersons.
Yellow	75 – 100	4s and 8s only Smaller boats at coaches discretion
Red	Over 100	No Rowing unless directly agreed with the coaches.

- 4.4 Table 1 records the river flow rate range and specific restrictions against a traffic light colour coding system. The level of restrictions associated with each traffic light colour is applicable to all RUBC members using the river with club equipment. These restrictions are also applicable to any individual or visiting club that boat from or use the RUBC facilities but visiting crews remain responsible for their own safety and risk assessment at all times.
- 4.5 The Coaches or in their absence the Captains, Director of Rowing or Club Water Safety Adviser have the right to stop crews boating if it is judged that the crew or equipment is not suitable for the prevailing conditions. This decision takes into account other factors such as temperature, visibility, wind conditions or other safety concern.
- 4.6 It should be noted that these additional factors allows the river condition as displayed on the board to be changed on safety grounds that are independent of the river flow rate as stated in Table 1.
- 4.7 Individuals and visiting clubs using their own equipment on the water boating from RUBC facilities under river conditions where restrictions apply do so at their own risk and acknowledge that they are taking full responsibility for their safety and the safety of those that they are boating with and accept that RUBC are not liable for any damages or losses that may result from boating when restrictions are in place.
- 4.8 Nothing in the above removes the ultimate responsibility of safety from the individual. If you are not happy to go out in the prevailing conditions regardless of what the coach /crew / river condition board indicates then you can, and should say “NO”.
- 4.9 Bear in mind that the river conditions / weather can change rapidly – crews must be prepared to abandon an outing at any time if the conditions deteriorate once they are on the water and should then return to the boathouse by the safest route.

5 - RIVER NAVIGATION

5. Boats travelling in a direction from the club towards Purley (upstream) should be on the Oxfordshire side of the river (Canoe Club side) Approx 2 Blade Lengths from the bank. Boats travelling from Purley towards RUBC (downstream) should be on the towpath side. No boat has right of way over the centre channel. Crews should be aware of other river traffic and apply nationally accepted collision avoidance processes (right hand side rule) while on the water.

- 5.2 Particular care should be taken to remain on the correct side around bends and resist the temptation to cut any corners, as this is potentially extremely dangerous.
- 5.3 Particular danger areas include:
- Reading Rowing Club
 - The Gut
 - Marina Bend
 - The bottom approach to Rat Island
 - The corner by Purley
- 5.4 See “navigation rules shared by RRC and RUBC map” showing these danger areas. This map is displayed on the safety notice boat at the RUBC boathouse and on the RUBC website.
- 5.5 Crews should boat from the RUBC landing stage, with their bows pointing upstream (unless there is a strong wind in the opposite direction to the river flow) to give the most control when leaving the landing stage. This is also the case for returning to the landing stage.
- 5.6 **Other River Users**
- Members are expected to show respect and courtesy to all other river users.
 - This includes bank fisherman and other boat users. Particular attention should be paid to avoiding snagging the lines of fisherman.
 - Other boat owners may appear to be inconsiderate in travelling too fast and causing large bow waves, but in most cases this is done through ignorance not intent.
 - Members are asked to be polite when informing them that they are travelling too fast.
 - Canoeists will often be travelling in the opposite direction to rowing crews on the same side of the river. This is for their benefit as it allows them to see what is coming towards them, rather than have a faster moving boat unexpectedly come up on them.

6 - ROWING OFF THE HOME STRETCH

6. Prior to rowing on unfamiliar waters for training a risk assessment is to be undertaken by the relevant organiser. This risk assessment is to be circulated to all affected individuals and a copy sent to the Club Water Safety Adviser.
- 6.2 It is the individual’s responsibility to ensure that they are aware of any local navigation rules / dangers.
- 6.3 It is the responsibility of all members to ensure they have read all safety guidelines and competitor instructions for any race meeting and to follow the risk assessment and guidelines set down by event organisers
- 6.4 Training camps should be risk assessed in line with British Rowing guidelines and contact details held by the camp organiser for all participants.
- 6.5 When boats are towed the trailer driver remains in charge of the vehicle and trailer in accordance with road traffic laws in the relevant country and has the absolute right to refuse to tow or require changes to the boat loadings.

- 6.6 Prior to each trip the driver must check the tyres (including spare), lights, projection markers, jockey wheel, brakes and the security of the load
- 6.7 All trailers must carry a spare wheel and suitable tools and jack for changing a wheel.
- 6.8 It is recommended that drivers always carry a passenger to help with navigation, manoeuvring and any emergency.
- 6.9 Always be aware of the dangers of high winds and icy road conditions and consult the weather forecast before setting off.

7 - SWIMMING & CAPSIZE TRAINING

- 7. All members are to complete swimming & capsize training at the first available opportunity upon joining the club regardless of having completed one at another club. All members must be able to demonstrate competence and confidence in the following:
 - Swimming at least 50m in light clothing
 - Treading water for at least 2 minutes
 - Swimming under water for at least 5 metres
 This test must be completed within 3 months of joining the club, in accordance with membership rules. Before a test is taken members should consider wearing a buoyancy aid when on the river.
- 7.2 A declaration on swimming abilities must be signed on the club membership form and returned to the club membership secretary upon joining.
- 7.3 The Capsize Training will consist of the following, note not all the following elements will be assessed at the same time as the swim test:
 - Getting on top of the boat
 - Lying on top of and paddling a boat
 - Summoning Help
 - Buddy Rescue
 - Recovery using a throw line
 - Getting back into the boat
 - Developing confidence in the boat
 The examiner will also brief participants on the dangers of swamping and the correct procedures to follow in the event of it occurring.
- 7.4 Prior to sculling unsupervised all elements of the capsize training is to be signed off by a BR qualified to Level 2 club coach.

8 - EXPERIENCE

- 8. All new members to the club (especially beginners) must receive an induction programme from the Club Captains or Coaches.
- 8.2 Every members shall be required to complete and sign a membership form where, amongst other questions, they are required to confirm the following:
 - Their physical readiness for exercise.
 - Their swimming ability.
 - That they have read:
 - The “river navigation & hazards map”

- The “RUBC safety plan”
 - the “Fire procedure document”
 - the “Capsize poster”
 - the “Waterborne disease poster”
- 8.3 No beginners should go out unaccompanied at any time. They should always be accompanied by a coach, preferably in the launch.
- 8.4 No Novice / inexperienced coxes should cox inexperienced crews – ensure that novice crews have an experienced and competent cox and that novice coxes are trained in an experienced and competent crew.
- 8.5 Coaches and captains should ensure that novice coxes and steers are appropriately briefed as to the safety policy, circulation pattern and given suitable instruction and supervision when on the water. It should not be assumed that an experienced rower is necessarily an experienced steer or cox.

9 – Weather & Environment

Temperature

9. Crews are reminded that, especially during the winter months, the risk of hypothermia from wearing insufficient clothing or with inexperienced crews not moving vigorously enough to generate sufficient body heat is a real danger. Ensure that you are all wearing several thin layers of appropriate clothing, preferably with a waterproof garment on top. Coxes, especially, should be well protected, including hats and gloves (preferably waterproof). If layers are removed during the outing they should be put back on as you return to the boathouse to ensure you do not chill while waiting to disembark.

Rowing in Low Visibility / Night / in the Dark Rowing

- 9.2 If you must go out at in the hours of darkness, either in the morning or at night, make sure that you carry appropriate lights on the boat (both rowing and launches) so you can be clearly seen by other boats / crews.
- 9.3 Lights shall be white and showing fore and aft and provide 360 degrees of visibility to the boat.
- 9.4 Single scullers should not go out at night unaccompanied.
- 9.5 Crews should not be coxed by novice / inexperienced coxes at night.
- 9.6 Beginner crews should not go out after dark.

Lightning

- 9.7 No boats are to go afloat within 30 minutes of a lightning flash or thunder clap.
- 9.8 In the event that you are on the water when a lightning storm starts then you are advised to get off the water as quickly as possible and seek proper shelter.
- 9.9 Although no place is absolutely safe from lightning some are safer than others and 'proper shelter' can be:
- an enclosed substantial building with electric and telephone wiring and plumbing to provide a safe pathway for the current to earth to the ground.

- a fully enclosed metal vehicle with windows shut. This acts as a Faraday cage and guides the lightning around the passengers - mini-buses are an excellent shelter for large groups of people.

9.10 Unsafe locations and situations include:

- open spaces - field, lake, river underneath canopies, small rain shelters, trees, umbrellas, tents & marquees
- close vicinity to the tallest structure in an area
- Near metal or carbon objects - riggers, boats, blades, trailers, launches, etc.
- Using appliances or plumbing such as water taps, sinks etc.

10 - WATER BORNE DISEASES

10. The water we row upon is not always as clean as we would choose and certainly is not pure enough to be swallowed without giving more than a passing thought to the possible effects it will have upon our internal systems. Members are advised to:

- Never drink water from a river or lake
- If contaminated water has been swallowed, refer to your doctor with full details of the incident
- Only drink from your own water bottle
- Wash hands thoroughly and shower if necessary before eating or drinking
- Do not throw your coxswain into the water
- Cover cuts and abrasions (including blisters) with waterproof dressings
- Wear suitable footwear when launching or retrieving a boat, particularly if it is necessary to wade into the water to prevent direct contact with the water and protect the feet from cuts and abrasions
- Avoid immersion in, or contact with, water, particularly if there is an algal scum or bloom
- Do not splash river or lake water onto your face or body in order to cool down (take a bottle of tap water with you for this)
- Hose down all equipment after outings to remove any potential contamination
- Keep oar handles clean particularly if contaminated with blood
- Wash, and thoroughly dry, any contaminated clothing before re-use
- Maintain your immunisation regime against Tetanus, also Hepatitis A, Hepatitis B, Polio, Typhoid and Dysentery when training abroad

10.2 The British Rowing Row Safe has its primary concern, the prevention of accidents involving physical injury, damage to equipment and at the worst, drowning. There are other risks to health associated with water based activities which arise from the micro biological or chemical quality of the water itself and of its immediate environs. The use of inland waters can never be risk free and it is essential that as users, we are aware of the risks present.

Weill's Diseases – Leptospirosis

10.3 The risk of contracting Leptospirosis from recreational water is very small, however the serious nature of the disease is such that we must be aware of the dangers and should take simple precautions to reduce the risk of infection.

10.4 Leptospirosis is an infection caught through contact with infected animal urine (mainly from rodents, cattle or pigs).

10.5 The causal organism can enter the body via cuts or abrasions of the skin or, the lining of the nose, mouth, throat or eyes. If flu-like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.

Blue-Green Algae – Cynobacteria

10.6 Cynobacteria are commonly found in fresh and brackish water during mid to late summer. In favourable, stable conditions, blooms may form. Algal scums accumulate downwind on the surface of lakes and slow moving water. Toxins produced by large blooms have caused the death of sheep and dogs and skin and other disorders in humans, although no particular illness has been identified that can be linked with Blue-Green Algae.

Gastro-intestinal illness

10.7 The use of inland water will never be risk free and it is essential that users are aware of the risk involved in using a particular stretch of water. Assessing the risks posed by water quality is difficult as conditions can vary substantially in a very short space of time. In general, the health risk will depend on the number and proximity of sewage effluent discharges in any particular body of water.

- There are currently no micro-biological standards for recreational water and at present only the powers provided under the Public Health Act 1936 – Section 259 to deal with “any pond, pool, ditch, gutter or water course which is so foul or in such a state as to prejudicial to health or a nuisance” provide us with protection.
- Many organisms causing gastro-intestinal illnesses (eg Salmonella) can be found in water contaminated with sewage and extra precautions should be taken when rowing on flood-water and water known, or suspected, to contain sewage

11 - FIRST AID KIT

11. First Aid Kits are located:

- in the main entrance lobby of the boathouse
- In the boat bay by the entrance door to the main boathouse
- In the kitchen
- Carried in the safety bag on every launch.
- The former “Women’s Boathouse”

11.2 If you need to use any of the contents of the first aid kit, inform the Club Water Safety Adviser, so the first aid kit can be restocked.

11.3 A list of first aid qualified members is listed on the Safety Notice Board at the boathouse.

Facilities

12 - Weights and training room

12.2 The weights and training room is a potentially dangerous area and great care should be taken when using the facilities provided.

12.3 Do not lift weight until you have been instructed in the safe and correct technique for weight lifting.

12.4 Loose weights must be cleared away tidily after use, and not left on the floor or benches.

12.5 Do not use free weights unaccompanied, ask someone to help spot the weight for you.

12.6 Warm up for at least 15 minutes before lifting weights.

12.7 Do not lift heavy weights whilst injured. If injured seek medical advice.

13 - Changing rooms

- 13 The changing rooms should be left in a tidy state.
- 13.2 Kit should not be stored in the changing rooms for long period of times.
- 13.3 Valuable should not be left in the changing rooms.
- 13.4 Hand washing facilities are available in the changing room :
 - Proper hand washing with soap and warm water is the single most important thing you can do to help reduce the spread of infections and help protect you and those around you.

14 - Kitchen

- 14 The kitchen should be left in a clean and tidy state
- 14.1 Members should wash up any cutlery and crockery that they might use as soon as they have finished with it.

15 - Club room

- 15.1 Stretching and relaxing area.
- 15.2 This area should be keep clean and tidy

16 - Exercise room

- 16 This area is for the use of rowing machines and spin bikes. Special attention should be made to wiping down the rowing machines and spin bikes with antibacterial spray and paper towel after use.
- 16.2 If the windows are opened for extra ventilation they should be closed after use.
- 16.3 The volume of the music should be kept below a level that might cause annoyance to the neighbours, particularly early in the mornings. The audio equipment should be turned off after use.
- 16.4 The fire exit should be kept clear at all times.

17 - Corridors and stairway

- 17 These areas should be kept clear at all times.
- 17.2 The fire door on the first floor leading to the main stairs should closed when not in use and should NEVER be blocked open, as this is a crucial fire/smoke door for the building.
- 17.3 In wet or muddy condition, outdoor footwear should be kept on the shelving at the bottom of the stairs to prevent the boathouse floors from becoming dirty or wet.

18 - Boat Bays

- 18 The Boat bay doors should be closed and secured when there is nobody in them or in the immediate vicinity.
- 18.3 The fire exits at the rear of each boat bay should be kept clear at all times
- 18.4 The boat bays should be clean and tidy with riggers that aren't currently on boats, stored neatly out of the way.
- 18.5 Bikes should not be stored in the boat bays.

18.6 When moving in the boat bays, people should be very careful of the boats and riggers that protrude at unexpected angles and heights.

18.7 Fuel should NEVER be stored in the boathouse.

19 - Security

19 It is really important to secure the boathouse, to prevent damage or thefts make sure that when you leave the boathouse to go home or even just to go on the water that you:

- Don't leave valuables in the changing rooms or in the boathouse.
- Make sure everything is put away in the right place (weights, trestles, etc)
- The doors and windows are all properly closed and locked.
- The rear gate to the car park (near Waitrose) is chained up and locked.
- The front gate allowing access to the river is chained and locked.
- Even if you are not the last person to leave please check things are locked up properly as people can always open it again if they need to.
- Don't give the door/padlock codes to people that you don't know.
- If you see anything suspicious, you should report it to the captains or coaches.
- If leaving the boathouse late at night, take extra care and aim to leave with a friend rather than alone.

Other buildings & outside areas

20 - Sculling shed

- This small shed has room for approximately 15 single sculling boats. The majority of these are privately owned. A number of pairs of sculling blades are also stored in here.
- Access to this shed is via the door at the back with a mechanical keypad lock.
- Special care should be taken when operating the roller shutter doors as these are heavy to move.
- This building should be locked when not in use, but can be left open when people are using their boats on the water.

21 - Women's Boathouse

- This boathouse is in deteriorating condition and as such the access to the inside is restricted.
- The upstairs of the building is closed off and not for use by anyone.
- The downstairs is used for storage, repairs and office space.
- Only coaches have access to this building. Students should not enter the Women's boathouse unless under the supervision of one of the coaches.
- The wooden ramp in front of the Women's boathouse is structurally sound for walking on, however great care should be taken when walking on it as:
 - its construction is inherently a trip hazard
 - when wet, it becomes very slippery

22 - Car Park

- Cars can be parked on the car park at the rear of the boathouse. This area has hard standing paving.
- Cars can also park on the grass area to the side of the boathouse, however in wet condition this can become slippery and cause cars to get stuck.
- Any cars parking in the Waitrose car park should be aware of the time restrictions and charges that apply.
- Do not leave any valuable in the car as we have suffered from break-ins in the past.

23 - Landing stages

- Take great care at the landing stages as these are slippery when wet.
- Often used by river birds, so may be covered in bird faeces,.
- All equipment that has been used on the water should be cleaned after use.
- Where possible and practical, regularly wash down landing stages.
- Do not encourage birds to the area by feeding them.

24 - Social occasions at the Boathouse:

- It is recognised that Reading University Boat Club is more than a just training facility and the social aspect of the club is important.
- Any organised social occasions planned to take place at the boathouse must have been arranged with the Director of Rowing prior to the event.
- BBQ's may be in the boathouse grounds with prior arrangement with the Director of Rowing, however certain conditions must be met:
- The BBQ must be well clear of any of the boathouses, to prevent them catching fire, or the smoke setting off the fire alarms.
 - There should be water available to extinguish the BBQ
 - All BBQ's must be fully extinguished before the organiser leaves the site.

23 - Fire procedures

23.1 The Men's and Women's Boathouse Buildings have a fire alarm system that incorporates automatic fire detection. This will summon the fire brigade if it is set.

23.2 Located at every staircase or external exit door is a manual fire alarm call point. If you discover a fire and the fire alarm is not yet sounding, then raise the alarm by pressing the manual call point. The fire alarm sound in this building is electric bells.

23.3 The Boathouse DOES NOT have an alerting system for people with a hearing impairment. If you have a hearing impairment report this to the captains or coaches.

23.4 On hearing or seeing the fire alarm sounding make your way to the nearest available safe exit route and leave the building without delay.

23.5 Once you have left the building make your way to the fire assembly point which is located at the front gates towards the river.

23.6 Do not re-enter the building. Wait at the assembly point until you are informed by the Evacuation Officer, University Security or fire brigade that it is safe to return to the building.

23.7 The Operations Manager and University fire officer shall carry out a yearly fire safety facility inspection in accordance with Health & Safety Services requirements and take action as necessary.

23.8 Fire alarm checks are carried out and recorded on a weekly basis by the University planned maintenance team.

23.9 Fire extinguishers should only be used if the fire is small, you have received the appropriate training and it is safe for you to do so without putting yourself at risk

23.10 Any fire extinguishers that have been discharged must be reported to the E&F Helpdesk immediately after the incident so that arrangements can be made for them to be refilled.

24 - **Bike safety**

- 24.1 If you cycle to the boathouse you will need to lock your bike to the railings at the front of the club house. Please make sure you have a good lock as bike thefts have occurred in the past.
- 24.2 No bikes are to be brought into the boathouse, and under normal conditions bikes should not be brought into the boat bays, as this may impede fire safety routes.
- 24.3 Anyone going on organised club bike rides must take bike safety seriously. This includes:
- Wearing a bike helmet
 - Using front and rear lights when needed
 - Wearing appropriate clothing
 - Ensuring your bike is in safe and usable condition (ie check brakes, tyres, etc).
- 24.4 Anyone making their way to the boathouse by bike is strongly encouraged to follow the bike safety points above.

25 - **Electrical equipment**

- All portable electrical equipment used at the Boathouse annually inspected via “PAT” testing.
- Any members bringing their own electrical devices to use at the boathouse should ensure that they are in a safe condition for use.

This safety plan will be reviewed annually, and updated and amended as frequently as required.