Oxford University Women's Lightweight Rowing Club Risk Assessment (RA)	**November 2016**

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Usual activities carried out by the club:	Rowing by senior and experienced rowers	

Hazard	**Risk**	**Control Measures in place**	**Person(s) responsible**	**Risk factor**
Site-specific RA Location:	OUBC Fleming Boat House, Chalmore Gardens, Wallingford, OX10 9EP			
River based				
Collision	Drowning	All rowers must be able to swim 100m in "rowing clothing". Swim tests and capsize practice to be completed by all new members. First aid kits in launch, first aid and phone available in offices near boating pontoons.	President, Safety Officer	Low
	Skeletal and soft tissue injury or knocked unconscious	Adherence to the circulation pattern. Cox training to be prioritised. Launch with experienced coach and full safety equipment to accompany inexperienced steers-people. Small boats to train as a group and stick together on the water, supervised by experienced coach in a launch. Lights to be displayed in poor visibility or darkness- specifically, two continuous white lights, one forward, one aft, the combined effect visible over an arc of 360 degrees. All participants aware of location of nearest phone which may be a mobile phone in the launch or boathouse.	Coaching team, coxes, steers-people, President	Low
	Immersion, with consequent risk of infection, drowning, hypothermia	Blankets available in boathouse, rowers educated about Weil's disease (British Rowing Row Safe section 5.3) and hypothermia (British Rowing Row Safe section 1.8). Throwbags/ lifebuoys to be available. First Aid kits to be available and checked regularly.	President, Safety Officer, coaching team	Low

Hazard	Risk	Control Measures in place	Person(s) responsible	Risk factor
	Penetrating injury by bows	Bow balls fitted and checked.	President, Safety Officer, cox, coaches	Low
Collision during darkness	See above	Lights attached to bow and stern of all boats. White lights to be used on launch.	Cox, Safety Officer	Low
Capsizing	Immersion (as above)	Launch present, as above. Senior/experienced crews only.	President, coaches	Low
	Becoming trapped in boat	Heel restraints securely fastened in all boats (British Rowing Row Safe section 2.3). Bow-loaded IV+ only to be used in suitable river and weather conditions, with adequate supervision and by an experienced cox. No auto-inflating lifejackets/buoyancy aids are to be used in bow loaded IV's. All crew members passed capsize drill.	Coaches, crews	Low
Swamping	Immersion (as above)	Cox and coach to make assessment of conditions at Wallingford, following advice of OUBC Boat House manager. Rowers taught to stay with (buoyant) boat.	Coaches, coxes, President	Low
Catching "crabs"	Skeletal and soft tissue injury (including to head) Being thrown from the boat, with risks from immersion (as above)	Rowers instructed on how to extract blade. First aid, rescue equipment, blankets available as above.	Coaches, crews	Low
Over-exertion	Hyperventilation, pulled muscles, cramp, hypothermia, back injury	Rowers to warm up before any exercise, and warm down and stretch as appropriate. Suitable clothing to be worn, ARA/British Rowing qualified coach to specify training sessions and adapt to conditions. Coach to be aware of medical and/or physical conditions of crew.	Coaches, crews	Med
'S' bends	Collision, with attendant risks (see above), crashing into banks	Strict adherence to circulation pattern. Additional care taken when boats training side-by-side. Safety issues given priority which may require crews on occasion to 'wind down' in order to safely negotiate bends. Experienced coxes only and appropriate supervision from coaches.	Coaches, coxes, crews	Med

Hazard	Risk	Control Measures in place	Person(s) responsible	Risk factor
Town bridge	Collision (see above) with both bridge and crews	Adherence to circulation pattern. No spinning within 50m up-stream of the bridge.	Coaches, coxes, crews	Low
Weirs	Capsizing and associated risks (see above)	No spinning permitted within 50m of weirs.	Coaches, coxes, crews	Low
High stream and/or high wind conditions	Being swept onto obstacles, including bridges, bank, debris, or weirs. Swamping or capsizing when spinning, difficulty manoeuvring, boating and landing	Outings only to be undertaken following the Code of Practice (below).	Coaches, coxes, President, crews	Low-high, (depending on conditions)
Fishermen	Collision with fishing lines, especially round bends, with risks of injury	Careful attention paid to location of fishermen and if necessary, a request that fishermen move to reduce danger to rower and equipment. No stopping opposite fishermen.	Coaches, coxes, crews	Low-high, (depending on prevalence of fishermen on any given day)
Use of safety and coaching launches	Capsizing	Stable launch to be used, launch driver qualified to RYA level 2 or equivalent or boat handler of equivalent experience & training (British Rowing Row Safe section 2.4)	Coaches, President	Low
	Falling out	Proper seating to be fitted, and not overloaded. Kill cords to be fitted and used. Lifejackets to be worn by all crew. British Rowing Row Safe section 2.4) All buoyancy aids used to have minimum buoyancy of 150 N and comply with other specifications in British Rowing Row Safe section 2.1.	Launch crew, President	Low
	Failure of engine due to fouling of propeller	Assess state of river for debris. Carry British Rowing recommended safety equipment, including knife & paddle (as per British Rowing Row Safe section 2.4, see list below)	Launch crew, Safety Officer, President	Low

Hazard	Risk	Control Measures in place	Person(s) responsible	Risk factor
	Mechanical failure	Ensure regular servicing, to be done each year at the beginning of the training season, i.e early September.	Coaches, President	Med
Lightning	Athletes struck by electrical charge of lightning	Consider alternative training session/time. Train within a restricted radius of the boathouse so that shelter can be reached quickly (< 15min) in the event of the weather deteriorating. These restrictions would be lifted if the weather were to show improvement, making an electrical storm appear unlikely. If the storm is estimated to be closer than 10km, or getting closer, then crews should land and seek shelter in the boathouse. Use 30-30 rule (see below)	Coaches, President	Med
Land based				
Equipment stored at OUBC boat house.	Tripping, colliding with protruding riggers.	All boats to be properly racked, with boat bay floor to be kept clear. No boats to be left on the ground.	President, coxes, crews	Med
Lifting boats	Back injury; muscular, skeletal or abrasion injury.	All crews to be instructed on proper lifting technique. Bays to be kept clear to facilitate lifting.	Coaches, coxes, crews	Low
Travel RA				
Travel to training (at Wallingford or elsewhere, e.g. Dorney lake) or competition	Car or minibus accident	Minibus drivers tested and approved by University. Insurance in place. Private cars to be well maintained. Observe current road traffic law at all times. For all club activities out of Oxfordshire a Trip Registration Form must be completed. In the event of an accident, Activity Leaders are to contact the University Security Services on (01865) 289999 (24/7) to inform them of an accident. The University Security Services will then follow a set protocol.	President, car and minibus drivers	Low
	Breakdown	Membership of recovery services	Drivers	Low
	Cycling accident resulting in skeletal or soft tissue injury	Bikes should be in good working order, all cyclists must wear helmets. Lights to be used in poor visibility. Cyclists recommended to wear reflective clothing.	Cyclists, Safety Officer	Med

Hazard	Risk	Control Measures in place	Person(s) responsible	Risk factor
Boat transport	Trailer overturning	Appropriate licence must be in place. Experienced and/or trained driver used to tow. Trailer serviced and fitted with anti-snake apparatus. British Rowing guidelines to be followed (section 2.5 of Row Safe).	Driver, President, Safety Officer.	Low
	Breakdown	Membership of recovery services	Drivers	Low
Training at Dorney Lake, Henley reach and the Tideway				
Location:		Eton College Rowing Centre, Dorney Lake, Windsor SL4 6QP Upper Thames Rowing Club, Remenham Lane, Remenham, Berkshire, RG9 3DB University of London Boat Club, 81 Hartington Road, Chiswick, London, W4 3TU	Tel: +44 (0)1753 832756 Tel: +44 (0)1491575745 Tel: +44 (0)2089945928	
Training on unfamiliar bodies of water	Local environmental conditions and unfamiliarity with hazards heightening risks detailed above	Coxes, coaches and steers-people to be familiar with details of local information on navigation and hazards. Club Risk Assessment and Code of Practice to be obeyed and rules and advice of host clubs to be observed	Coaches, coxes, steers-people, President	Low
Training camps and competition RA				
External competition	Rowing accidents whilst racing	Club Risk Assessment and Code of Practice and Code of Conduct to be observed at all times. Attend only well-organised and regulated events, for example those approved by British Rowing or other NGBs overseas. Coxswain and steers-people to obtain information concerning course before start of event.	Coaches, coxes, crews, President	Low
Training or competing on unfamiliar bodies of water	Local environmental conditions and unfamiliarity with hazards heightening risks detailed above	Local information on navigation and hazards to be obtained: Coxes, coaches, and steers-people to become familiar with details. Local weather reports to be obtained and advice to be taken from local clubs or water users.	Coaches, coxes, crews, President	Low
	Borrowed equipment being unsafe	All equipment to be inspected for compliance with British Rowing standards. Insurance to be confirmed.	Coaches, coxes, crews	Low

Hazard	Risk	Control Measures in place	Person(s) responsible	Risk factor
Cross-training RA				
Road cycling	Cycling accident resulting in skeletal or soft tissue injury	Bikes should be in good working order, all cyclists to wear helmets. Lights to be used in poor visibility. Observe current road traffic law at all times.	Cyclists	Med
Use of the gym	Accidents and soft tissue injury	Attendance of appropriate gym induction session provided by OUSD, awareness of correct use of equipment.	Club member	Low
Swimming	Drowning	All potential swimmers must demonstrate proficiency in swimming.	President	Low
Land-training RA				
Ergometers	Overexertion	Rowers to be taught proper technique. Coaches to advise on appropriate level of training, and suitable warm-up, cool-down and stretching routines.	Coaching team	Low
Weights	Back injury, pulled muscles, other soft tissue damage	Proper lifting technique to be taught. Rowers to warm up before any exercise, and warm down and stretch as appropriate. Suitable clothing and non-slip footwear to be worn. Only athletes approved by coach or committee to use weights; heavy lifts to be avoided until technique is satisfactory. Floor area to be kept clear, weights to be stored after use.	Coaching team, coxes, President	Med
	Trapping, asphyxiation (bench press)	Spotters must be present when lifting any heavy weight.	Coxes, crew members, coaches	Low
	Heightened risk of major soft tissue or back injury on failure (back squat)	Two spotters must be present when lifting near maximum weight or front squat to be used, and no deep squatting (below 90 degree knee angle).	Coxes, crew members, coaches	Low
Circuits	Overexertion (as above), injury, pulled muscles, other soft tissue damage	Proper lifting technique to be taught. Rowers to warm up before any exercise, and warm down and stretch as appropriate. Suitable clothing to be worn.	Coxes, crew members, coaches	Low
Use of Running Track at Iffley Road or road	Injuries caused by slipping on running track in icy conditions or road running	Assessment to be made by coach or Safety Officer early morning whether the track is too icy. Where it is, please consult with the Sports Manager on duty to see if alternative indoor training facilities are available to use e.g.	Coach, Safety Officer	Low

running in general		Cricket School or Sports Hall. On the same basis assessments of road conditions on winter mornings should take place. Athletes to exercise appropriate caution near traffic e.g. when crossing roads. Recommended to wear suitable footwear i.e. good quality training shoes with cushioning and tread. Exercise appropriate caution in poor conditions e.g. ice.		

Launch Equipment

For whatever purpose they are employed, launches must carry in addition to a fully stocked First Aid kit, the following equipment and safety aids:-

- A bailer and, for inflatables, a suitable inflation pump and a spare inflation valve
- A sound signalling device (capable of attracting attention over a distance of 200 metres)
- Simple handholds fixed to the side of the launch to provide assistance to any person being rescued and provide self help should the driver fall overboard
- A sharp knife with carrying sheath
- A paddle
- An anchor and line appropriate to local conditions
- Engine cut-out lanyard device (kill-cord)
- A “throw line” or a “grab line” (min 15 metres) with a large knot tied in one end to assist throwing
- Life rings and approved lifejackets or buoyancy aids
- Thermal blankets
- Dry kit

Lightning

Use the "30 - 30 Rule":

- When you see lightning, count the time until you hear the thunder
- If it is 30 seconds (approx. 10 km away) or less, seek 'proper shelter'. If you can't see the lightning, just hearing the thunder is a good back-up rule for it being time to seek 'proper shelter'
- Wait a minimum of 30 minutes after the last lightning or thunder before leaving shelter

On average a typical storm moves at about 40 km/h giving approx 15 minutes to seek 'proper shelter'

Lightning [cont'd]

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 (i.e. the boathouse)
- A fully enclosed metal vehicle with windows shut. This acts as a Faraday cage and guides the lightning around the passengers – minibuses are an excellent shelter for large groups of people

Unsafe locations and situations are:

- 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 electrical appliances or plumbing such as water taps, sinks etc.

If thunder/lightning is predicted/suspected

- Consider alternative training session/time
- Train within a restricted radius of the boathouse so that shelter can be quickly reached (< 15min) in the event of the weather deteriorating

These restrictions would be lifted if the weather were to show improvement, making an electrical storm appear unlikely.
Decision to be taken by coaching staff and President.

If there is detectable thunder/lightning before the start of an outing

- Determine whether the storm is getting closer or further away
- ONLY go out if the storm is deemed to be getting further away, and is currently estimated to be at least 10km away (30-30 rule, see above)
- Train within a restricted radius of the boathouse until conditions have improved, making any further danger unlikely

Decision to be taken by coaching staff and President.

If thunder/lightning is first heard/seen during an outing

- Return to the boathouse stretch
- If storm is estimated to be distant (> 10km) and getting further away, training can continue within a restricted radius of the boathouse until conditions improve
- If the storm is estimated to be closer than 10km, or getting closer, then crews should land and seek shelter in the boathouse

Code of Practice **Appendix I – Outings**

1. Travelling to Wallingford

1.1 The President/Coaches should make sure everyone involved knows when and where the pick-up point is well in advance. Pick up points should be in places where cars can stop safely.

1.2 If cycling to training individuals should wear cycle helmets and use bike lights when dark.

2. Preparation for boating

2.1 On arrival at the boathouse the crew must assess the weather and water conditions and, if necessary, consult the OUBC Boat House manager. The final decision on an outing must be made by the coaching team, however no outing should be attempted by any crew member if he/she feels unsafe.

2.2 The cox must wear a securely fastened life jacket and remove any wellington boots before getting into the boat.

2.3 The Cox and Safety Officer must ensure the following equipment checks are made before boating:

a) Hull damage, leaks etc.
b) Buoyancy compartments, seals, hatch covers and ventilation bungs are secure and watertight.
c) Bow ball is securely fixed and fully covers the bow of the boat in order that adequate protection is given to any person or object struck by the moving boat. This check should also examine any fixing screws or bolts to ensure that they do not represent a further hazard in the event of accident.
d) Outriggers, swivels, gates, seats and stretchers are secure and operating freely.
e) Heel restraints are secure and that restraints are adequate and effective, i.e., heels are positively restrained not to rise above the fixed point of the shoe.
f) Rudder lines, steering mechanisms, rudder and fin, are secure and in good working order.
g) Oars and sculls for damage and ensure that "buttons" are secure and properly set.
h) Where "shoes" are fitted in the boat, check that the laces are adequate for their purpose. Check also, when tied, that they are not too tight, thereby immobilising the feet. Check also the condition of shoes and their fixing. Where "Velcro" straps are fitted, check for wear and replace regularly.

3. Getting the boat from the boathouse to the water

3.1 No single or double scullers or pairs are to have an outing if there is no-one else present.

3.2 Once the crew is assembled by the boat in preparation for the outing, the cox is in charge, and all orders must come directly from, and only from him/her.

3.3 Getting a boat out must never be rushed, and the crew must be aware at all times of the other equipment and buildings and possible obstructions around them. Crews must accept liability for any damage caused by negligence whilst getting the boat out.

3.4 Where possible, usually once the boat is outside the boathouse, a crew should carry the boat with each crewmember opposite his/her rigger.

3.5 A boat can be carried at 'heads,' at 'shoulders,' or at 'waists' to the water. It is up to the cox's discretion as to which is most suitable.

3.6 To put the boat in the water, the cox's instructions must be followed. The crew should turn the boat halfway, with the open side towards the boathouse, the crew members on the waterside then come under the boat one at a time and once the full crew are on the boathouse side the turn may be completed. Experienced crews may 'toss' the boat if the cox deems it safe.

3.7 When putting the boat in the water it is important to feel for the edge of the ground, or the landing stage, so that the bottom of the boat will not be damaged when putting the boat in.

4. Boating

4.1 All crews should boat with the bow pointing into the stream, unless local practice dictates otherwise.

4.2 The side with their blades nearest the boathouse should put their blades into their gates and then hold their riggers down to prevent capsize. The other side (normally bow side) should then get in and put their blades in. No rower should get into the boat before being told by their cox. All rowers on one side should act at the same time. No one should ever step on the bottom of the boat, as the outer skin is very fragile and will puncture easily.

4.3 Once bow side are in and have fixed their blades into their gates –the boat is virtually stabilised. Once this is done capsize is practically impossible. They should then hold their blade with one hand and the stage with the other hand, while stroke side get in. The cox should make sure the boat is pushed off enough from the bank or stage to prevent damage.

4.4 Once the whole crew have double checked that all the nuts are tight, that their foot plates are secure in the boat, their feet are secure in the shoes and that heel restraints are correctly tied the crew is ready. Each member of the crew should number off as directed by the cox to signal that they are ready.

4.5 The cox must assess at this point if the boat is safe to have an outing.

5. The outing

5.1 Crews must stick to the local rules of boating, as well as maintaining standards laid down by British Rowing in the Row Safe document, FISA and OURCs. At all times courtesy must be extended to all other crews, sailors and fishermen.

5.2 Whilst on the water the cox is the only person in charge. What he/she says must be followed. The crew should therefore be attentive at all times an alert to the cox's instructions.

5.3 When not rowing the crew should 'sit' the boat. That is their blades should be flat on the water and the crew should hold on to the handles lightly. This is to maintain stability.

5.4 As the cox is in charge they must take responsibility for steering and right of way. In coxless boats the crew as a whole must take responsibility.

6. Finishing the outing

6.1 The boat must be landed pointing the same way it was boated, i.e. with the bow pointing upstream.

6.2 The crew must pay particular attention to the cox whilst landing, especially in windy conditions. It is at this point that the boat is most likely to be damaged.

6.3 The procedure for getting out of the boat and putting it away is exactly the same as getting the boat out but in reverse. Crews must ensure that all boats, blades, and equipment have been put away before they think about getting changed or leaving the training venue. If equipment is dirty, muddy, or left with a residue on, it must be cleaned before being put away.

6.4 Once equipment has been put away it should be checked for damage. Any found should be reported immediately to the coaching team and the President. A note should also be left warning any crews if the damage is not immediately fixable.

Code of Practice **Appendix II – Travelling to events**

1. Boat loading

1.1 It is the responsibility of each crew competing to ensure that their boat is loaded - i.e. de-rigged, with riggers and seats tied together, foot plates and hatches well secured and blades specified, as requested by the Trip Organiser.

1.2 When loading the trailer it is important to ensure that it is as balanced as possible, in that all boats are not placed on one side of the trailer. It is also desirable to place the heavier boats as near to the base as possible.

1.3 All lights on the trailer must be checked, a correct licence plate displayed and a luminous tie hung from the boat that overhangs the furthest to make the trailer more visible to following vehicles. The driver is responsible for ensuring that the trailer is roadworthy and that all boats are attached securely.

2. At events

2.1 On arrival at the event, whether by car or minibus, the first priority is to safely park the trailer and register with the Race Office.

2.2 Each crew must take responsibility for preparing their boats for racing, assisting other crews as required.

2.3 The minibus should be locked during events as there is invariably a lot of clothing and other personal items stored there during the day.

2.4 The crew must allow adequate time from boating to reach the start and must listen to and comply with the marshals' instructions. All coxes must wear lifejackets and once in the boat the cox is in control and the crew must obey his/her instructions.

2.5 While racing coxes must be aware that being competitive and coxing aggressively should not endanger the safety or equipment of themselves or other crews. They should also pay extra attention to the movements of other boats who will be similarly competitive. It is important that coxes familiarise themselves with the course as much as possible before racing.

2.6 After completing the race, and assuming the boat is not to be used for further races, the priority is to de-rig and load the boat and other equipment. Boats must never be left on the trailer or other racking without being tied on. If boats are to be used again they may be racked on the trailer or on the racking provided at the race, or left on trestles. In all cases the boat must be secured against being blown over.

3. Returning to Wallingford/ Oxford

3.1 All crews are responsible for unloading the boats and equipment, which should be done after the trailer has returned to Wallingford/ Oxford at a time stated by the Trip Organiser. People may only leave once the boats are stored safely and any hired vehicles returned.

3.2 Reports of damage, to any club property, to the minibus or to anything else should be made initially to the Trip Organiser and the President who will be responsible for further action as appropriate.

4. Capsize and collision procedures

4.1 The immersion of rowers in water presents the greatest danger to health from the possibility of hypothermia. In addition, if immersion results from a collision, rowers may have sustained additional debilitating injuries.

4.2 Once capsized, rowers must roll forward out of the boat pulling their feet from out of the shoes via the heel restraints.

4.3 Once all crewmembers are safely holding onto the boat then alert other rowers or fishermen. The cox may inflate his/her lifejacket.

4.4 To reduce heat loss, keep clothes on except heavy top garments which may drag down the rower.

4.5 If the crew is confident they should right the boat by standing on a rigger and reaching over the boat to the opposite rigger and pulling it across. Care must be taken not to be hit by blades. This makes the boat easier to tow.

4.6 The crew should then swim the boat to the bank. It is recommended that they hold either the bow or riggers and kick with their feet. Rowers should not attempt to swim in without the boat, as it is their only method of support.

4.7 Once the rowers have reached the shore and secured the boat they should go to the boathouse immediately and remove wet clothing.

5. Hypothermia

5.1 Avoidance must be the first consideration at all times. Hypothermia occurs when the whole of the body has been chilled to a much Lower than normal temperature, i.e. below 35 °C compared with the normal temperature of 37 °C.

5.2 Rowers should dress to beat the cold. Several layers are more effective than one garment. The outer layer should be wind and waterproof.

5.3 When hypothermia is suspected the aim should be to prevent the casualty losing more body heat and to re-warm the casualty.

5.4 Send for help. Hypothermia is a medical emergency whether the patient is conscious or unconscious.

5.5 If the patient is conscious they should be actively re-warmed under careful observation.

5.6 If the patient is unconscious they must get medical aid as soon as possible. Follow instructions on resuscitation under point 3.5 below.

5.7 The following are the most usual symptoms and signs of hypothermia (all may not be present): unexpected and unreasonable behaviour possibly accompanied by complaints of coldness and tiredness; physical and mental lethargy with failure to understand questions or orders; slurring of speech; violent outburst of unexpected energy and violent language, becoming uncooperative; failure of, or abnormality in, vision; twitching; lack of control of limbs, unsteadiness and complaining of numbness and cramp; general shock with pallor and blueness of lips and nails; slow weak pulse, wheezing and coughing.

5.8 A very dangerous situation arises when a person who has been in the water for some time is taken out. Further heat loss must be prevented. The victim should be protected against wind and rain if possible. Re-warming can be carried out as follows: wrapping the victim in a thermal/exposure blanket and sleeping bag; others placing their bodies against the victim; giving hot drinks (if conscious).

5.9 Prevention is always the best policy.

5.10 Remember there may be neck or back injuries requiring extra care when moving patients.

6. Resuscitation

6.1 To be effective resuscitation must be started immediately, even whilst the patient is in the water, otherwise irreversible damage or death will occur within a few minutes. Many thousands of lives have been saved by ordinary citizens who have known what to do and have had the courage to do it at the critical time.

6.2 The saving of life during a medical emergency depends on the accurate assessment and proper management of the ABC of resuscitation:

A - Airway
B - Breathing
C – Circulation

6.3 On finding a person requiring rescue:

- Establish there is no danger to yourself or the patient. If you see someone in difficulties in the water do not go in after them;
- Look for something to pull them out - e.g. a throw line, stick, rope, or clothing;
- Lie down to prevent yourself falling in;
- If you cannot reach them, throw any floating object - e.g. a football or plastic bottle - for them to hold onto;
- Having rescued the victim, shout immediately for help;
- Assess the patient:
  - Establish responsiveness by shouting “Are you alright?” loudly and gently shaking the shoulder;
  - Inspect the airway - remove blood, vomit, loose teeth, or broken dentures;
  - Open the airway - place two fingers beneath the point of the patient’s chin, lift the jaw and at the same time place the palm of your other hand on the patient’s forehead. Tilt the head well back by pressing on the forehead and the airway will open;
  - Check for breathing - do this by placing an ear close to the patient’s mouth, looking down along the line of the chest;
  - Listen for the sound of breathing. Feel for air movement indicating breathing. Look for the rising and falling of the chest;
  - Check for the presence of a pulse by feeling for the prominent artery in the neck.
- If the patient is unresponsive, not breathing, and with no pulse, leave the patient immediately and go and telephone for help (dial 999). Return to the patient and commence resuscitation;

- If the patient is unresponsive, not breathing, but with a pulse, give them five initial rescue breaths (mouth to mouth), then leave the patient, and go and telephone for help (dial 999). Return to patient, check for breathing and pulse and continue resuscitation.
- If the patient is unresponsive but is breathing and has a pulse, turn them on their side into the recovery position.

6.4 To put the patient into the recovery position, you should kneel to one side of the patient and:

- Take the nearest arm and place it at 90 degrees to their body, elbow bent and palm uppermost;
- Take the farthest arm and place it with the palm outwards held against the casualty's cheek;
- Bend the far knee upwards to 90 degrees, keeping the foot flat on the ground. supporting the hand on the face, pull gently bu t firmly on the bent up thigh to roll the patient onto his/her side;
- Rearrange the far side, so that the upper leg is at 90 degrees and ensure the airway is still open by tilting the head and lifting the chin.

6.5 Resuscitation procedure is the provision of artificial ventilation (rescue breaths) by mouth to mouth breathing and artificial circulation by external chest compressions.

Rescue breaths (mouth to mouth) should be given as follows:

- Lie the patient on his/her back;
- Kneel beside the patient and open their airway by tilting the head and lifting the jaw;
- Open the patient's mouth and pinch their nostrils closed;
- Open your mouth, take a deep breath, seal your mouth firmly over the patient's mouth and exhale steadily into the patient;
- Watch the patient's chest rise as if he/she is taking a deep breath (so far, this inhaling should take 2 seconds);
- Remove your mouth from the patient's mouth and allow the chest to fall (taking 4 seconds);
- Give two breaths;
- If mouth to mouth breathing is difficult, check and reposition the airway;
- Vomiting may occur if breathing returns - if so, place the patient in the recovery position to prevent them from choking.

External chest compressions:

- Place the patient flat on his/her back and kneel alongside their chest;
- Place the heel of one hand on the lower third of the breast bone;
- Place the heel of the other hand on top of the first hand;
- With your arms held straight and your hands on the chest all the time, press on the breast bone to depress it 4-5cm, then release;
- Compress the chest smoothly, 30 times at a rate of approximately 80 compressions per minute;
- After 30 compressions give two rescue breaths;
- Continue the compressions and rescue breaths – do not stop to reassess the patient's pulse or breathing before help arrives.

6.6 These guidelines are no substitute for proper training available through British Rowing, Red Cross and St John Ambulance.

Code of Practice **Appendix IV – Duty of Care**

This section covers a very general and basic view of negligence. The term `injury' herein means physical injury and consequential financial losses.

1. Where does negligence fit into our social fabric?

Deliberately causing injury to others is a criminal offence ordinarily resulting in punishment of the perpetrator. However, some injuries are accidental, i.e. the circumstances giving rise to them are wholly unforeseeable, in which case no one is responsible and no compensation is payable. In between those two ends of the spectrum are `negligent acts' i.e., they are not deliberate, but the injury is foreseeable. The negligent person will not be punished, however, the injured party may seek financial compensation as a result. The compensation is paid by the individual who has caused the loss and could amount to millions of pounds!

2. What does it do?

The system of rules is designed to determine in any incident or injury whether an act was negligent, whether the negligent act actually caused injury, whether compensation should be paid and if so how much.

3. How does it affect me?

Each of us owes a `duty of care' to our `neighbours' not to cause them injury by our negligent acts and omissions.
In order to satisfy or `discharge' that duty of care you must behave as a `reasonable person' would, taking into account your specific skills, knowledge and experience. For example, a `reasonable' non-medically qualified `rescuer' might be forgiven a medical mistake which a reasonable qualified paramedic would be expected not to make.
Your neighbours are those people whom, if you thought about it, might be injured by your negligent acts and omissions.
For example, when driving a motor car your neighbours would include:-

- any passengers in your car
- other road users, drivers and their passengers
- pedestrians, cyclists etc.
- owners of property adjoining the road
- anyone for whom you have accepted responsibility (see later for the effect of being a group leader/club's officer)

The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.
Clearly, one is not expected to guarantee the safety of others, merely to act reasonably.

In short, all of us owe a duty not to injure other people by our negligent acts and omissions and that is an individual duty which each of us owes all of the time to our `neighbours'.

4. Does ordinary membership of a club or society affect my ordinary duty of care?

Not usually. You still owe the individual duty of care to your neighbours. However, the people who are your `neighbours' might alter and/or increase to include other club members and others with whom you may now come into contact as a result of membership of that club.

5. Will being a group leader of a club or other activity affect my ordinary duty of care?

It may do. As a group leader (or team captain) you have accepted the responsibility of leading others. You owe them a duty to ensure that they are not exposed to a foreseeable risk of injury, as far as you reasonably can.
It should be noted that on any outing where a group leader has not been appointed the most experienced and or qualified person there ought reasonably to intervene and at least advise if a foreseeable risk of injury arises.

6. Will accepting office in a club affect my duty of care?

Yes, it may well do so. If you accept a position you are likely to agree to carry out certain functions which may affect the safety of others both inside and outside the club. You are accepting responsibility and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury which exists or arises.
For example: if you agreed to be the equipment officer you must take reasonable inspections of the equipment to see that it is reasonably safe.

7. Conclusion

The law of negligence seeks to ensure that as individuals we are responsible for our actions and inaction and that we consider those who might be injured by those acts and omissions.
The actual standard varies according to an individual's skill and experience and requires us all to behave reasonably.
It is possible to lay down golden rules which, if followed, will preclude the possibility of a successful civil claim. However, behaving responsibly and considerately is likely to mean that no injury will be occasioned in the first place.
The safety net that we all hope we will never need is third party liability insurance. If a compensation claim is successfully brought then this insurance should pay out. All members of the University automatically have such cover and you have additional cover through the Club and you are afforded personal accident cover through your affiliation to British Rowing.