

## **2. University of Sheffield Good Practice Guidelines**

### **Notes about this document:**

- 1 The 'Union' refers to the 'University of Sheffield Union of Students.'
- 2 All club members are required to follow the guidelines. Failure to comply with the approved guidelines will result in Union support being withdrawn from the club. This will include freezing all the club's funds, preventing the use of club equipment and removing club notice boards. Clubs will operate a disciplinary procedure for members who fail to comply with club guidelines.
- 3 This document is intended for competent and responsible individuals involved with Union activities. Reading this document with an intention of finding 'loop holes' does not reflect the spirit in which it is presented.

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### **1.0 Introduction**

1.1 Being totally committed to the safety of its members, the University of Sheffield Union of Students Rowing Club (the 'club' hereafter) considers it good

practice to operate in accordance with the following guidelines. These guidelines have been updated by the 1999/2000 club President, in conjunction with the Clubs and Societies Safety Officer (the S/O), with reference to existing Amateur Rowing Association guidelines (the ARA Water Safety Code) and the Damflask Rowing Centre Safety Rules.

1.2 The club shall annually elect a competent person to act as Safety and Equipment Advisor - whose duty it will be to understand the notes and requirements of the ARA Water Safety Code, the club Good Practice Guidelines, and the Damflask Rowing Centre Safety Rules; and to advise on their prominent display, observation, and implementation at all times.

1.3 It is the responsibility of the club President that all club members have completed a Union Personal Details Form. These are to be kept up-to-date and stored in the club file (which is located in the Workspace).

## **2.0 Union Activities**

2.1 The distinction between Union and personal activities is a contentious issue. However to clarify the position, Union activities are recognised as being either one or more of the following:

- publicised at club meetings;
- publicised on club notice boards;
- funded by the Union;
- requires the use of equipment owned by the club;
- requires group transport booked through the Union.

2.2 Organisers of Union activities are bound by the conditions of the club's Constitution.

2.3 It is hoped that personal activities that do not require Union support will follow in the spirit of the guidelines.

## **3.0 Activity Registration**

3.1 Established good practice requires you to let people know where you are going, and also to inform them of what you intend doing when you get there. In the event of an incident, the information that the Union requires from the club will be of benefit to everyone involved.

3.2 Rowing is classed as an O/W sport, and as such the club is required to register its activities with the S/O.

3.3 Registering activities is done for head races, regattas, training camps, and any other situation that occurs outside block booked times, using the Union Trip

Registration Form. All reasonable steps should be taken to ensure that the Union are notified of any changes made after departure from Sheffield. Information can be left 24 hours a day via University Security Services on 0114 2224085.

3.4 An appointed Activity Leader will keep a copy of all the information submitted to the S/O. This may be required by the emergency services in the event of an incident, and should therefore be easily accessible.

3.5 The information required in 3.3 must be submitted in advance of the trip as follows:

- activities not requiring an overnight stay - at least two complete working days;
- activities requiring one nights stay - at least four complete working days;
- activities requiring two or more nights stay - at least ten complete working days;
- any activity outside the United Kingdom - at least one month.

3.6 The club is allowed to 'block register' regular training sessions that meet the following requirements. This aims to reduce paperwork and be user-friendly. It should not be abused. Club activities that do not meet the requirements below cannot be block registered. Circuit training and training at Damflask Reservoir during term time meet the requirements. The requirements are as follows:

- sessions must run at the same location;
- appropriately qualified staff must be used;
- details of these activities must be submitted to the S/O by the end of week 2;
- the club Captains must keep written records of all activity participants (these should be filed with the club Secretary).

3.7 The process of registration is designed to assist the club to plan and run, safe, high quality activities. The S/O will always be available to provide advice and information when required. If the S/O receives a Union Trip Registration Form for an activity that does not appear to be following the club's Good Practice Guidelines, the club President will be required to discuss the proposed activity with the S/O, who will suggest appropriate changes. Proposed activities that do not operate within the Union's Safety Management Policy will not be approved.

#### **4.0 Activity Leaders**

4.1 This person is in charge of planning and managing the activities at club meets. If the Activity Leader is an ARA qualified coach being paid by, and working for, a professional establishment, points 4.6 and 4.8 need not apply. The professional would be expected to apply all other points as a matter of course due to their qualification.

4.2 Given the nature of club activities, it is highly recommended that an Activity Leader be appointed for each activity; even when all the members are experienced participants. The attendance of an Activity Leader will be a requirement of any activity that involves novice members; and for all activities that are not eligible for block registration.

4.3 The Activity Leader is responsible for the following:

- the safety of all the activity participants;
- ensuring that club guidelines are followed at all times;
- ensuring that participants are aware of the relevant parts of the club Good Practice Guidelines, the ARA Water Safety Code, and the Damflask Rowing Centre Safety Rules;
- providing the highest standard of leadership and instruction as is reasonable in all of the circumstances;
- providing the S/O with a written report of any incident or 'near miss' that occurs during a club activity within 24 hours of the completion of the activity. This should also be filed with the club Secretary in the club Log Book.

4.4 The Activity Leader has the authority to make final decisions on disputed issues. With that authority comes responsibility, and the club President should ensure that all prospective Activity Leaders understand, and accept the degree of responsibility that they are undertaking.

4.5 If there is more than one group, additional leaders must be appointed. The designated Activity Leader will remain in overall control, and must be completely satisfied that the additional leaders are capable of safely fulfilling their responsibilities.

4.6 All Activity Leaders will be required to submit a copy of the Club Coach or Instructor Personal Details Form giving information on their relevant experience and qualifications; as well as details of their experience of teaching and leading others. Copies of the appropriate ARA and first aid certificates will also be required. This information will be retained by the S/O and should be submitted two full weeks prior to the activity you wish to lead.

4.7 An Activity Leader must hold at least a basic first aid certificate; or ensure that a qualified first aider is present. The first aider's name and qualification will be required on the Union Trip Registration Form. A suitable first aid kit must be available at all times.

4.8 Activity Leaders should be aware that although participants are accepting a certain risk themselves, many lack the necessary experience to undertake reliable risk assessment, and therefore rely on the Activity Leader's judgement. It should also be remembered that participants are often in a new environment, and the Activity Leader

cannot expect that apparently obvious precautions will be taken. A 'Duty of Care' will exist (see 'Appendix').

4.9 To ensure that participants are aware of their responsibilities, and the risks they are exposing themselves to, the Activity Leader must work in conjunction with the club Safety and Equipment Advisor and the Novice Captains who have responsibilities concerning novice members, to complete the following tasks:

- ensure that all participants are aware of the equipment necessary for each activity; and be able to clarify requirements verbally when necessary.
- ensure that all participants are aware of the nature of the activity (i.e. suitable for the more advanced, for novices, etc.);
- advise participants on their own ability level;
- brief and de-brief participants at the start and finish of each activity.

4.10 Any activity that is required to register with the S/O (apart from those which are block registered) will be defined as a Trip, and will be required to have a Trip Organiser. The Trip Organiser must be a member of the party while the club is away from the Union.

4.11 The Trip Organiser is responsible for the overall planning of a club activity, and although they may delegate tasks, it is up to them to ensure that all requirements are fulfilled, in order that the activity can run safely, efficiently, and successfully. Particular responsibilities are as follows:

- completing the Union Trip Registration Forms within the time deadlines;
- ensuring that all aspects of the trip's planning have been covered. This includes transport and drivers, first aiders, activity leaders and equipment, itinerary, accommodation (where necessary), and emergency procedures;
- providing the club Committee with comprehensive details of the proposed activity;
- working in conjunction with the Activity Leaders and the Safety and Equipment Advisor, to provide all participants with sufficient information to ensure that they are in no doubt as to the nature of the trip, and their personal responsibilities and requirements, including the participants duty to inform the Activity Leaders of any relevant medical conditions;
- encouraging all participants to respect the club guidelines, and not bring the club into disrepute.
- filing a report with the club Secretary, that covers all aspects of the trip and will be of use to the club when planning subsequent visits to that area. If an incident or 'near miss' occurs, the Activity Leader should file a report with the S/O within 24 hours of the completion of the activity.

4.12 Although Activity Leaders are responsible for informing participants about the exact nature of an activity; participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by the Activity Leader.

## **5.0 Training Courses**

5.1 In the course of one academic year the Union aims to organise the following:

- club Committee training sessions;
- leadership training courses;
- Activity Leader courses;
- minibus driving assessments;
- trailer towing training;
- first aid training courses.

5.2 Due to the transitional nature of University clubs, the current Committee must anticipate changes in membership and ensure that the appropriate individuals are selected for training, to allow the club to benefit from their experience in the following academic year.

5.3 As the costs involved in providing training are so high, the club must ensure that the selected recipient is a worthy candidate, and will prove to be of use to the club for the full academic year.

5.4 The benefit of both skills and leadership training should not be underestimated, and the club Committee should actively encourage members to seek further training at every opportunity. The Union will liaise with the ARA to ensure that training is available for students.

## **6.0 Activity Equipment**

6.1 This section of the guidelines covers a number of points related to equipment used on club activities. This includes personal equipment not owned by the club but used by any activity participants.

6.2 The club is required to appoint a Safety and Equipment Advisor. This position carries considerable responsibility and should not be held lightly. Therefore the Committee should be satisfied that a member with the required experience, and of suitable character fills this position. The exact duties of this person are detailed in the club Constitution. The Safety and Equipment Advisor should be aware that they are ultimately responsible for club equipment, and should therefore pay particular attention to security matters, and the swift return of borrowed items.

6.3 The Activity Leaders will ensure the appropriate equipment is used for the activity, that it is in a safe condition, and that the appropriate safety equipment is present, as recommended by the ARA.

6.4 The following requirements are necessary:

- all coxes must wear lifejackets at all times on the water;
- all boats must have a bow ball;
- club members should not use small boats (pairs, double sculls, and single sculls), nor cleaver blades until a senior club member is satisfied with their competence;
- all top nuts and rigger nuts must be tight and seats and stretchers must be in good condition;
- all boat shoes must have heel restraints which must be in good condition;
- all rowers must have a complete change of warm dry clothing;
- the boathouse must have a complete first aid kit and blankets and sleeping bags;
- all trips must take a complete first aid kit.

## **7.0 Travelling To, Rowing On, and Returning From Damflask Reservoir**

7.1 Getting to the reservoir.

7.1.1 The Activity Leader should make sure everyone involved knows when and where the pick up point for the trip to the dam is well in advance. Pick up points should be in places where cars can stop safely.

7.1.2 Drivers must register their details with the club Safety and Equipment Advisor in advance.

7.1.3 On arrival at the dam it is advised to park well off the road due to excessive speeds that many people use on that particular stretch of Loxley Road.

7.2 Preparation for boating.

7.2.1 on arrival at the boathouse the crew must assess the weather conditions. If there are white tipped waves no crews must attempt an outing . It is unsafe and the club is uninsured for these conditions. The final decision on an outing must be made by the Activity leader, however no outing should be attempted if any crewmember feels unsafe.

7.2.2 two people should collect the blades and carry them down to the water's edge close to where they are to boat.

7.2.3 the cox must have a securely fastened life jacket before the outing is undertaken, and should not be wearing Wellington boots. If he/she is wearing them, they must be removed before getting into the boat.

7.3 Getting the boat from the boathouse to the water.

7.3.1 No single or double scullers, or pairs are to have an outing if there is no one else present. No novice crews are to have an outing if there are no other crews around, unless a senior club member is coxing.

7.3.2 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.

7.3.3 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. If a crewmember is struggling he/she must call for help - not struggle on putting equipment and themselves in danger.

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

7.3.5 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.

7.3.6 if the crew are the only ones at the reservoir, at this point the cox should shut the doors of the boathouses. It is not necessary to lock them.

7.3.7 a boat can be put on the water either from the landing stages or the bank. In either case coxes must ensure there is sufficient depth of water that the boat will not ground even with the crew in the boat - this may require pushing the landing stage out or walking into the water when boating from the bank.

7.3.8 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.

7.3.9 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.

7.4 Boating.

7.4.1 all crews should boat with the bow pointing away from the dam wall.

7.4.2 the side with their blades nearest the boathouse (normally bow side) should put their blades into their gates and then hold their riggers down to prevent capsizing. The other side (normally stroke side) should then get in and put their blades in. No

rower should get into the boat before being told by his or her 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.

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

7.4.4 once the whole crew have double-checked that all the safety nuts are tight, that their footplates are secure in the boat, their feet are secure in the shoes and that heel restraints are correctly tied the crew is ready.

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

7.5 The outing.

7.5.1 Crews must stick to the rules of boating on the reservoir. Those are that they must row away from the dam wall on the boathouse side of the reservoir and towards the dam wall on the opposite side - i.e. anticlockwise. Coxes must be aware that at certain times of the week the Viking Sailing Club has exclusive use of the reservoir and all boats must be off the water at these times. At other times courtesy must be extended to all sailors and fishermen.

7.5.2 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 and alert to the cox's instructions.

7.5.3 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.

7.5.4 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.

7.5.5 on the reservoir the cox (or person steering in coxless boats) must never take the boat too near either end, as it is shallow at the top end, and there is potential to drift onto the dam wall at the bottom end. This is especially true in windy conditions. Coxes and those steering coxless boats must be aware of the position of buoys as they can do serious damage and injury if struck either by boat or blade. Similarly they must be aware of the position and movement of other boats and if necessary shout to make them aware of their own position.

7.6 Finishing the outing.

7.6.1 the boat must be landed pointing the same way it was boated, i.e. with the bow pointing away from the dam wall.

7.6.2 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.

7.6.3 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 has been put away before they think about getting changed or leaving the reservoir. If equipment is dirty, muddy, or left with a residue on, it must be cleaned before being put away.

7.6.4 once equipment has been put away it should be checked for damage. Any found should be reported immediately to the club Safety and Equipment Advisor and the club President. A note should also be left warning any crews if the damage is not immediately fixable. If this is not done and injury ensues as a result to any person, then the initial crew will be held responsible and will be subject to penalties (up to expulsion at the discretion of the club Committee).

## **8.0 Travelling To, Competing In, and Returning From Events**

8.1 Before events.

8.1.1 it must be checked that all members racing are members of the ARA unless otherwise stated by organisers.

8.1.2 the transport is booked through the Sports Office in the Workspace, and bookings should be made at least one week, and preferably more, before the event. When booking a minibus it is important to specify a towbar and no roof-rack (if necessary). The driver must have successfully completed a minibus driver appraisal test as outlined in the Safety Handbook. If a trailer is to be towed the driver must also have attended a trailer towing clinic.

8.1.3 The club Safety and Equipment Advisor should ensure a Union Trip Registration Form is correctly completed and the Trip Organiser should collect a first aid kit from the Union.

8.2 Boat loading.

8.2.1 It is the responsibility of each crew competing to ensure that their boat is ready for loading - i.e. de-rigged, with riggers and seats tied together, footplates and hatches well secured and blades specified, before the allotted boat loading time.

8.2.2 Boat loading is to take place at the discretion of the Trip Organiser. However it is the responsibility of each crew.

8.2.3 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.

8.2.4 all lights on the trailer must be checked before the trailer can be towed on the roads. Similarly, a correct licence plate must be displayed and a luminous tie hung

from the boat that overhangs the back of the trailer furthest to make the trailer more visible to vehicles following it.

### 8.3 Travelling to events.

8.3.1 the same rules apply for cars travelling to events as they do for travelling to Damflask.

8.3.2 People who travel in the minibus must watch the boats on the trailer and inform the driver if they appear to loosen themselves at all. If this happens the driver must stop and tighten the boat ties.

### 8.4 At events.

8.4.1 on arrival at the event, whether by car or in the minibus, the first priority is to safely park the trailer and report to the Race Office for registration.

8.4.2 it is then important for each crew to take responsibility for preparing their boats for racing. Crews racing in earlier events will obviously have priority over the use of tools and trestles, and other people should help them prepare if they are not too busy.

8.4.3 it is important to keep the minibus locked during events as there is invariably a lot of clothing and other personal items stored there during the day.

8.4.4 when boating it is important to listen to the instructions of marshal's carefully, and comply with them promptly. The crew must allow adequate time from boating to reach the start. All coxes must wear lifejackets and once in the boat the cox is in control and the crew must obey his/her instructions.

8.4.5 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 desirable that coxes familiarise themselves with the course as much as possible before racing.

8.4.6 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, racked on the racking provided at the race, or left on trestles. In all cases the boat must be secured against being blown over.

8.4.7 once a crew has completed racing it would be nice if they remained to support other crews, but this is not compulsory.

### 8.5 Returning to Sheffield.

8.5.1 it is the responsibility of everyone to ensure that the minibus and trailer leave the event safely and then everyone should meet up again at Damflask for boat unloading.

8.5.2 on the return journey, especially in the minibus, there is to be no consumption of alcohol. Anyone who damages a boat while drunk shall be liable for full repair costs.

8.6 Boat unloading.

8.6.1 all crews are responsible for unloading the boats and equipment with which they competed at the event. This should be done as soon as possible after the trailer has returned to Sheffield at a time stated by the Trip Organiser. Once the boats are stored safely, and the trailer is clamped people may leave. It is the responsibility of the Trip Organiser to ensure the above is completed and that provision has been made to return the minibus to the hire company.

8.6.2 should the majority of people travel home from an event by coach, arrangements must be made in advance for boat unloading. It is unfair that the few people in the towing vehicle are left to unload all the boats. The Trip Organiser should either before the day of the event, or during the day itself, make provision for boat unloading and inform the necessary people. Those people not present at boat loading are expected to unload boats.

8.6.3 Reports of damage, to any club property, to the minibus or to anything else should be made initially to the Trip Organiser and the club safety and Equipment Advisor (if present). These people will then be responsible for further action as appropriate.

## **9.0 Club Log Books**

9.1 The transition between club Committees often causes numerous problems. The following information should be recorded in such a manner that it facilitates an efficient transfer:

- a formal record of all club activities provided by the club Secretary and Trip Organisers reports;
- an informal record could also be kept in the form of a scrap book etc. where all club members could make useful contributions;
- the Equipment Log Book. This should be an A4 size ring file, with separate sheets; designed to suit the club's requirements. This is kept by the Safety and Equipment Advisor and submitted to the Secretary at the end of office;
- the minutes of all committee meetings and AGMs; which are kept in the club ring binder in the Workspace;
- copies of the President's reports;
- copies of accident reports as filed by the Safety and Equipment Advisor;
- an annual report from each club Committee member containing information gained from their year in office that would prove useful to subsequent officials.

9.2 Maintaining personal log books should be encouraged. This can act as a personal record for the progressing novice or the means of assessing a leader's experience and ability level. If you intend to be an Activity Leader the log book should be based on NGB formats where possible.

## **10.0 Club Administration**

10.1 A safe and successful club is dependent on good administration implemented through the Committee. These guidelines are intended to ensure that poor club administration does not lead to concerns over safety.

10.2 The club is obliged to operate within their club Constitution to receive any Union support. This Constitution will be prepared by the club and approved by Sports Committee. A copy of the club constitution is available in the club ring binder in the Workspace.

10.3 Following election all new Committee members will be required to attend training at the start of the spring semester.

## **11.0 Club Complaints Procedure**

11.1 This procedure has been created to allow club members to raise complaints about issues, which might include the following:

- the safety of club activities;
- poor standards of instruction or leadership;
- the standard of equipment used for club activities;
- poor club administration;
- the lack of suitable activities for their level of participation;
- disregard to the Union's Equal Opportunities policy.

11.2 Complaints concerning club safety or operational matters should initially be addressed to the club President. If this does not prove satisfactory a written complaint should be made to the Sports Secretary. A reply will be received within ten days. If this reply is unsatisfactory then a written complaint should be made to the Union President. This procedure does not affect your rights to use the complaints procedure under Bye-law 18 of the Union Constitution and Bye-laws document.

## **12.0 Accident and Emergency Procedures**

12.1 Despite taking all precautions, accidents can still occur during activities. These guidelines are designed to protect the individual(s) involved, their relatives, the Trip Organiser, Activity Leader, and Union officials.

12.2 In the event of a death or serious injury the following procedure must be adopted concerning the disclosure of information: Cases have been reported where relatives have been contacted by the media rather than the police following serious accidents. This is obviously an unacceptable situation that should not be allowed to develop. Unofficial statements may also affect proceedings if any legal action results against the Activity Leader, or Union Officials.

- Liaise with emergency services as required. Let the emergency services have the full name of the casualty and any personal details. The police may also request the name and address of the next of kin, which the Activity Leader will have.

- Do not make any statement to the media other than “no comment.” Do not discuss any aspect of the incident with anyone who is not connected to the emergency services.

- Ensure that no member of the group makes a statement to the media as above - apparently innocent comments can be damaging.

- Contact the University Security Services on 0114 2224085 at any time. The University Director of Public Relations will then advise you on any further actions.

- The University will require the casualty's name and Student Union number in order to access their records: A telephone number where the University can contact you will also be necessary.

12.3 Any accident requiring medical treatment must be reported to the Union and recorded as requested under section 4 of this document.

12.4 Capsize and collision procedures.

12.4.1 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.

12.4.2 once capsized rowers must roll forward out of the boat pulling their feet from out of the shoes via the heel restraints.

12.4.3 Rowers should then hold onto the boat, ensure all crew members are safely holding it, and then alert other rowers or fishermen. The cox may inflate his/her lifejacket.

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

12.4.5 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.

12.4.6 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.

12.4.7 once the rowers have reached the shore they should go to the boathouse immediately and remove wet clothing.

12.5 Hypothermia.

12.5.1 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.

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

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

12.5.4 send for help. Hypothermia is a medical emergency whether the patient is conscious or unconscious.

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

2. If the patient is unconscious they must get medical aid as soon as possible. Follow instructions on resuscitation under point 12.6 of this document.

12.5.5 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.

12.5.6 a very dangerous situation is present 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).

12.5.7 Prevention is always the best policy.

12.6 Resuscitation.

12.6.1 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.

12.6.2 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

12.6.3 on finding a person requiring resuscitation:

1. Establish there is no danger to yourself or the patient. If you see someone in difficulties in the water do not go into the water after him or her. Remember there may be neck or back injuries requiring extra care when moving patients.
2. Look for something to pull them out - e.g. a throw line, stick, rope, or clothing.
3. Lie down to prevent yourself falling in.
4. If you cannot reach them, throw any floating object - e.g. a football or plastic bottle - for them to hold onto.
5. Having rescued the victim, shout immediately for help.
6. Assess the patient:
  - a. establish responsiveness by shouting "Are you alright?" loudly and gently shaking the shoulder;

- b. inspect the airway - remove blood, vomit, loose teeth, or broken dentures;
- c. open the airway - the rescuer should place two fingers beneath the point of the patient's chin, lift the jaw and at the same time place the palm of the other hand on the patient's forehead. Tilt the head well back by pressing on the forehead and the airway will open;
- d. check for breathing - do this by placing an ear close to the patient's mouth, looking down along the line of the chest;
- e. listen for the sound of breathing. Feel for air movement indicating breathing. Look for the rising and falling of the chest;
- f. check for the presence of a pulse by feeling for the prominent artery in the neck. The artery lies along each side of the voice box (larynx);
- g. 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;
- h. if the patient is unresponsive, not breathing, but with a pulse, perform ten mouth to mouth (expired air resuscitation) breaths, then leave the patient, and go and telephone for help (dial 999). Return to patient, check for breathing and pulse and continue resuscitation.
- i. if the patient is unresponsive but is breathing and has a pulse, turn them on their side into the recovery position.

12.6.4 to put the patient into the recovery position, you should do the following:

1. kneel to one side of the patient;
2. take the nearest arm and place it at 90 degrees to their body, elbow bent and palm uppermost;
3. take the farthest arm and place it with the palm outwards held against the casualty's cheek;
4. bend the far knee upwards to 90 degrees, keeping the foot flat on the ground. supporting the hand on the face, pull gently but firmly on the bent up thigh to roll the patient onto his/her side'
5. rearrange the far side, so that now the upper leg to 90 degrees and ensure the airway is still open by tilting the head and lifting the chin.

12.6.5 Resuscitation procedure is the provision of an artificial ventilation by mouth to mouth breathing, and an artificial circulation by external chest compressions. The procedures are as follows:

- Mouth to mouth breathing (expired air resuscitation):

1. lie the patient on his/her back;
2. kneel beside the patient and open their airway by tilting the head and lifting the jaw;
3. open the patient's mouth and pinch their nostrils closed;
4. open your mouth, take a deep breath, seal your mouth firmly over the patient's mouth and exhale steadily into the patient;
5. watch the patient's chest rise as if he/she is taking a deep breath (so far, this inhaling should take 2 seconds);
6. remove your mouth from the patient's mouth and allow the chest to fall (taking 4 seconds);
7. give two breaths;
8. if mouth to mouth breathing is difficult, check and reposition the airway;
9. vomiting may occur if breathing returns - if so, place the patient in the recovery position to prevent them from choking.

· External chest compression:

1. place the patient flat on his/her back and kneel alongside their chest;
2. place the heel of one hand on the lower third of the breast bone;
3. place the heel of the other hand on top of the first hand;
4. with your arms held straight and your hands on the chest all the time, press down on the breast bone to depress it 4-5cm, then release;
5. compress the chest smoothly, 15 times at a rate of approximately 80 compressions per minute;
6. after 15 compressions give two ventilations;
7. continue the compressions and ventilations until help arrives - do not stop to reassess the patient's pulse or breathing before help arrives.

12.6.6 these guidelines are no substitute for proper training available through the Union, Red Cross, and St John's Ambulance organisations.