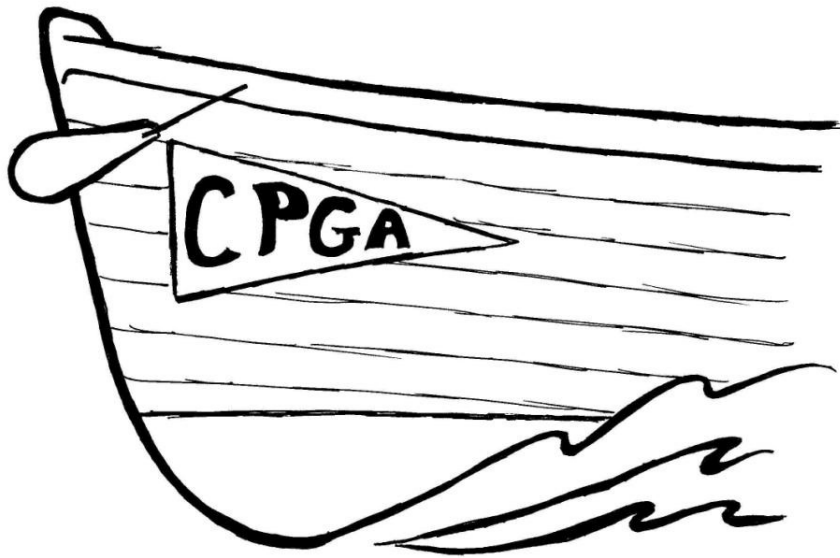


# CORNISH PILOT GIG ASSOCIATION



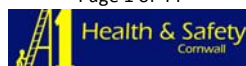
## Health Safety and Water Guide

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CORNISH PILOT GIG ASSOCIATION - HEALTH AND SAFETY GUIDELINES AND WATER SAFETY GUIDELINES

Issue 9 Dated March 2015

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# CORNISH PILOT GIG ASSOCIATION

## HEALTH AND SAFETY GUIDELINES AND WATER SAFETY GUIDELINES

### Introduction

The Cornish Pilot Gig Association (hereinafter referred to as “the Association”) has appointed A1 Health and Safety Cornwall as their Association Safety Officer (ASO); their responsibilities are to advise the association on all aspects of health and safety, their observation and their implementation as and when called upon to do so. In addition all Clubs should appoint their own competent Club Safety Officer (CSO) to be responsible for the Club’s adherence to these guidelines and for developing local risk assessments. The Club Safety Officer (CSO) must be competent and trained (e.g. Level 3 Qualifications and Credit Framework) in Health and Safety Management to undertake this role and may call upon A1 Health and Safety Cornwall for advice as and when necessary.

These guidelines shall be prominently displayed in the Clubs and Boathouses. Where such facilities are not available a copy of this document should be provided to each rowing member. In addition a list of vital telephone numbers relating to safety in general must be displayed where notice boards are available.

- Emergency services - Fire, Police, Ambulance, Coastguard, - “999”
- Doctors
- Local hospital casualty department
- RNLI
- Lifeguards
- Club Safety Officer
- Clear directions to the nearest alternative telephone point shall also be displayed.

Safety and First Aid Equipment shall be readily available in the Club boathouses to include:

- First Aid Box (to be fully stocked, contents listed and replaced as used, box contents to be checked monthly).
- Thermal / exposure blankets
- Life jackets
- In addition a life buoy attached to a rope, a minimum of 30m in length, will be retained on slipways
- Where the Club does not have a boathouse then a box or bag containing the above should be readily available when rowing.

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The Club shall ensure that they carry and maintain adequate comprehensive insurance to cover personal injury to members on and off the water and personal injury and damage to property or third parties; such cover should include a member to member extension to third party liability. In addition Clubs should advise their insurers of events, i.e. regattas, special events and so forth, as well as how many such events may be held each year.

Posters on water safety, life saving and resuscitation procedures are advised to be displayed prominently.

The club shall draw up and display a plan of their rowing location drawing attention to the applicable navigation rules and any local interpretation required to accommodate particular hazards. Instructions shall be included on any variation in normal procedures necessary to combat tidal, wind or other climatic conditions which may arise locally.

An accident log is to be maintained and be available for inspection at all times, giving time, place and nature of accident, injuries / damages sustained and names and addresses of witnesses. All cases of accident involving injury shall be notified to the CPGA who will advise on any further action necessary.

A1 Health and Safety Cornwall will, when requested, monitor the observance of the policy and procedures and will advise on breaches to the CPGA, including the recommendation of corrective measures or suspension of activity wherever and whenever appropriate.

The following paragraphs relate to specific aspects of the sport which, for convenience, have been grouped under separate headings for ease of reference.

## Safety Equipment

For the safety of all concerned, rowing equipment should be maintained in good order. Particular attention is to be paid to the following safety equipment that must be carried in the boat:

- a. An adequate supply of replacement pins.
- b. A tow-line is to be carried in the bow of the boat.
- c. A bailer/sponge.
- d. A sound signalling warning device, capable of attracting attention over at least 200 metres.
- e. A grab line at least 15m (50ft) long with a large knot tied in one end to assist throwing (ideally a purpose made rescue/heaving line – “throw bag”).

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- f. Thermal exposure blankets.
  - g. A basic first aid kit (contents recorded and checked as before).
  - h. A line cutter
  - i. Flares: Coastal clubs – 2 x Red Parachute, 2 x Red Hand-held, 2 x Smoke  
River clubs - 2 x Red Hand-held, 2 x Smoke
- (In addition, where organised and assessed sea trips take place white hand held collision warn off flares may be required.)
- j. Waterproof, floatable VHF radio and mobile phone.

Rowing is not to take place after sunset unless part of an organised event which has been suitably risk assessed and resourced.

## Oarsmen & Coxswains

All persons participating in rowing must have completed a Club Health Questionnaire to confirm to the best of their knowledge they are in good health; lifejackets shall be made available to all rowers.

Physically challenged athletes participating in organised rowing activities must be provided with suitable rescue facilities to cope with any accident whilst afloat.

## Coxswains

Coxswains are not only concerned to coach their crews, he or she has a responsibility for their safety at all times whilst they are in his or her charge.

Coxswains shall ensure that every member of the crews of which they have charge is aware of the appropriate safety procedures at all times.

Coxswains shall ensure that the whole crew, including themselves, are dressed suitably and adequately protected for the weather conditions they are likely to encounter. Coxswains should ensure that crew's additional clothing should be carried in the gig if weather conditions are likely to deteriorate during the row.

Coxswains are required to wear Crewsavers, life jackets or buoyancy aids (conforming to the minimum standard BS EN 396:1994) at all times when juniors (under 16) are in the boat either as rowers or passengers. (See Annex A for life jacket information)

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## The Responsibilities of the Coxswain

All persons steering a boat are responsible for the crew in their charge, only people who have had suitable and sufficient training and who have been approved by the Club's Committee are to act as coxswains. Coxswains should comply with the following:

- a. Every coxswain shall be able to swim and tread water for a minimum of 15 minutes and to demonstrate that ability when called upon by the Safety Officer.
- b. *All coxswains must wear a life jacket (conforming to BS3595 standard) or buoyancy aid of approved design at all times when on the water whilst wearing bulky clothing irrespective of their ability to swim.*
- c. All coxswains shall confirm they are in good health with adequate vision and sound hearing. **In cases of doubt they must have confirmation from their GP they are fit for the activities they will be undertaking.**
- d. Dress suitable for the prevailing conditions must be worn. Particular care should be taken to ensure warmth around the head, neck and lower back, wrists and ankles and the clothing should be water and windproof. Water resistant outer gloves are recommended but bulky and heavy clothing and "Wellington" type boots should be avoided.
- e. Be aware of the dangers and symptoms of Hypothermia. (See advisory notes on Hypothermia).
- f. Voice projection and radio communication equipment when carried in the boat must be securely fixed to the boat, not the coxswain.

Steering a boat in training or in a race is a highly responsible role. The coxswain is responsible for the actions of the boat being steered. Commands have to be given and discipline exerted. The following represents the knowledge that the coxswain must develop:

- g. Learn and use simple commands for boat control both on and off the water. Use them correctly, clearly and instinctively. Understand the basic commands and signals of other water users.
- h. Understand and carry out all safety procedures and regulations applicable to the water they use, especially those relating to right of way, power boats, sailing craft etc.
- i. Understand and observe local navigation rules of the water.
- j. On unfamiliar water, become acquainted with local regulations and practices and of the existence, nature and location of particular hazards before going afloat.
- k. Be trained and competent with safety and rescue procedures in the case of an accident.
- l. Recognise and respect the rights and needs of other water users.

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- m. Watch out for swimmers at all times.
- n. Watch out for the unexpected floating objects.
- o. Ensure that crews are using safe rowing equipment.
- p. Be aware of weather and water conditions and arrange the outing to avoid any danger.
- q. Coxswains of young children shall ensure that the whole crew is dressed suitably. Youngsters are unlikely to be able to generate a high level of body warmth during their first outings and need more protection.
- r. When crews are rowing away from home water, the coxswain shall ascertain the local code of practice and, at regattas, any special traffic rules to be observed, and ensure crews fully understand them.
- s. Every coxswain shall be encouraged to learn life-saving and resuscitation procedures.
- t. Coxswains or coaches of beginners and especially of crews of young children have an extra responsibility. Those who are new to the sport are likely to concentrate on their own rowing to the exclusion of all else, and are thus likely not to be aware of approaching danger. Beginners must never be allowed on the water unsupervised.
- u. Novice coxswains will be supervised at sea only by senior coxswains and with regards to weather conditions.

## Rowing Equipment

All equipment for rowing and coaching shall be properly maintained to ensure that it is safe for its intended purpose and does not expose the user to danger. Particular attention should be given to the following:

As far as is practical, boats and equipment should be stored in well-lit premises in such a way as to minimise the possibility of damage to persons or equipment on removal and return.

When any boat is placed on the water and before embarkation, it should be checked to ensure that it is in a safe condition and that its moving parts are in working order:

- Check for leaks.
- Check seals and bungs.
- Check seats and stretchers for security.
- Check rudder lines, steering mechanism and rudder to ensure that everything is secure and in good working order.
- Check oars and pins for damage.

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## Equipment Maintenance

To maintain equipment in a sound and usable condition requires those organising rowing to establish procedures whereby damage to equipment is notified to responsible officials without delay and the damage repaired before the equipment is used again. Regular maintenance records must be kept to ensure it is noted where equipment is found to be 'defect free' and faults are have noted actions to ensure rectified within set time limits

Damaged equipment should be marked 'NOT FOR USE' or "quarantined" to ensure that it is not used by others unaware of the damage.

## Education

All participants in rowing should receive proper instruction in watercraft, in rowing techniques including what to do when a boat capsizes and accident drills from the qualified supervision of coaches or of experienced members, so that no persons puts themselves or others at risk when on the water. Junior members and novices should be given particular attention.

The formal coaching of coxswains in watercraft and water safety procedures is essential.

All Coxswains should become fully conversant with life-saving and resuscitation techniques through practice and by attendance at duly recognized training courses such as those offered by the Voluntary Aid Organisations and the Royal Life Saving Society.

## Safety at Organised Water Events

### General

It is the primary legal duty of Club Officials to ensure that all that is reasonably practicable is put in place to care for the safety of competitors, officials, other water users and the public at large.

Clubs are responsible for ensuring that for all water events held a competent Safety Officer is appointed. The duties of the Safety Officer will be to advise on the observance of the CPGA Water Guidance. Although not a legal requirement Clubs are reminded should an incident occur, that the CPGA Water Guidance may be used as a basis for good practice and failure to follow this guidance may be seen as evidence of negligence.

Safety Advisors will:

- carry out such risk assessments for the event as may be necessary and record their findings;
- prepare and distribute to officials and competitors, a Safety Plan setting out the procedures to be followed by competitors and officials in the case of accident and emergency and monitor its observance;

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- be responsible for ensuring that adequate First Aid is readily available and that medical support is accessible to the event;
- No water event shall take place without full and prior consultation between the organisers and all relevant bodies e.g. HM Coastguard, police, ambulance services, life-saving and first aid organisations and Club Safety Officer so as to ensure that adequate safety measures are in place.

Adequate means of rescue shall be provided. Where safety boats are employed, they must be suitable for the task, be properly equipped and be crewed by persons trained in boat handling and rescue techniques. Provision for rescue shall be available throughout the event and during periods of authorised practice. Numbers and locations for rescue craft should be discussed with the CSA and if necessary ASO before-hand.

Officials and competitors shall be informed of local hazards and traffic rules. These rules shall be conspicuously displayed and brought to the notice of competitors. Telephone numbers of police, ambulance, medical, fire services, Club Safety Officer and Association Safety Advisor shall be prominently displayed at the location together with the location of the nearest telephone.

Umpire's launches shall carry a life-buoy and line (throw bag), thermal/exposure blanket and first aid equipment (listed and recorded).

Umpires shall wear life jackets or buoyancy aids (conforming to the minimum standard BS EN 396:1994) of approved design at all times when carrying out duties on the water.

Procedures to be followed in the case of accident or emergency shall be prepared and communicated to competitors and officials in their instructions.

Instructions to officials and to competitors should inform of traffic rules, and identify local hazards. A plan of the course illustrating important features should be provided

The racing course should be marked with clearly visible buoys, as required by the appropriate navigation or harbour authority and the navigation channel for other passing water users must be similarly marked. Notices should be displayed prominently to warn other water users of the event and the actions expected of them.

Where races are umpired from launches, the instructions to Umpires shall clearly state that in the event of accident the Umpires first duty is to the safety of the competitor or any person in difficulty.

Umpires launches shall carry a life ring and line (throw-bag), thermal/exposure blanket and first aid equipment and other items as listed for safety boats.

Instructions to officials shall set out procedures to be followed in the event of accidents. These should be brought to the notice of competitors as far as is practicable.

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As a part of the Safety Plan, a diagram of the course and its immediate surroundings showing local hazards, traffic rules, launching and embarkation areas shall be prepared and circulated to competitors and officials. Important telephone numbers and the location of emergency, telephone, and First Aid facilities should also be prominently displayed.

The Safety Adviser shall have, and exercise, the authority to advise the suspension of racing, or practice activity should he/she believe the conditions unsafe for whatever reason.

The Event Safety Plan shall contain the following:-

- Title and Date of Event
- Detailed Definition of the Event
- Scope of the Contest;
- Organisational responsibilities including Monitoring;
- Detailed Suitable and Sufficient Risk Assessment;
- Actions to be taken at the Start, During and Post Event;
- Abandonment Arrangements;
- Details of a Plan B;
- Details of Accident and Emergency Procedures;
- Welfare Arrangements for Participants;
- A detailed diagram of the course and its immediate surroundings showing local hazards, traffic rules, access points, launching, embarkation area and location of first aid and rescue equipment;
- Communication arrangements and contact details, internally and to outside agencies and emergency services;
- Access and transport arrangements. *(There needs to be a distinction between the levels of response needed for major and minor incidents)*

## Adverse weather conditions

Rowing is an outdoor activity and as such is subject to the vagaries of weather in all its forms. It is important to recognize that contending with difficult weather conditions is part of the sport's attraction and it is not the intention of these guidance notes to change this. However, safe enjoyment is the aim, not foolhardiness. Every attempt should be made to assess forecasted weather and hazard conditions before commencement of a rowing activity including contacting relevant professional bodies (e.g. HM Coastguard and/or the National Meteorological Office)

Each Club should appoint a senior, competent and experienced member to advise the suspension of boating activity should she/he believe the conditions unsafe for whatever reason.

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Where rough water conditions are likely to be encountered during outings it is especially important to ensure that a bailer or sponge is in the boat and easily accessible.

## Night Rowing

Rowing after nightfall is dangerous and should not be encouraged. When it is necessary, for example a special charitable event or long row, then the crews should be accompanied by a safety boat. *(See para 42 for equipment to be carried in the safety boat)* Craft must be properly illuminated as required by the relevant authority or the Department of Transport.

## Other water users

Rowing should be carried out at all times with an awareness by the participants of the right of others who share the water. Every effort should be made, by regular meetings, to co-ordinate activities and so minimize clashes of interests and the possibilities of accidents. Where appropriate, clubs should liaise with Harbour Masters about rowing times and routes so as not to endanger themselves or other water users.

## Safety for the Individual

All active rowers shall:

- a. Rowing is a physically demanding sport and participants must be in good health, if in doubt they should check with their doctor before starting to row. All new rowers should sign a medical declaration on first joining the Club (Annex B).  
Lifejackets are to be worn by non-swimmers and those under 16 years of age.
- b. Comply with the Association's Health & Safety Guidelines.
- c. Maintain their rowing equipment in good order and check that it is in a safe condition before use.
- d. Ensure that beginners to the sport are not allowed to use equipment without adequate and prior instruction and are not allowed to boat unsupervised.
- e. Be constantly aware of the rights of others to the free use of the water and extend to them at all times the courtesy they would similarly wish to receive. It is recommended that active members should learn and practice accident drills. Every opportunity should be taken to learn simple first aid, life saving and resuscitation techniques.

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## Training Drivers

To take out an engine-powered boat without previous tuition is to put the driver, any passenger and other water users at risk. The Royal Yachting Association holds courses in handling powered boats and issues certificates of competence. It is strongly recommended that no-one should drive a launch without first having taken a course of instruction. At the very least the club shall ensure that an experienced driver goes out with a new driver until he has shown that he is fully in control of the boat.

The manner in which safety boats are manoeuvred and generally handled may create unnecessary problems for other water users. Excessive washes create impossible conditions for other water users and can cause accidents to smaller boats. The use of safety boats requires drivers to be fully aware of the effect of the wash they cause and the risk that the very sport they are seeking to assist cannot take place because the manner of driving their boat has made the water unusable.

Safety boats shall carry the following safety aids:

- a. A bailer and, for inflatable rubber dinghies, a suitable pump and a spare valve.
- b. A klaxon horn or similar warning device, capable of attracting attention over a distance of at least 200 metres.
- c. A grab line at least 15 metres (50 feet) long with a large knot tied in one end to assist throwing. Ideally a purpose made rescue / heaving line throw bag.
- d. Thermal / exposure blankets to reduce wind-chill and counteract hypothermia. Make use of proprietary items but not woollen blankets which only absorb moisture and do not then retain heat. In the heat absence of recognized equipment, polythene sheet cut to size of a commercially available exposure bag will provide the necessary level of heat retention until proper treatment can begin.
- e. An adequate number Life buoys / life jackets - these are essential when several people are in the water and the launch can attend to only one at a time.
- f. A basic first aid kit (list contents and check regularly as before).
- g. A line cutter
- h. An oar.
- i. Simple handholds fixed to the side of a launch to give help to any persons being rescued, and provide self-help should the driver fall overboard.

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- j. Engine, kill cord which must be worn by rescue boat helm at all times.
- k. An anchor and line.
- l. Rowing is not to take place after sunset.
- m. Buoyancy aids or life jackets shall be worn at all times and are essential for safety boats going out to sea or on very wide stretches of water. Life jackets which depend on oral inflation should be worn partly inflated; those which have auto inflation must be checked at intervals suggested by the manufactures.

## Boat Maintenance

Maintenance of the boat and its engine is vital, since the possible consequences of failure are too great. The driver and his passengers are dependent upon the efficient working of the engine and the good condition of the boat for the proper execution of their duties. Drivers should know how the engine works, and a box with basic tools and spare parts (in particular spark plugs and a spark-plug spanner) should always be carried to enable running repairs to be done and simple replacements to be made. The tool/spare parts box should be kept dry and checked regularly (an extra can of pre-mixed fuel is also a vital spare). It is a wise precaution to check that the engine is securely fixed to the hull and that the secondary safety fixing is properly attached every time the boat is used.

The choice of a safety boat, its hull size and its shape, must be matched to an engine suitable for the work it is to undertake and the load to be carried.

## Hypothermia

**(See Annex C for other potential health problems)**

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

Dress to beat the cold - Layers of clothing are more effective than one warm garment. The outer layer should be wind and waterproof.

Do not take or give alcohol in cold conditions. Alcohol accelerates heat loss as well as impairing judgment.

Be alert to the warning signs of cold both in yourself and others. Coaches of young children must be particularly aware of the risks to their charges of exposure to cold. Exposed arms, legs and head heighten the risk.

If a person has fallen into cold water their body will lose heat rapidly. To reduce heat loss keep clothes on except heavy coats or boots which may drag the person down.

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Sudden immersion in cold water can have a shock effect which can disrupt normal breathing, reducing even a proficient swimmer to incompetence. Confusion and an inability to respond to simple instructions will become evident.

When Hypothermia is suspected, your aims must be to prevent the casualty losing more body heat and to re-warm the casualty.

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

If conscious the victim should be actively re-warmed under careful observation.

If unconscious the victim must be got to medical aid as soon as possible. Follow instructions given under the resuscitation section below, only if a qualified first aider.

### **Symptoms and signs of Hypothermia**

The following are the most usual symptoms and signs, but all may not be present:

- Unexpected and unreasonable behaviour possibly accompanied by complaints of cold and tiredness.
- Physical and mental lethargy with failure to understand a question or orders.
- Slurring speech.
- Violent outburst of unexpected energy and violent language, becoming uncooperative.
- Failure of or abnormal 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.

**NOTE:** When shivering stops then hypothermia starts. As core body temperature drops so the casualty will deteriorate until they become unconscious.

A very dangerous situation is still 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 the wind and rain if possible. Re-warming can be carried out by:

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- Wrapping the victim in a thermal/exposure blanket.
- Others placing their warm bodies against the victim.
- Giving hot drinks (if conscious)

## Resuscitation

Resuscitation should only be undertaken by competent person. 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 the courage to do it at the critical time.

On finding a person requiring resuscitation:

- 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. Remember there may be neck or back injuries requiring extra care when moving the patient.
- Look for something to help pull him/her out e.g. oar, rope or clothing.
- Lie down to prevent yourself from being pulled in.
- If you cannot reach him/her, throw any floating object e.g. football, plastic bottle for him to hold on to, then fetch help.
- If you are in a safety boat, carefully approach him/her if it is safe to do so.

HAVING RESCUED THE VICTIM - **SHOUT IMMEDIATELY FOR HELP.**

**Assess the casualty:**

### **Responsiveness (AVPU):**

#### 1. Alert

Patient is fully awake (though not necessarily orientated), will have spontaneously open eyes, and will respond to voice (though may be confused). They will have bodily motor function.

#### 2. Voice

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The patient makes some sort of response when you talk to them. This could be through the eyes which open when you speak to them, or by voice which may only be as little as a grunt. Or, it could be by moving a limb when prompted to do so by the rescuer.

### 3. Pain

A patient may respond by using any of the three components when pain stimulus is used on them (Eyes, Voice, Movement). Recognised methods for causing pain **are pinching the ear or pressing into the bed of a fingernail**. A fully conscious patient will locate the pain and push it away, whereas a patient who is not alert and not responded to voice may only manifest involuntary flexion or extension of a limb. Performing pain stimulus should be used with caution as in extreme circumstances this could be considered assault.

### 4. Unresponsive

This outcome is noted if the patient does not give any Eye, Voice or Motor response to voice or pain.

In first aid, an AVPU score less than A indicates the patient will require further medical help

## Airway/Breathing

- **Inspect** the airway-remove blood, vomit, loose teeth or broken dentures but leave well-fitting dentures in place.
- **Open** the airway-the rescuer should place two fingers beneath the point of the patients 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.
- **Check** for breathing by placing your ear close to the patient's mouth, looking down along the line of the chest.
- **Look** down the chest for rising and falling of the abdomen and/or chest
- **Listen** for the sound of breathing
- **Feel** for air movement indicating breathing

**If the patient remains unresponsive and not breathing leave the patient immediately and go and telephone for help (dial 999).**

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**Annexes:**

- A. **Life jacket information**
- B. **Medical Declaration Form**
- C. **Medical conditions**
- D. **Towing trailers**
- E. **Accident/incident investigation and reporting**

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## ANNEX A – LIFE JACKETS AND BOUYANCY AIDS

1. From July 1995 suppliers have only been allowed to sell life jackets and buoyancy aids that have been tested to European specifications and carry the CE mark of approval.
2. There is no requirement to replace properly maintained and tested lifejackets and buoyancy aids. All life jackets and buoyancy aids must conform to one of the following standards and be marked accordingly.

### **CE standard explained**

3. The CE standard deals in Newtons. A Newton is a measured unit of force. 10 Newtons are approximately equal to 1 kg (2.2 lbs) of buoyancy. The CE standard covers four levels of minimum buoyancy performance. The higher the Newton number the higher the buoyancy rating. The buoyancy rating quoted is for adult size only. Smaller sizes will have proportionally less buoyancy.

### 50 Newton (11 lbs buoyancy) - buoyancy aid

- Only suitable for competent swimmer;
- Sheltered water used where help is close at hand;
- Only provides support for conscious people who can help themselves
- Inferior in performance to life jackets or the previous BMIF Standard for Buoyancy Aids

### 100 Newton (23 lbs Buoyancy) - Buoyancy aid (life jacket)

- Suitable for swimmers;
- Increased buoyancy for use in general insure conditions;
- Gives reasonable assurance of safety from drowning in relatively calm waters;
- Not guaranteed to self-right an unconscious user wearing waterproof clothing and should not be expected to protect the airway of an unconscious person in rough water.
- Adult sizes have greater buoyancy than approved buoyancy aids previously seen in the United Kingdom;
- Classed as a buoyancy aid in Great Britain and a life jacket in Europe.

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### 150 Newton (33 lbs Buoyancy) - Life jacket

- Suitable for swimmers and non-swimmers;
- For use in all but most severe conditions;
- Equivalent performance to existing United Kingdom life jackets;
- Will give reasonable assurance of safety from drowning to a person not fully capable of helping themselves;
- May not immediately self-right an unconscious user wearing heavy waterproof clothing.

### 275 Newton (62 lbs Buoyancy) - Life jacket

- A high performance device for offshore and severe conditions, when maximum protection is required or where heavy waterproof clothing is worn.
- Has sufficient buoyancy to counteract the effect of trapped air in clothing.
- This type is new to the leisure market but similar life jackets have been available for industrial applications. Gives improved assurance of safety from drowning to people who are not able to help themselves. While they cannot be guaranteed to self-right an unconscious user wearing heavy waterproofs, the buoyancy they provide should ensure they will in the great majority of cases.

### **Maintenance**

4. It is important that all life jackets or buoyancy aids are repaired as necessary.
5. It is important that any damage to the outer skin of the life jacket or buoyancy aid is repaired immediately. Delays will only compound the damage and possibly damage the internal buoyancy material or air chambers.
6. The inspection should check for any damage and for standard of repairs, particularly to stitching and zips.
7. A simple test for a life jacket or buoyancy aid is to hang on an appropriate weight, squeeze out all the air and see if it floats. If it does float it is OK. If it fails to float it needs replacing. Periodic checks can also include full inflation of the bladder and then left overnight to see if the bladder deflates thus indicating a leak
8. It is also recommended that all life jackets and buoyancy aids be individually marked with an identification system and that a record be kept of the date of purchase, any repairs and the dates of inspections. This will assist with the long term planning for renewal and the budget implications associated with such renewals.

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### **Safety notes**

9. All garments should be worn correctly in accordance with the manufacturer's instructions. Proper discipline, correct training, good organisation, use of correct facilities, qualified leadership and correct briefing are paramount for water safety. A life jacket is no substitute for these.

### **Life jacket and buoyancy aid requirements**

10. Where a CE 50 Newton standard buoyancy aid or CE 150 Newton standard life jacket is stipulated it is recommended that the life jacket or buoyancy aid should be tailored to the size and weight of the person undertaking the activity.
11. Where possible, it is recommended that an approved CE lifejacket or buoyancy aid tailored for the activity (windsurfing, personal watercraft etc) should be worn.
12. An authorised person in charge of an activity may, at any time, insist on a stricter requirement than those listed.

### **NOTE:**

In certain capsize situations it may be possible for the collar of a life jacket to cause the wearer to become trapped under an oar or sail. All people should be aware of this problem and be ready to offer quick assistance in the event of such an incident.

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## Annex B - HEALTH QUESTIONNAIRE

<b>CORNISH PILOT GIG ASSOCIATION</b> <b>HEALTH QUESTIONNAIRE</b>
---

Name/s

Surname

Club Name

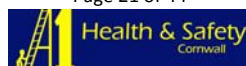
Address

Phone No

Email

	YES	NO
1. Have you ever fainted or become dizzy whilst exercising?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever had chest tightness, cough, wheezing which has made it difficult for you to perform sport?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has your GP ever said that you have a heart condition?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you feel pain in your chest when you do physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
5. In the past month, have you had chest pain when you were not performing physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you lose your balance because of dizziness or do you ever lose consciousness?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a bone or joint problem that could be made worse by a change in your physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever suffered from Epilepsy?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you routinely taken any medication in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you ever had Rheumatic Fever?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you know of any other reason why you shouldn't exercise?	<input type="checkbox"/>	<input type="checkbox"/>

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**If you answered YES to one or more to the questions above please visit or speak with your GP and sign the declaration below before participating in these water sports activities.**

**I confirm that I have answered YES to one or more of the above questions and have seen my GP who has affirmed that I am able to participate in such water sports.**

**I certify that I am able to swim in the sea in excess of 50 Meters**

**YES**

**NO**

**I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction by a Senior Club Member.**

Name:.....

Signature.....Date.....

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## ANNEX C – OTHER HEALTH PROBLEMS

### Sunstroke (Hyperpyrexia)

Sunstroke (hyperpyrexia) is the high fever and collapse due to failure of the heat regulation systems of the body. If the rectal temperature is over 42°C(108°F), irreversible brain damage can occur. The body's temperature can be raised as a result of the ambient temperature and is amplified by arduous physical activity such as rowing combined with failing to drink sufficiently. Heat stroke often occurs in children who have been outside on a really hot day and occurs more commonly in children with cystic fibrosis than other children.

#### Symptoms:

- headache
- general malaise nausea
- chest pain
- anxiety
- fatigue

#### Signs:

- hot dry flushed skin
- rapid pulse and respiratory rate

#### *In severe cases:*

- vomiting
- shock
- circulatory collapse
- convulsions
- coma with pin-point pupils

#### First aid:

- Tepid sponging or bathing
- cooling using a fan

- do **NOT** use ice baths, ice packs or cold air. (this can cause vasoconstriction which reduces heat loss and can be fatal as shivering increases heat production)
- Rx Paracetamol every 6h, dose according to age
- **SEEK IMMEDIATE MEDICAL ATTENTION**

## Sunburn

Sunburn is the damaging effect on the skin of the ultraviolet (UV) light contained in sunlight. With too much exposure to UV light, skin overheats and becomes red and painful, and may later peel or blister. Ultraviolet light causes changes in the surface and in the deeper layers of the skin. It reduces the stretchiness of the skin and can cause premature aging and wrinkling of the skin, as well as the formation of age spots. Deeper in the skin, it causes changes in the structure of cells, and increases the risk of skin cancers.

When skin is exposed to sunlight, it produces a pigment called melanin to help protect itself against ultraviolet light. This is what makes your skin go darker and is what you see as a suntan. It stops you burning so easily but doesn't prevent the other harmful effects of UV such as premature aging and cancer. The less melanin you have, the less protected you are against the effects of UV light. If you have fair skin or red hair, or have not been in the sun much, you have less melanin so are more likely to burn quickly.

Sunburn doesn't just happen in hot weather - reflection of light off the water can also cause sunburn. Although a breeze, cloudy sky or swimming may make you feel cooler, the sunlight can still get through to damage your skin.

### Symptoms:

Sunburnt skin is red and sore. It is warm to the touch, even after attempts to cool it with water or by moving into the shade. After a few days, the redness may fade into a tan, or in very fair people with little melanin pigment in the skin, it may just return to white. The skin may also flake or peel after a number of days. Dark skin can also burn and become damaged if exposed to enough UV light, although because it contains more pigment it can tolerate sunlight without burning for longer than paler skin.

Severe sunburn can cause blistering, swelling of the skin and fever. At the same time there may also be symptoms of heatstroke, such as dizziness, headaches, and nausea.

The symptoms of sunburn are not usually immediately obvious, and the worst pain occurs 6-48 hours after being in the sun.

### Treatment:



- If a baby or small child has been sunburnt, or if blisters, a rash, or fever occur, seek medical advice from your GP, NHS Walk-in centre, or by phoning NHS Direct on 0845 4647.
- Avoid direct sunlight by covering up and staying in the shade, until the sunburn has healed.
- Cool the skin by sponging it with tepid (lukewarm) water or having a cool shower or bath.
- Drink plenty of fluids to replace the water lost through sweating in the sun, and to cool down. Don't drink alcohol because it will dehydrate you further.
- For mild sunburn, apply a moisturising lotion or a special aftersun cream from a pharmacy. Aftersun helps to cool the skin as well as moisturising and relieving the feeling of tightness. Calamine lotion can also be used to relieve itching and soreness.
- For adults, painkillers such as paracetamol or ibuprofen can help relieve pain and reduce swelling.
- Severe burns may require special burn cream and burn dressings. Ask your pharmacist for advice; you may need to see your GP and have your burns dressed by a practice nurse. In very severe cases you may need treatment at your local Accident and Emergency Department.

## Skin Cancer

Skin cancer is common. There are three main kinds: basal cell carcinoma, often known as a rodent ulcer; squamous cell carcinoma; and; malignant melanoma. Fortunately, the commonest kind is the least dangerous, and the most dangerous kind, malignant melanoma, is the least common.

Skin cancer is very rare in children but is more common as people get older. The numbers of skin cancers rise with age because the main cause of all types of skin cancers is sunlight exposure. Sunlight contains ultraviolet light (UV), and this is what does the harm, particularly to the skin of babies and young children.

### Symptoms:

Rodent ulcer (basal cell carcinoma) is one of the commonest of all cancers and one of the least dangerous. It affects the skin, mainly in areas exposed to the sun, and especially on the nose and around the eyes. It is a slowly growing, raised-edged swelling with a dimple in the centre. Small blood vessels are often visible just below the surface. It hardly ever spreads to other parts of the body, although it can do so if neglected. It can then cause a lot of tissue damage, especially by burrowing deep into the tissues (hence the name rodent ulcer).

Squamous cell carcinoma is a skin cancer also related to sunlight exposure. It starts as a small, firm, painless lump occurring most often on the lip, ear or back of the hand. It enlarges fairly rapidly and then will often break down in the centre to form a crater. This is called ulceration. It can spread to the lymph nodes and from there to various parts of the body. Be very suspicious of anything like this on your lip.

In the event of a suspicious swelling, raised mole or whatever consult your GP, The diagnosis of both rodent ulcer and squamous cell carcinoma is usually made by examination under the microscope of the tumour (lump) after it has been fully removed.

## Weil's Disease

Weil's Disease is a bacterial infection carried in rats' urine which contaminates water and wet river banks. The bacteria does not survive for long in dry conditions. It can be a serious illness requiring hospital treatment, and can lead to kidney or liver failure. **Weil's Disease is a notifiable illness.** The bacteria are absorbed through the skin or mucous membranes of the mouth and eyes. It gets into the blood stream very easily if you have a minor cut on your skin or feet, if you become immersed. If you feel ill after training - particularly in stagnant water or pools - or have any of the following symptoms, call your doctor promptly. The most common early symptoms are high temperature, an influenza-type illness and muscle pains.

***Tell your doctor that you have been undertaking water activities and where and ask if you can have a blood test for Weil's Disease.***

## Prevention

- Cover all cuts and abrasions with waterproof plasters
- Always wear footwear to avoid cutting the feet
- Avoid capsizing drill or rolling practice in suspected waters
- Prevention measures are largely common sense:
- Where possible shower soon after the activity
- If in doubt contact your doctor as soon as possible.

## Blue-green algae

Certain species of the blue-green algae can produce toxins which, upon contact, may cause a number of conditions such as dermatitis, asthma, eye irritation, rashes, blistering of the skin around the mouth and nose, nausea, gastroenteritis, muscle cramps, headaches and pneumonia in some people. They have also caused fatalities in fish, livestock and pets.

These organisms can undergo a very rapid population increase in favourable conditions (i.e. prolonged, warm, still weather and high levels of nutrients in the water such as nitrogen runoff from fertilisers used on adjacent land) and therefore, produce very high levels of toxin quite suddenly. This is sometimes, but not always, associated with the production of a scum at the surface of the water.

***Situations where recreational water users are at most risk from toxins are:***

- Ingestion of scum on water including drinking raw water or inadequately treated water.
- Skin contact with scum or raw water

***Those most at risk from blue green algae are, in order of risk:***

- Children playing at the water's edge.
- Swimmers.
- Board Sailors.
- Paddling (Canoeists & Kayaks).
- Dinghy sailors.
- People engaged in non-capsizing type sailing or motor cruising.

Many areas of water, particularly those used by sailing clubs, will now display information about blue green algae and where high levels of blue-green algae are found, a flag will be flown to warn the public. The flag will be half blue and green with the word **toxic** across it. For other water areas contact your local river authorities or water company to find out whether blue-green algae is present.

**Other potential hazards**

**Cryptosporidium**

This is a parasite infection which is widespread in the United Kingdom. Enhanced personal hygiene should be encouraged at all times. The symptoms are an acute diarrhoea illness, commonly of two to three weeks duration from which the patient recovers fully unless there are underlying conditions.

**Hepatitis A (Infectious Hepatitis)**

Hepatitis A is a virus infection of the liver which can vary from a mild or inapparent illness to, rarely, a severe disabling disease lasting several months. Infection has been caused by swallowing water during water sports.

The incubation period varies from two to six months after swallowing the virus. The onset of the illness is abrupt, with loss of appetite, fever, nausea, and abdominal discomfort, following within a few days by jaundice. If you become ill at any time with these symptoms, call your doctor and tell him you participate in water sports.

### **Gastro-intestinal disturbance**

The commonest illness associated with water sports is mild gastro intestinal disturbance (tummy upset) which can occasionally lead to diarrhoea and vomiting. When this happens you are advised to consult a doctor. Flu like symptoms and mild respiratory symptoms may also occur, as may eye and ear symptoms. Those generally resolve rapidly without treatment.

## Annex D – Towing Trailers

### INTRODUCTION

There were several instances in 2007 where rowing club trailers (not Gig Clubs) were pulled over and inspected by the Police and Department of Transport officials, in one case a driver was fined and his license endorsed as the trailer was not roadworthy nor loaded correctly. In addition, as the trailer was impounded, the club concerned did not make the event. Driving licence checks will be carried out to ensure that those towing gigs have the necessary endorsement on their licence allowing them to tow. As a result the following information is provided.

All operation of a motor vehicle with/without a trailer on the highway is covered by legislation. The principal legislation referred to here will be **THE ROAD VEHICLES (CONSTRUCTION AND USE) REGULATIONS 1986** and is coded '1986 No 1078'. This will be referred to in the text as the (C&U). Lighting is covered by **THE ROAD VEHICLES LIGHTING REGULATIONS 1989 coded '1989 No 1796**. This will be referred to in the text as (RVL). These publications are available from the H.M.S.O., London, or one of the branch offices, or can be ordered from any good bookseller. If you transgress, do remember that ignorance is no plea in the eye of the law. The driver is the person immediately responsible. Should the offence happen with a club owned trailer or tow vehicle, then the club could also be charged; usually in the person of the club secretary. This is specifically stated in the regulations covering forward and rearward projection: *"no person shall use or cause or permit to be used"* (Reg 82 para 7 C&U).

### GENERAL

#### Hitching Up

Do not give yourself a hernia by lifting the trailer nose up and aiming it on to the tow ball, follow this procedure:

- Raise the coupling above the tow ball by winding the jockey wheel down.
- Persuade some trusting individual to stand by the trailer coupling and hold his/her hand above the coupling at a height that is visible through the rear window and reverse slowly to get the tow ball close to the coupling.
- Swing the trailer front to align the two parts and wind the jockey wheel up to engage and lock. It is good practice to wind the jockey wheel down to lift the rear of the car up a little to check that the coupling is fully engaged and locked.
- Now wind the jockey wheel fully up and reclamp the unit as far up as possible.
- Attach the breakaway chain or cable to the tow bracket or to the hook (if fitted), but not round the tow ball neck – this is not a secure fixing.

- If the coupling is of the old type with a hand-operated reversing catch, make sure this is not engaged before you drive off. Modern couplings are automatic.

## Weight

All boat trailers must be braked. The maximum permitted weight of a trailer with overrun brakes is 3500 kg. This is the maximum permitted legal loaded weight, i.e. trailer and load of boats (Reg 75 C&U). However on a single axle trailer the likely limit on maximum weight will be set by the load carrying capacity of the tyres (see the section on tyres).

The relationship between the weight of the trailer and the towing vehicle is usually quoted as a percentage. The weight of the towing vehicle (referred to as kerb side weight) can be found from a) vehicle handbook, b) vehicle technical manual or information or c) on some vehicles (particularly of continental manufacture) the vehicle information plate (usually found in the engine compartment).

To find the gross trailer weight, add the weight of the unladen trailer (should be shown on the trailer information plate, together with the maximum laden weight) and the individual weights of the boat sections, oars and riggers. Alternatively take the laden trailer to a public weighbridge.

The loaded trailer should be nose heavy i.e. it should exert a downward force on the tow ball of the towing vehicle of 50–75 kg. The exact recommended weight for your vehicle can be obtained from your handbook, the manufacturer's information or the Caravan Club publish a data list which includes 'nose weight'. To check the actual trailer nose weight, use the bathroom scales (protected by a piece of wood, unless you like greasy feet) under the trailer coupling. Alternatively use a proprietary nose weight indicator obtainable from a caravan dealer. Some boat trailers have the recommended nose weight shown on the plate. If you are not very experienced, use a trailer/tow vehicle weight ratio of around 85%. It is possible to go to 100% with experience and care.

If using a specialised tow vehicle e.g. Land Rover or goods type vehicle, it is possible to tow a trailer in excess of the tow vehicle weight. However the manufacturer's recommendations should be observed and care taken not to create a danger.

When looking at weights do keep in mind the weight carried by the towing vehicle and do not overload by agreeing to carry three senior men who are all six foot and their kit, as well as towing the boat trailer. The 'Tow Weight' figures as shown above are taken from the manufacturer's figures and these refer to two passengers. If you carry more than this then deduct the extra 'in car' load from the recommended 'Tow Weight'.

When loading the trailer do remember to put the heavy sections on the lower tiers and the lighter sections on the upper tiers, e.g. sculling boats. This will help keep the centre of gravity lower and improve the stability; most

trailer accidents involve overturning. The most common cause of poor stability is incorrect loading. Caravan magazines such as 'Practical Caravan' publish regular features on towcar choice, listing kerb weight, 85% weight, towing factor and a ready reckoner to assist in the choice.

## Towing Speed

Trailer being towed by a passenger or goods vehicle, combination not exceeding 7.5 tonne:

Motorway/Dual Carriageway 60 mph

Other Roads 50 mph

Do remember – a trailer may NOT be towed in the outer (overtaking lane) of a three or four lane motorway. If you overtake a slower moving truck, you may notice that the driver flashes his headlights when you are safely in front. This is to indicate that you are clear to return to the inner lane. The polite response is to flash your tail lights. This form of signalling is not found in the 'Highway Code' but is normal practice for heavy vehicle drivers. Extend the same courtesy when you are overtaken by a HGV.

## Tyres

These must have a minimum speed rating of 100 kph (62 mph); Speed Symbol–J Remoulds did have a minimum rating of 70 mph; modern remould tyres carry speed rating symbols as per new tyres. Tyre construction can be either radial or cross-ply BUT must not be mixed on the same axle.

Tyre loading – Maximum as marked on the tyre at the stated pressure. See diagram and chart in the Technical section.

Tyre pressures – See below for some examples for trailers. Check with your vehicle handbook or if no information available increase by 0.3–0.4 bar (4–6 psi). Always check pressures cold.

The same legislation applies to trailer tyres as to car tyres. Reg 27 C&U, a tyre is unsuitable if:

- a. Not so inflated as to make it fit for use.
- b. Has a cut in excess of 25 mm, or 10% of the section width whichever is the greater, on the outside of tyre deep enough to reach the ply or cord.
- c. Has any lump, bulge or tear caused by separation or part failure of the tyre structure.
- d. The tyre has any ply or cord exposed.
- e. A minimum tread depth of 1.6mm for at least three quarters of the breadth and round the entire circumference with visible tread pattern on the remainder.

If you have any doubts, ask your local tyre dealer to check them. If the tyres are not street legal then remember each tyre is a separate offence.

**Example**, a tyre marked '155 R 13 81S' – Maximum load 462 kg at 2.5 bar (36 psi), this would limit a single axle trailer to a maximum all-up weight of 924 kg (2033 lb).

A conventional car type tyre has a 4 ply rating, a 'reinforced' tyre would have a greater pressure and load capacity.

A '155 R 13' reinforced would have an axle rating of 1045 kg (2303 lb) at a pressure of 2.9 bar (42 psi).

A '195 R 14 PR6' (Transit type) would have an axle rating of 1785 kg (3937 lb?) at a pressure of 3.75 bar (54 psi).

A way of increasing the load carrying capacity is to use a twin axle close-coupled layout, thus the total load capacity is four times that of a single tyre.

If you are unsure of the correct pressure ask your local tyre dealer.

It is good practice to mark the tyre pressures on the wheel arch above the tyre, then anyone who uses the trailer can easily find the required pressures. Use contrasting car paint touch-up stick or small stick-on lettering protected with spray varnish.

## **Tow Vehicle Rear Suspension**

Excessive deflection can affect towing stability and create problems such as headlamp alignment. This deflection can be caused by 1) low rear spring rate, 2) overloading of the towing vehicle, 3) excessive nose weight of trailer or 4) large vehicle tail overhang (the distance between the rear axle and the tow ball). There are a number of proprietary rear spring stiffening aids on the market where excessive rear deflection is caused by (1) or (4). For (2) and (3) take the necessary steps to prevent the problem.

## **Stabiliser**

A good stabiliser can make a car/trailer combination much more stable and easier to handle on the road. Caravan centres will stock and advise on the latest types of stabiliser. However if the combination has poor stability then a stabiliser will only mask the problem which can re-emerge at higher speed.



## Rear View Mirrors

All motor vehicles now have one internal and one external offside mirror. If the internal mirror is blocked then it should have external mirrors offside and nearside. A boat trailer is more open than a caravan and the standard car interior rear-view mirror will often give a reasonable rear view. However it is recommended that extended caravan tow mirrors be used where necessary to obtain a view down the side of the trailer and obviate blind spots. Remember the mirror should not be more than 200 mm wider than the trailer (Reg 33 C&U) and when the tow vehicle is driven solo the extra mirrors should be removed or folded back.

## Brakes

Reg 18 C&U states that “Every part of every braking system and of means of operation thereof fitted to a vehicle shall be maintained in good and efficient working order and be properly adjusted”.

	<u>Main or parking</u>	<u>Secondary</u>
Efficiency–Minimum required for MOT test	50%	25%

If a vehicle only reaches the above minimum, there is probably a fault. The parking brake should be capable of holding the combination on a gradient of at least 18% (1 in 8.33).

Do remember to disengage the reversing catch (brake disabling lever) in normal use and to use the breakaway chain or cable. Most modern tow hitches have an automatic reversing catch. The breakaway chain is attached between the tow vehicle and the trailer handbrake and, in the event of the trailer becoming disconnected on the road, the chain applies the trailer handbrake. If the trailer is left on the roadway disconnected from the tow vehicle, it requires the handbrake applied or at least one wheel chocked or prevented from rotation (Reg 89 C&U).

## Power to Weight Ratio

There are no hard and fast rules covering this. As a guide, a 1.5 litre petrol engine should be capable of towing a trailer of 85% of the tow vehicle weight, and above 1.5 litres should be capable of 100%. In general diesel engines have a lower power output than an equivalent size petrol engine.

## Lights

When the trailer is coupled check the correct operation of the lights; remember that all lights “must be clean and in good working order” (Reg 23(1) RVL). See the Technical section for detail on lights.

### **Forward and Rearward Projection**

Read the separate section on projection; please note that this only applies to Great Britain. Where the projection exceeds 1.00 m, it MUST BE MARKED, i.e. visible from side or rear in the case of rear projection and side or front in the case of front projection. In daylight use coloured rag, red/white plastic warning tape or make a small red/white warning triangle to display. During the hours of darkness the rear projection requires a red rear tail light and a red reflecting device within 1.00 m of the end of the rear projection. In the case of a front projection exceeding 1.00 m a white light and white reflecting device within 1.00 m of the extreme end of the projection.

Some boat builders and boat accessory suppliers can provide suitable lights and clamp. Some boat trailers come with the rear light board on an extension frame which can extend the ‘trailer’ and eliminate or reduce the projection to the required amount. However the maximum length of the ‘extended’ trailer would still have to comply with the length requirements shown in the projection explanation at the end of the Technical section, i.e. 7 m.

Please note that the overall length does not include the draw-bar (definition Reg 3(2) C&U). The total length of the trailer from tow hitch to extreme end is referred to as ‘shipping length’.

### **Maintenance**

The trailer needs to be maintained in the same way as any motor vehicle, probably more so since they will often be stored out of doors in all weather for most of the year. Wheel bearings, brakes, tyres and lights need checking particularly at the start of the summer regatta season, to ensure that the trailer is street legal. It is uncommon that the tyres will wear out quickly due to road use, the more likely cause of deterioration is the exposure to ultra violet light. This causes surface cracking of the rubber. Good caravan practice is to store the wheels in the garage when not in use for a prolonged period.

### **Insurance**

This can be considered in three parts, Tow Vehicle, Trailer and Boats.

Tow Vehicle – Make sure that your standard insurance is valid for trailer towing, check with your broker.

The towing of a caravan or trailer is an offence if the policy expressly forbids this use (Robb v McKechnie 1936). If the vehicle belongs to the club it would be good practice to place a photocopy of the insurance certificate in a plastic envelope in the vehicle.

Trailer – The insurance would normally be covered by the club; the minimum cover being “Third Party”. This will provide cover against damage to another person or property i.e. the third party. It would be good practice where several people may be towing the trailer to place a photocopy of the certificate on the club notice board or some other prominent place so that everyone concerned is aware that the insurance is current.

Boats – As with the trailer this will fall into the club area of responsibility. This is a specialised area where boats can be insured at different levels e.g. written down value, river or sea use only; agreed valuation as per club schedule; replacement value. Most clubs would have a flexible approach to their fleet with boats being insured according to their value to the club. Whilst one hopes that accidents will never happen it is bad practice and poor stewardship to under-insure the boat fleet, particularly those in regular transit to regattas.

The driver of the tow vehicle is held responsible for the insurance of the road vehicle – in this context vehicle and trailer. The club, usually in the person of the secretary, may also appear in court should the law be broken. The onus is on the driver to produce any documents and prove to the police that insurance is in force.

## **On the Road**

It is (or should be) the collective responsibility of the individual crew who load their boat on to the trailer to ensure that it is correctly loaded and secured. The driver should then check the loading of the trailer before he/she sets off.

When you first set off on a journey it is good practice to stop after a mile or two and check the security of the load; it is surprising how the various ties and fastenings loosen off with the vibration of the journey. Once the adjustments are made that usually solves the problem, but you will see truck drivers always rechecking their loads before starting the next leg of the journey. If the professionals do it, why not you? Be considerate to other road users. When towing, everything takes longer, allow more time for accelerating, overtaking and braking, make more use of the mirror. Read the road ahead and behind, look out for the effects of side winds from overtaking vehicles (a large vehicle will first push the combination to the left and then, as it gets about halfway past, will suck it to the right), cross winds from bridges etc. on exposed roads particularly on motorways. Do not let the speed build up going down hills, this will help to reduce the possibility of snaking. If the combination does snake, ease off, try not to brake, slow down gently. If you have to brake, do so gently, do not accelerate. Road hazards such as roundabouts should be taken at a lower speed than when solo – remember that the centre of gravity of the trailer will be higher above the ground than a conventional car and this means it is less stable and more liable to overturning if you treat a roundabout as a Brands Hatch chicane.

Ensure that all braking is done in a straight line, i.e. do not go into a corner and then brake; estimate the required speed and complete your braking before the actual corner. Going round corners, roundabouts, etc, keep in mind the much greater length of the combination and allow a greater turning circle, since the trailer will tend to follow a tighter curve than the tow vehicle.

Practise smooth safe driving. For example, if you decide to overtake and swing out as you might when driving solo then there is every possibility of a degree of swing appearing. You must take the move slower and ease the vehicle out as opposed to swinging it out.

## TECHNICAL

### Weight

In addition to the comments in the general section there are other more detailed considerations concerning the weight of the outfit. The other restriction affecting weight is the application of the 'O' Licence Regulations. These state "All goods vehicles and vehicle combinations used for the carriage of goods in connection with a trade or business and which exceed 3.5 tonnes gross plated weight or, if unplated, 1525 kg unladen, the weight of any trailer not more than 1020 kg unladen being discounted", shall require the holding of an 'O' Licence.

A restricted 'O' Licence is for "own account activities" i.e. the carriage of your own goods as opposed to "hire or reward". Transport Act 1968, sections 60–94. Since rowing clubs are not in business in this sense, these regulations should not affect normal operation of boat trailers.

### Tyre marking

<p>155 R 13 76 S</p> <ul style="list-style-type: none"> <li>└─ Speed symbol</li> <li>└─ Load index</li> <li>└─ Nominal rim diameter (inches)</li> <li>└─ Construction type, Radial</li> <li>└─ Tyre width (mm)</li> </ul>	<table border="0"> <thead> <tr> <th style="text-align: left;">Speed symbol</th> <th colspan="2" style="text-align: center;">Speed</th> </tr> <tr> <th></th> <th style="text-align: left;">mph</th> <th style="text-align: left;">km/h</th> </tr> </thead> <tbody> <tr><td>J</td><td>63</td><td>100</td></tr> <tr><td>K</td><td>69</td><td>110</td></tr> <tr><td>L</td><td>75</td><td>120</td></tr> <tr><td>M</td><td>81</td><td>130</td></tr> <tr><td>N</td><td>87</td><td>140</td></tr> <tr><td>P</td><td>95</td><td>150</td></tr> <tr><td>Q</td><td>100</td><td>160</td></tr> <tr><td>R</td><td>105</td><td>170</td></tr> <tr><td>S</td><td>113</td><td>180</td></tr> <tr><td>T</td><td>118</td><td>190</td></tr> <tr><td>U</td><td>125</td><td>200</td></tr> <tr><td>H</td><td>130</td><td>210</td></tr> </tbody> </table>	Speed symbol	Speed			mph	km/h	J	63	100	K	69	110	L	75	120	M	81	130	N	87	140	P	95	150	Q	100	160	R	105	170	S	113	180	T	118	190	U	125	200	H	130	210
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## Lights

Obligatory lights (minimum requirement). Schedule 1 Table VI of the Road Vehicles Lighting Regulations 1989 gives the light detail and indicates the various schedules giving the dimensional detail. If a date is quoted it refers to the date of manufacture of the trailer. In simple terms it is not permissible to show a red light to the front or any other colour than red to the rear (a light includes any reflecting material). The exceptions to this statement cover direction indicators.

Front position lamp (commonly called side lights). Required for trailers whose width is in excess of 1600 mm. Maximum distance from outer edge – 510 mm pre 1/10/85; 150 mm post 1/10/85. Maximum height – 1500 mm. If this is not possible, then 2100 mm.

Front retro reflector. Required for trailers constructed after 1/10/90. Two, matched pair, white. Maximum distance from edge – 150 mm. Minimum separation – 600 mm; or, if trailer is less than 1400 mm wide, 400 mm. Minimum height – 350 mm. Maximum height – 900 mm; or, if not possible, 1500 mm.

Side marker lamp. Required where trailer is in excess of 9.15 m length, excluding drawbar, and pre 1/10/90. One lamp required within 1350 mm (front or rear) centre point of trailer. The lamp to be of the combined type showing white forward and red to the rear. Post 1/10/90, for trailers in excess of 6.00 m length, excluding any drawbar. Colour – amber. Maximum distance from front (including any drawbar) – 4.00 m. Maximum distance from rear – 1.00 m. (This lamp may be coloured red). Maximum separation between lamps – 3.00 m.

Side retro reflector. Required for trailer in excess of 5 m length, excluding drawbar. Colour – amber, shape shall not be triangular. Pre 1/10/85, two either side. Maximum distance from rear – 1.00 m. (This reflector may be red). Second reflector – towards centre. Minimum height – 350 mm. Maximum height – 1500 mm. Post 1/10/85. Maximum distance from front (including any towbar) – 4.00 m. Maximum distance from rear – 1.00 m. (This reflector may be red). Maximum separation between adjacent reflectors – 3.00 m. If this is not possible, then maximum of 4.00 m.

Direction indicators. Required for trailers manufactured after 1/9/65. Fitted at rear. Maximum distance from outer edge – 400 mm. Minimum height – 350 mm. Maximum height – 1500 mm; or, if not possible, 2300 mm. A telltale is required to indicate failure of an indicator bulb, including trailer. Flash rate will be 60–120 per minute.

Rear position lamp (usually called tail light). Maximum distance from outer edge – 800 mm pre 1/10/85, 400 mm post 1/10/85. Minimum height – 350 mm. Maximum height – 1500 mm; or, if not possible, 2100 mm.

Stop lamp. Positions as for tail lamp, i.e. buy proprietary combined stop/tail/indicator light units.

Rear registration plate. At least one light capable of adequately illuminating the rear registration plate. Please note that the registration plate must be the same type as that on the tow vehicle, i.e. if the tow vehicle has a black on reflective yellow number plate, then the trailer must have the same style plate.

Rear retro reflector. Basic red reflector usually combined into rear lamp unit, plus two red 'trailer triangles', which will be symmetrical and maximum distance from outer edge – 400 mm post 1/10/85, 610 mm pre 1/10/85. Minimum height – 350 mm. Maximum height – 900 mm post 1/10/85, 1525 mm pre 1/10/85.

Rear fog lamp. Required for trailers manufactured after 1/4/80. Number required – one, on centre or towards off side. Minimum height – 250 mm. Maximum height – 1000 mm. Separation from stop light 100 mm minimum. Must have telltale to indicate use and, as with a normal vehicle, only be used in conditions of "seriously reduced visibility". If two fitted, must be a matched pair.

Rear marking. 'Long vehicle plates'. Exemptions – trailer manufactured before 1/8/82 and with an unladen weight of less than 1020 kg; trailer of gross weight less than 3500 kg; and trailer constructed to carry one or more boats.

End outline marker lamp. Required for trailers in excess of 2.1 m wide and manufactured after 1/10/90. Number required – two visible from front and two from rear. Lights on one side may be combined to form red/white unit. Maximum distance from edge – 400 mm. Vertical distance to suit lateral placement and to form a matched pair.

## Basic Definitions

- **Kerbside weight** – Weight of vehicle with full tank of petrol but no passengers or luggage. Can be found in your driver's handbook or from the vehicle information plate.
- **Tow weight** – The gross weight of a braked trailer, i.e. trailer and boat.
- **Gross train weight** – Total weight of laden vehicle and trailer.
- **Gross vehicle weight** – Maximum total weight of laden vehicle.

The following diagrams show the loading of trailers:



Insufficient nose weight



Excessive nose weight



Correct car/trailer balance

## Annex E – Accident/Incident investigation and reporting

The formal accident/incident reporting procedure within the Association.

The purpose of conducting investigations is to establish the facts and to prevent a similar occurrence from happening in the future. Its purpose is not to establish blame but to learn from the situation, by reporting the matter to the association the CPGA Safety Officer can offer professional advice to the club concerned regarding the investigation process and the CPGA Committee will ensure that procedures to prevent a recurrence can be issued to all member clubs so that the sport becomes safer for all.

Examples of occurrences that are to be reported to the CPGA are:

- Capsize or falling out of boat through: inexperience, contact with another boat, contact with other object, equipment or boat failure
- Collision through: contact with static object, moving object, navigation issue, poor visibility or lighting
- Swamping through: rough water, collision with other boat, collision with other object, wash Injuries sustained during rowing
- Health related: manual handling, respiratory, hypothermia, heat stress, water-borne disease
- Equipment failure: seats/feet, steering equipment, oars, safety/coaching/rescue launch, throw lines, trailer etc
- Major injury whilst Land training due to: weight training, circuit training, running, cycling, indoor rowing, slips/trips
- Behaviour: vandalism/violence

The attached form needs to be completed as soon as possible after the incident and should be emailed to the CPGA Secretary and CPGA Safety Officer within 48 hours of the incident.

A full Incident Investigation then needs to be undertaken by the Club concerned and a full copy of the resultant report sent to the CPGA Secretary and CPGA Safety Officer within 4 weeks of the incident.



The Investigation Report must contain:

- A detailed summary of the incident, including date, time, names of boats and crew members, and light, wind and stream conditions.
- A sketch, showing boats, obstructions, direction of travel and stream.
- Statements by those involved and by witnesses in other boats or on the bank.
- If the accident requires first aid treatment then the name of the first aider should also be recorded, and the treatment given.
- Details of Hospitals, doctors or any other agency, involved.
- The report should be signed and dated by the Safety Adviser and an Officer of the Club. The CPGA reserves the right to undertake their own investigation if deemed appropriate by the Committee.

## CPGA Accident/Incident report form

**Name of club:**.....

**Name and contact details of person in charge of session/competition**

**Site where incident/accident took place**

**Date of incident/accident**

**Name(s) of injured person(s)**

**Address of injured person(s)**

**Nature of incident/injury and extent of injury(ies)**

**Give details of how and precisely where the incident took place.**

*Describe what activity was taking place, for example training/game/getting changed.*

**Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).**

**Were any of the following contacted?**

Parents/carers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ambulance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Coastguard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
RNLI	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**What happened to the injured person following the incident/accident? E.g., carried on with session, went home, went to hospital etc.**

**All of the above facts are a true record of the accident/incident**

**Signed:**

**Date:**

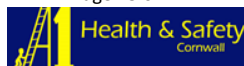
**Name:**

*In the event of an accident occurring through insufficient training or faulty equipment, follow up action is to include the completion of risk assessment form*

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