

# 1 Job Descriptions :: SAFETY AND WELFARE

## 1.1 General Notes for all in Safety and Welfare Team

- 1.1.1 Communication with the Safety Adviser, race monitors and other officials will be by radio or mobile phone.
- 1.1.2 In an emergency radio users will be instructed to use the PAN PAN emergency call procedure described on the radio protocol page. All communications not associated with the incident should cease until the Safety Adviser gives the all clear. (Although we will do our best not all our volunteers may be familiar with this procedure).
- 1.1.3 Launches must maintain low speed on the water unless there is an emergency because rowing boats are easily disturbed and other river users are, as you know, sometimes very sensitive.
- 1.1.4 If a collision, capsized or near miss is witnessed everyone who witnesses it must report it to the Safety Adviser and as soon as possible go on line and complete the British Rowing incident report. This can be found at: <https://incidentreporting.britishrowing.org/> You do not have to log in as a British Rowing member to do this.
- 1.1.5 It is the duty of everyone**EVERYONE** who witnesses an incident to report it – even if there is no injury or damage.

## 1.2 Job Description : Safety Adviser

- 1.2.1 You will be based either at the bottom bridge or in Bay 1 of the Avon County boathouse
- 1.2.2 You are responsible for advising the Race Manager about any matters regarding the safe running of the event, including giving the authority to start [launching and](#) racing. You are a member of the Race Committee.
- 1.2.3 Please check that throw lines and thermal blankets are available near the rafts and that the raft marshals know where they are.
- 1.2.4 You will need to record the mobile phone number(s) of the 1st Aid crew when they arrive and show them where to park, and instruct them in the safety procedures to be followed. They will be based [either up](#) in the club room [or at the bottom of the stairs just inside the entrance door.](#) ~~but~~They will need guidance as to where to park their vehicle. Please assist them if they need to attend an incident away from the boathouse.
- 1.2.5 You will need to record the mobile phone numbers of the Safety Boat crews and instruct them in the safety procedures to be followed.
- 1.2.6 The official i/c course preparation will report to you when he has completed his inspection.
- 1.2.7 There will be NO safety briefing for the steers people. Any instructions should be displayed on the notice board below the Avon County balcony.
- 1.2.8 Before each division is allowed to launch ensure the safety boats are ready before telling the Traffic Controller to allow crews to launch. When they require a break please ensure that one boat is always manned and on the water.
- 1.2.9 You are responsible for co-ordinating the response to any incident.
- 1.2.10 You are responsible for ensuring Welfare Officer is involved where his contribution is appropriate.
- 1.2.11 The Personnel Manager has food vouchers for the 1st aiders and Rescue Boat crews.
- 1.2.12 Collect the BR Safety report form from the 1<sup>st</sup> Aiders and BR Control Commission forms from the Commission Umpire or Race Manager. They should be returned to the Regional Safety Adviser ASAP.

## 1.3 Job Description : First Aid

- 1.3.1 First aid services will be provided by St John Ambulance and will be based in the club room [building](#).
- 1.3.2 If first aid is needed at a location other than the club room [building](#), you will be contacted by an official.
- 1.3.3 At the beginning of the session you should be given and Official British Rowing report form for use during the day. This needs to be returned to the Safety Adviser at the end of the day.

## 1.4 Job Description : Welfare Officer

See welfare plan.