



# **Normal Operating Procedures And Emergency Action Plan**

## **Dragon Boating**

## Contents

<b>Background information .....</b>	<b>3</b>
<b>The Venue .....</b>	<b>3</b>
<b>Water Safety Provider .....</b>	<b>3</b>
<b>Key Contacts &amp; Responsibilities.....</b>	<b>4</b>
What is a Dragon Boat? .....	4
Procedures for Dragon Boat Training .....	4
Safety Checks.....	4
Job Roles.....	5
On the Day Safety Officer .....	5
Dragon Boat Helms. ....	5
Newly Qualified Helms .....	5
Trainee Helms .....	6
Coach.....	6
Training & Competition Practice Areas. ....	6
Training Sessions requirements.....	7
Before the Session .....	7
Conduct a 'Safety Brief' .....	7
Commands in the Boat.....	8
During the Session .....	9
Injury or accident .....	9
End of the Session .....	9
To qualify as an MWBC authorised Club Boat Coach .....	9
Identification of Hazards/ Risk Assessment.....	10
Racing Procedures MWBC. ....	12
RULES OF RACING.....	12
<b>1. Emergency Action Plan .....</b>	<b>17</b>
COLLISIONS – not resulting in a capsized boat.....	21
CAPSIZES.....	21
RIGHTING THE BOAT ~ the Helm will control this action	<b>Error! Bookmark not defined.</b>
SWAMPING.....	22
SELF RESCUE - Swimming to shore .....	22
DRAGON BOAT RESCUES. ....	22

## INTRODUCTION

The aim of this document is to provide a detailed overview of how each session will be operated and how incidents will be managed that can be easily understood.

This is a blueprint for delivery that can be applied in the event of someone having to deputise for the regular organiser/session leader.

The document is split into three sections:

**Section One: Normal Operating Procedures** - this section provides background information in relation to the venue and the activity as well as describing how safety will be managed routinely.

**Section Two: Emergency Action Plans** – this section describes the action that will be taken in the event of a foreseeable incident.

**Section Three: Appendices** - this section contains the risk assessment for the activity and other supporting documents referred to in the main document and/or risk assessment.

## **Background information**

### **The Venue**

Manvers Lake is operated by Manvers Lake and Dearne Valley Trust. The dragon boat activities are managed through:

Manvers Waterfront Boat Club  
The Boathouse  
Station Road  
Wath upon Dearne  
Rotherham  
S63 7DG

The Sat Nav postcode for the venue is S63 7BU Tel:- 01709878984

What 3 words: ///paddle.readjust.reminder

The lake has good facilities including access road, car park, boathouse, toilets, showers, café etc.

### **Water Safety Provider**

The water safety provider is the club volunteers (see below)

These are: -

- RYA Powerboat level 2 Helm equipped with first aid kit and safety torpedo float.
- Inflatable safety raft.

## **Key Contacts & Responsibilities**

Chris Hawkesworth: Dragon Boat Section Co-ordinator, Director and Club President  
Contact: [chris.hawkesworth@manverslaketrust.co.uk](mailto:chris.hawkesworth@manverslaketrust.co.uk)  
Qualification: Basic Helm and Centre Coach

Mark Benton: Director and Club Chair  
Contact: [mark.benton@manverslaketrust.co.uk](mailto:mark.benton@manverslaketrust.co.uk)  
Qualification: Basic Helm and Centre Coach PUK Level 3 Coach, RYA Power Boat Driver and RLSS Lifeguard

Gavin King: Club Support Officer  
Contact: [gavin.king@mwbc.org.uk](mailto:gavin.king@mwbc.org.uk)  
Duties: Club Secretary  
Qualification: Basic Helm and Centre Coach PUK Level 3 Coach, RYA Power Boat Driver and RLSS Lifeguard

John Handyside: Technical Consultant  
Qualification: BDA Level 4 Coach

## **What is a Dragon Boat?**

A dragon boat is a long displacement boat of an open design, which is a paddled watercraft. On all dragon boats, there is a dragon's head at the bow, a dragon's tail at the stern and decorative dragon scales along both sides of the boat. A long paddle or steering oar at the stern is used to steer the boat.

Traditional dragon boats can vary in size from the very small – 3m, to the extremely large – over 30 metres (90') in length. However, most of the dragon boats that are raced today are between 9m (30') and 12m (40") (long. The weight of a Dragon Boat is about 1/4 of a Metric Tonne

## **Procedures for Dragon Boat Training**

### **Safety Checks**

#### **Boat**

All dragon boats shall be equipped with a minimum amount of emergency equipment to help facilitate a rescue in the event of a paddler overboard or a boat capsizing or swamping.

The boat Helm (steerer) must check all equipment prior to each training session. Ideally each boat will have:

- a **throw bag** located in the stern of the boat to assist a paddler falling overboard. Helms must be familiar with its use.
- A **bailer** located in the stern of the boat near the Helm, to be used in the event of swamping or the boat taking on a large amount of water.
- A **painter** at the bow and the stern, adequate to tow a boat full of water (the safety boat will carry a rope adequate to tow the Dragon Boat should it be necessary to tow it using the safety boat).

The Helm or Coach **will** have a whistle attached to their person, either on their personal flotation device (PFD) or wrist, to signal for emergency assistance in the event of a crew member overboard, collision, medical emergency, a boat swamping or capsizing.

### **Safety Boat**

The safety boat must be on the lake and manned by a RYA Level 2 Power boat helm, as the minimum and the rescue sled must be attached to the safety boat. There are separate operating procedures for the safety boat that should be adhered to, which are separate to these operating procedures. There should be sufficient space in the rescue craft(s) for all personnel in the dragon boat.

### **Radios**

Radios need to be carried by either the dragon boat Helm or Coach on the lake and the Helm of the safety boat. A safety briefing should be carried out immediately before going onto the water.

### **Moving the Boat**

Four crew members will be nominated to move the dragon boat. These will be wearing Hi-Vis vests to ensure they are visible. One will be the designated 'driver' and all commands are to be given by the driver.

Before trying to move the dragon boat, the four nominated people will ensure it is correctly positioned on the dolly for transportation.

Launching the boat will be via the slipway and then pulled round to be positioned appropriately at the side of the lake. Any person having to enter the lake must be appropriately dressed according to the temperature of the water. Waders are provided by the club for use.

### **Job Roles**

#### **On the Day Safety Officer**

The Safety Officer will be a qualified National Governing Body (NGB) Centre Coach or Level 2. Each time a dragon boat is on the water, a Safety Officer must be present, either on the boat itself, or at the lake and contactable. In the event of an emergency, the Safety Officer has the overall responsibility to ensure the safety of all personnel on the boat.

#### **Dragon Boat Helms**

All dragon boat Helms will be appropriately qualified. The NGB 'Basic Helm' award is the recommended minimum level helms should obtain. The Helm is responsible for steering the dragon boat and the safety and comfort of the paddlers on the water. They will provide basic commands to the paddlers such as starting and stopping the boat as well as running basic sessions for beginners.

#### **Newly Qualified Helms**

When a Helm has newly qualified, they need to gain on-water experience before being allowed to take a dragon boat out without a Centre Helm or higher also on board as a supervisor. It is recommended that they accrue a minimum of 5 hours of helming for this experience. If, after

this time, the Helm feels capable of taking the boat out without supervision, they may do so. However, if the Helm does not feel confident after 5 hours of helming, supervision can continue until they feel ready.

## **Trainee Helms**

There may be occasions when new trainee Helms practice on the lake. During these times, a Centre Helm or Level 2 Helm should be on the boat to mentor them. All paddlers should be informed that their Helm is in training and given the option to leave the boat if they do not wish to stay on it.

## **Coach**

The Coach of the boat is responsible for conducting the training session for the paddlers. They provide guidance on paddling techniques and ensure that paddlers remain in sync. However, if at any time the Helm needs to stop the boat, the Helms word takes precedence over the Coach.

## **Training & Competition Practice Areas.**

Picture A

The training area for the Club is indicated in Picture A below.



The more experienced crews wanting to practice 1500-meter lengths, are authorised to paddle past the islands.

The areas which are best for training new helms and novice crew is in full sight of the club house and not past the islands (unless on a windy day where the effect of the wind is lessened behind the islands as it is sheltered by the houses).

## **Training Session requirements**

### **Before the Session**

The boat Helm will carry out a risk assessment of the weather and water conditions, equipment and personnel at the venue. A radio is to be taken on each launched boat.

Before any club boat is taken onto the water, the boat Helm and Coach will consider the following:

- The boat should remain within 50 meters of the shore where and when practical.
- Wind, water, wave and weather conditions at the venue must be suitable for Dragon Boat paddling.
- Check if a safety boat is on the water.
- Inform the safety boat helm of your intended session duration and location.
- Be aware that during winter, it is possible to become hypothermic if exposed to the wind while in wet clothing.
- Inspect the condition of the boat to ensure all safety equipment is available and in good condition.
- Assess the physical condition of the paddlers, noting their experience and any possible health risks.
- All paddling should be done during daylight hours unless the boat is equipped with navigation lights. Without navigation lights, training programs must account for the time of sunset and finish practice before dark.
- **No paddling** should take place:
  - if thunder can be heard or lightening is seen the boat must return to the wharf and training is ceased and all paddlers must leave the boat. Paddling may resume 30 minutes after the storm has passed.
  - The lake is covered in thick fog with visibility less than 50 meters.
  - The air temperature is below 3 degrees.
  - The wind is above force 4 (sea horses – white capping waves visible on the lake).

### **Conduct a 'Safety Brief'**

A safety brief should be carried out immediately before going onto the water by the club boat Coach or Helm.

A safety brief does not address paddling technique, nor is it a coaching session. If necessary, those details should be demonstrated prior to talking about boat safety. Consideration needs to be given if the full Crew is regularly in attendance, however, if there is one new paddler on the Crew, a full safety brief must be given to all.

Important rules that **MUST** be adhered to:

- No person who has a smell of alcohol or drugs on their breath, or who seems to be impaired in any way, is allowed to paddle in a Club boat.
- No children under the age of 12 are allowed on the boats, unless by prior approval.
- All paddlers, Helms and anyone else on the dragon boat must wear a 'Personal Flotation Device' (PFD), a buoyancy aid, requiring swimming and other movements to

keep the user with airways free out of the water. The buoyancy aid must be kept on and fastened correctly during the on-water training. The PFD must meet the safety standard BS EN ISO 12402-7:2020.

- Identify all persons who have First Aid training.
- Identify any paddler who has a medical condition that may impact on their ability to participate in the session safely.
- Pair paddlers according to height, weight and experience and place in a line side-by-side.
- Explain that paddlers should board the boat one at a time, starting from the front of the boat and moving to the back.
- Explain that to board the boat, the paddler should step into the middle of the boat, not on the seat, and then sit down.
- Explain why it is necessary to keep hands OFF the gunwale beside the wharf.
- Explain the two main strokes for safety. These are 'Brace the Boat' (to help the boat with the balance) and 'Stop the Boat' (in case of emergency).
- Number off paddlers starting from front left then front right then second row left to the back of the boat. 1,2,3,4,..... If there is a Drummer they are number 1 and the first paddler would then be number 2. The Helm always has the last number. If any paddlers leave the boat, or new paddlers enter the boat, the paddlers must number off again.
- Explain that they are responsible for their seat buddy. The Drummer is assigned to the FRONT most pair of paddlers and the Helm to the REAR most pair of paddlers.
- When training has finished, instruct paddlers to leave the boat one at a time, starting from the front and moving towards the back.
- Explain what may cause the boat to swamp or capsize and instruct how to prevent it.
- Instruct the crew that in the event of a capsize everyone should try to maintain contact with their paddle, holding onto the 'T' piece in doing so. However, they must ensure that they stay with the boat rather than trying to retrieve a paddle.
- All paddlers must observe the safety rules and if at any time the boat Coach or Helm is concerned about the conduct of any paddler, that person must be taken back to shore.
- If the boat capsizes the boat Helm will ask the crew to number off (have the paddlers call their numbers again). Instruct that the boat Helm has the full authority on the boat.

## Commands in the Boat

The paddlers must be able to understand the starting commands. When in the boat on the water they are:

1. **Paddlers are you ready** - this is to gain the attention of the paddlers, anyone not ready at this stage should say something.
2. **Attention** - Get into the paddle position.
3. **Go** - Paddlers begin to paddle.

All Crew Members must know the NGB paddling commands:

- **GO** - Start to paddle



- **BRACE THE BOAT** - Hold the paddle out over the water with the blade flat on the surface to brace the boat laterally, this can be enhanced by asking the paddlers on each side of the boat, to lean outwards when placing the paddle on the water.
- **STOP PADDLING** - all paddling is stopped and the paddles are placed in the flat paddle position allowing the boat to continue to move slowly.
- **STOP THE BOAT** - The boat is stopped quickly by inserting the paddle into the water vertically and maintaining that position, when the boat has come to a standstill, then reverse strokes can be employed to move the boat away from the problem.

## During the Session

### Injury or accident

If an injury takes place during paddling the person(s) should be taken to the wharf as soon as possible, also radio for assistance from the safety boat if required.

It is believed the greatest possibility of injury is from a boat capsizing and accordingly it is better to manage the risk before this type of incident occurs in order to prevent injury. Other possible medical problems may be associated with a heart attack, which requires CPR be carried out - this is best done on the shore and not on the boat.

Minor cuts or bumps from paddles may also occur, but once again, this can be prevented through training before the paddlers get onto the water and by correct positioning of novice paddlers in the boat. Dependent on the severity of an injury, the situation may require the team be taken back to shore. For cuts, pressure should be applied to the general area to stop the bleeding.

All accidents and near misses should be reported via the Club website.

[Accident Report Form | MWBC](#)

[Near Miss/Incident Form | MWBC](#)

### End of the Session

At the end of the session the boat will be removed from the water using the four nominated crew members and the dolly. The crew will be wearing Hi-Vis vests to show they are moving the boat. All commands must be given by the nominated driver.

The boat will be removed via the slipway.

### To qualify as a Dragon Boat Club Coach

Coaches must hold a NGB level 1 coach award at a minimum or equivalent.

Complete a 'Swamping drill', This can be done in conjunction with the capsize drill. This is the most likely event to occur when on the water and the risk of this can be reduced by proper **RISK ANALYSIS** and consultation with other users of the water.

Dependant on the height and pitch (crest to crest distance) of the waves in the wind, the boat Helm needs to determine the best angle to avoid swamping or capsizing the boat. If the wind increases to a level above safe to take a boat out, then the lake closure policy must be used.

If caught out in high winds when waves are higher than normal, the Helm should ensure that the boat is at approximately 45 degrees and under paddle power OR that the boat is braced by the 'BRACE THE BOAT' command. The Helm should also be looking out for other boats in the area.

### **Identification of Hazards/ Risk Assessment**

Each body of water has its own risks and set of hazards. Some are visible above the surface of the water or just below it, others are invisible.

Effective risk assessment includes identifying each of these hazards and taking the appropriate steps to eliminate or reduce the risk they pose. If an identified hazard cannot be eliminated or the risk reduced, the training area should be positioned elsewhere.

#### **Hazards may include:**

**On water hazards:** buoys, other water users.

**Unseen, underwater hazards:** submerged rocks and logs, underwater cables, weeds, other submerged objects, swift currents.

**Litter hazards:** garbage, broken glass.

**Trip and slip hazards:** loading and unloading areas, slippery surfaces on the slip way.

#### **Wildlife**

**Environmental hazards:** lightning and stormy conditions, adverse weather and cold water conditions.

# MANVERS WATERFRONT BOAT CLUB

## DRAGON BOAT

### Racing Procedures



## Dragon Boating

## Racing Procedures - MWBC

### RULES OF RACING.

#### DUTIES OF THE RACE OFFICIALS

**The Chief Official.** The Chief Official shall act as the Chairman of the Competition Committee. The Chief Official shall observe and supervise the races and ensure that the Race Programme is followed and runs to time. The Chief Official shall fully brief all Race Officials before the start of the competition, regarding their duties and shall:

Decide on all matters arising from the actual event which are not dealt with in the regulations or Racing Rules.

The Chief Official shall be responsible for implementing the MWBC/NGB Safety Policy; Anti-Doping Policy and the Disciplinary Code and additionally may disqualify any crew or competitor who behaves improperly or shows contempt by bad conduct or speech towards the Race Officials or any other persons, including spectators.

**The Race Secretary.** The Race Secretary shall supervise the work of the officials in the Race Secretariat and assist the Chief Official in implementing the Race Programme by processing the race results and organising the draws for the intermediate rounds and finals as published. **In the event that changes have to be made to the order or format of the programme**, the Race Secretary will carry out this task in conjunction with the Chief Official and the Technical (Race) Director. The Race Secretary may be assisted by a number of Race Recorders.

**The Chief Boat Marshal.** The Chief Boat Marshal shall be responsible for the efficiency of the Crew Assembly and Boat Marshalling areas and shall direct the work of the Race Officials working in these areas. The Chief Boat Marshal shall:

- Confirm that the crews have been correctly called forward to the Crew Assembly Area.
- carry out any random checks, authorised by the Chief Official to confirm the identity of competitors.
- Record the number of competitors in each boat against the appropriate crew list and ensure that the composition of each crew is correct, for example the number of females in a mixed crew; no male Drummer in a women's crew.
- Call the crews forward from the Crew Assembly area to the Boat Marshalling area in sufficient time to ensure that all the crews in a race embark and reach the Starting Area in good time for their race.
- Ensure that all competitors who are using their own paddles have their paddles checked, by the Boat Marshals, to ensure that they are to the specification, if any, laid down for the competition.
- Check that all crew members are fit to race and if any competitor or crew is not fit, notify the Chief Official and ensure that they do not race.

**The Boat Marshals.** The Boat Marshals shall supervise the crews in the Crew Assembly area and ensure that all boats and equipment conform to the IDBF Boat Regulations and are compatible with all others in use at the competition. The Boat Marshals shall:

- Check that all boats and equipment are in good racing order before and after each race and that each boat has two spare paddles on board at all times.
- When race paddles are provided by the Organising Committee the Marshals shall ensure that a full set remains with each boat.
- Allocate crews to boats according to the Race Programme and ensure that the right crews are embarked in the right boats before the crews leave the embarking platforms.
- Check that crews are in their correct racing colours and that competitors do not strap or fix themselves into the boat in any way, unless prior authority has been given by the Chief Official.
- Ensure that each crew is embarked safely and that buoyancy aids are available and when necessary, worn by those that require them.

**Safety Officer.** The Safety Officer is responsible for all matters concerning the safety of the competing crews whilst they are on the water. The Safety Officer shall ensure that the following facets of safety have been planned and provided for:

- That an Event Safety Plan is made to cover emergency procedures and major incidents and that the details are communicated to all Crew Managers and Race Officials.
- That a suitable number of trained rescue personnel and properly equipped rescue craft are available.
- That personal floatation devices are available.
- That the arrangements for embarking and disembarking crews are suitable and adequate, for the number of competitors involved.
- That a water circulation plan and system has been established and included in the instructions issued to managers and officials.
- That a Crew information sheet is completed prior to a crew racing which records the details of known weak swimmers and any medical history, such as asthma, epilepsy, which may adversely affect a crew member whilst on the water. Such information may be annotated on a Crew List, held by the Chief Boat Marshall.
- To establish an effective communication system between the Safety Officer; the Safety Boats (rescue craft) and the Umpires' boats and to ensure that the correct rescue procedures are adopted in the event of a crew capsizing.

The Safety Officer shall be personally responsible for ensuring that a head count of crew members from a capsized boat takes place when the crew returns to land and before any of the rescue craft are stood down.

The Safety Officer shall attend all Managers' and Race Officials' meetings to brief those present on the safety systems and procedures in operation.

If immediately before or during the competition, a change in the weather, water conditions, or any other factor is deemed by the Safety Officer to pose a hazard to the health and safety of

the competing crews, they shall advise the Chief Official to postpone, delay or cancel one or more races, or the entire competition, until it is safe to race.

**Crew Responsibility.** It is the crew's responsibility to ensure that the dragon boat and its equipment are fully functional and water-worthy. Boats and equipment must be carefully checked before embarking. **The Race Organiser cannot be held responsible** for any boat or equipment failure once the crew has embarked and left the Boat Marshalling area.

**Movement up the Course.** After a crew has embarked, it must leave the boarding pontoon immediately and proceed directly to the start area. En-route crews must keep clear of the racing lanes and must not interfere with any race in progress. This includes moving down the course during a race until the crews racing have passed by.

**Note: Changes to Crew Numbers.** Once a crew has loaded into boat and left the boarding pontoon, changes to crew members or additions to the number of racers will not be permitted unless expressly agreed to by the Chief Boat Marshal before the boat leaves the pontoon.

**Recall by the Course Umpire.** The Course Umpire may interrupt a correctly started race if unforeseen circumstances occur, for example adverse conditions in one or more racing lanes resulting in boats being inadvertently swamped, a collision between two boats caused by the water conditions, or the breakage of a steering arm/oar that materially affects the whole race. This shall be done in the same manner as for a false start, even if the competing boats are more than 50 metres from the start line. In such circumstances, the Chief Official may order a re-run of the race, even to the extent of timed runs down one lane if time permits. If time does not permit, a count-back of the previous times recorded during the competition by the crew or crews concerned may be used.

**Correct Course and Clear Water.** The correct course for each boat is a straight line down the course or the middle of its marked racing lane, from the start line to the finish line. Crews are responsible for their steering and leave their racing lane or deviate from their line at their own risk. Even when crews are in their racing lanes or following a racing line, at least two (2) metres of clear water must be maintained around each boat. For the purpose of this rule, the boat includes the crews paddles and therefore the clear water is between paddle blade and adjacent paddle blade. Crews must give clear water when instructed by the Course Umpire. In races over 1000 metres, crews may deviate from their racing lanes or lines without penalty, providing they do not impede other crews and clear water is observed around each boat.

**Overtaking.** When a boat is overtaking another boat in a race, it is the duty of the overtaking boat to give clear water to the boat it is overtaking. Similarly, the boat being overtaken is not allowed to alter its course to make difficulties for the overtaking boat or boats.

**Collisions.** In the event of a collision between two (2) or more boats, the Umpires must report the circumstances to the Chief Official, who may disqualify the offending boat(s) or, if the result of the race has been materially affected, order one or more boats to re-race before the next round of the competition. If, in the opinion of the Chief Official, one or more of the crews involved could have avoided the collision by taking corrective action, for example **to stop paddling, but did not do so, then the crew or crews concerned will be disqualified from**

**the competition class concerned and may face disqualification from the whole competition.**

**Distress Signal.** If a crew is in distress, for example a crew member lost overboard, then the Drummer or Helm shall alert the Rescue Boats and Umpires by waving vigorously the red flags carried in the boat above head height. If no flags are available, the International Distress Signal shall be used: the arms shall be placed in the outstretched position (horizontal to the sides of the body) and then raised to the vertical position crossing above the head and returning to the horizontal position. This motion should be repeated until the rescue boats respond. A distress signal given by a crew without just cause will result in action being taken against the crew under the Disciplinary Code.

**Boat Swamping, Deliberate Capsizes.** If, in the opinion of the Chief Official, a boat has been swamped or capsized deliberately by its own crew or another crew during the course of a race, the Competition Committee may disqualify the crew or crews concerned from the competition. **Note:** If, in the opinion of the Chief Official, any racing manoeuvre by an overtaking crew or a lack of clear water between boats has endangered the safety of another crew or materially affected the result of the race, the offending crew shall be disqualified from the race.

**Boat Damage.** If in the opinion of the Chief Official, a boat has been damaged by its crew deliberately, or by another crew during the course of a race, the Competition Committee may disqualify the crew or crews concerned from the competition. In addition, on the recommendation of the Competition Committee, a fine may be imposed on the crew or crews by the Jury. If a Jury is not appointed, the Competition Committee may make such a recommendation to the Committee, who may also recover the costs of boat repairs from the crew(s) concerned.

**Turns.** When a race is run on a course with turning points, the buoys shall be passed to port (left) in an anti-clockwise direction. When more than one crew is making a turn, at the same turning point, then a crew on the outside line must leave room for a crew on an inside line. That is, clear water between boats must be seen by the Turning Point Umpire.

**Disembarking.** Once a crew has finished a race it must return immediately to the Boat Marshalling area and disembark. A crew is not released from the directions of the marshalling Officials until all members of the crew have left the Crew Assembly Area.

# MANVERS WATERFRONT BOAT CLUB EMERGENCY ACTION PLAN AND RISK ASSESSMENT





# 1. EMERGENCY ACTION PLAN

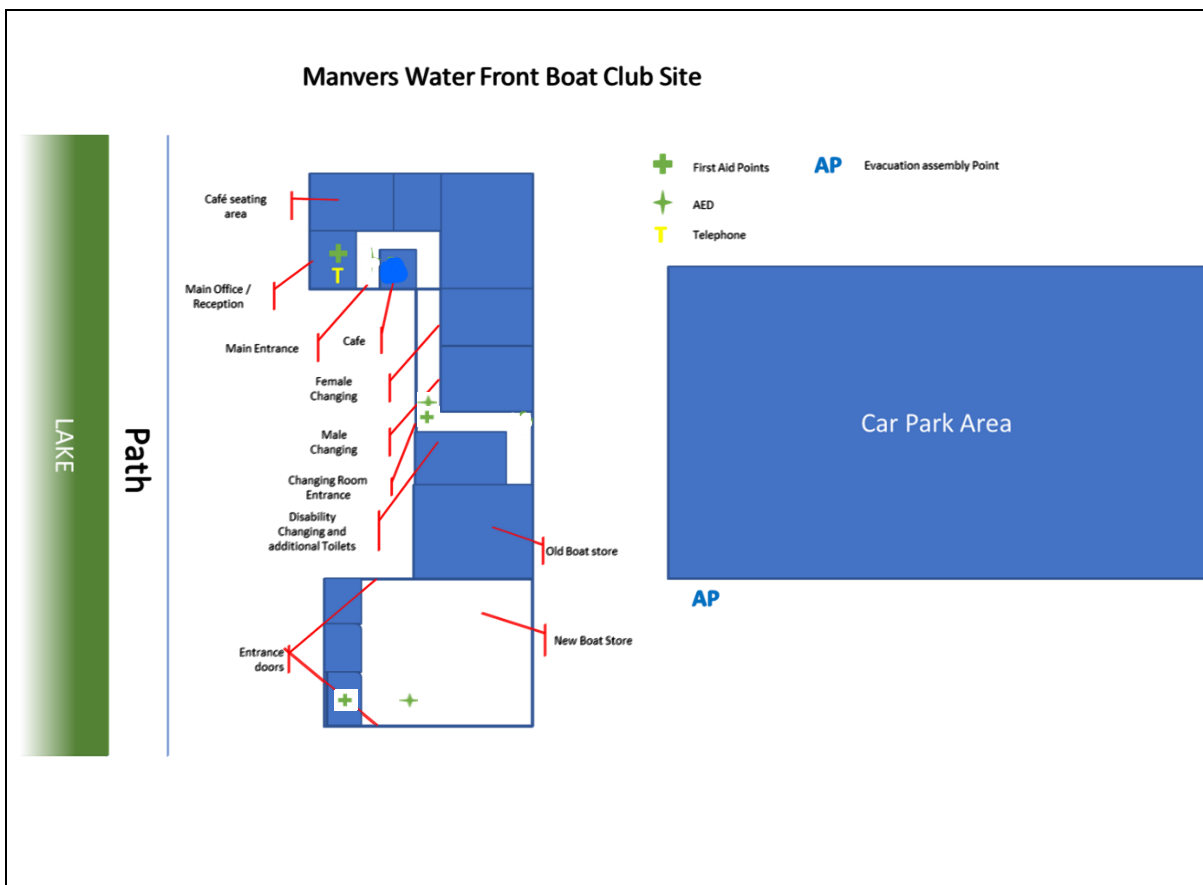
This document can be used for sessions held at managed venues or venues where there are no staff. Where the Coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. The Emergency Action Plan should be read in conjunction with the Risk Assessment.

Venue:	Manvers Waterfront Boat Club Manvers Lake		
EAP created by:	Mark Benton	Date:	05/01/2025
Venue Address: (Inc. Postcode/ Grid Reference)	The Boat House, Station Road Wath-upon Dearne Rotherham S63 7DG For directions using a Sat Nav use the postcode S63 7BU		
Type(s) of Activity this EAP applies to:	Dragon Boat Racing/Training		
Who is ultimately responsible for Health & Safety during these sessions:	<input checked="" type="checkbox"/> Venue Staff <input checked="" type="checkbox"/> Coaching Staff <input checked="" type="checkbox"/> Other	Comments:	This is a managed facility with access to AED and designated first aiders. However, helms/coaches and teams should work with the event organisers and safety team to ensure compliance with Facility rules and H&S.
How will venue staff be contacted in emergency:	Radio call to Office, safety team to alert office / emergency services. Slipway safety cover can also contact office or emergency services if needed		
Location of Phone/Mobile Reception Tested:	Land line in Office, all safety cover are issued with radios. Event officials have mobile phone and reception is good in the coaching area.		
Location of the nearest first-aid qualified person:	Coach, Helm, Safety Team, Committee members, Office staff, Café staff.		
Location of first-aid equipment:	See attached diagram - Café, Office (grab bag), changing room entrance.		
Location of Defibrillators:	See diagram. Defib 1 – Members Corridor. Defib 2 – New Boat Store.		
<b>Non-Managed Venues</b>			
How to contact Emergency Services:	Office land line - dial 999		
How will Emergency Services be directed to the scene of an incident:	Boat house address postcode. Site staff, safety team to direct through site and access gates.		
Who else is available to help in case of issues?	Coach, Helm, Safety Team, Committee members, Office staff, Café staff.		

<b>Evacuation:</b>	<p>Helm/Coach should ensure paddlers being coached are exited from the water from normal exit point and counted out and registered out of lake (prioritise group first).</p> <p>Notify safety team of any missing paddlers.</p> <p>Direct paddlers to safe area / agree assembly point to keep warm (boat house, unless boat house has been evacuated or is unsafe). Nearest alternative buildings available - new boat store, Manvers golf club bar/ club house, if open.</p> <p>Wait for further instruction from facilities team or safety team.</p> <p>Complete all follow-up action defined in the NOP and EAP for the site.</p>
<b>Missing Person:</b>	<p>In the event of a capsizе, paddlers should account for their teammate (person sat next to them) and notify helm/coach immediately if there is a missing person. They should listen carefully for 'number call' and then number off accordingly.</p> <p>The boat should then be rolled to an upright position by the helm. The paddlers should be counted.</p> <p>The helm/coach should know the number of paddlers in the group.</p> <p>Crew should be counted in and out of the lake.</p> <p>Confirm with safety team how many paddlers are still in the water. The figure counted, plus any paddlers signed out should tally.</p> <p>If numbers do not tally, exit all remaining paddlers from the water, identify missing crew(s). Call contact number for paddler to check they haven't left the site. Call emergency contact details to check paddler hasn't returned home.</p> <p>Retake land-based register to confirm paddlers numbers and all remaining paddlers are accounted for.</p> <p>Assist safety team in land and water-based search, call emergency services.</p> <p>Complete all follow-up action defined in the NOP and EAP for the site, this may include completing an accident report form.</p>
<b>Minor Injury:</b>	<p>Minor injury - Coach to advise paddlers to exit lake, safety team to be notified to help exit paddlers from water and arrange for first aid treatment as per site NOP and EAP. Ensure paddler has banded out of water. Follow up with safety team / paddler after session. Review incident and athlete's wellbeing.</p> <p>Complete all follow-up actions defined in the NOP and EAP for the site, this may include completing an accident report form.</p>

<b>Major Injury:</b>	<p>Major Injury, i.e. drowning, spinal injury, heart attack, stroke. Helm/Coach to notify safety team for assistance. Helm/Coach to exit remaining paddlers from normal exit point. Safety team take over major incident. Helm/Coach to support but remembering the priority is to their group of paddlers.</p> <p>For reference depending on dragon boat numbers and courses being used the minimum safety team is 2 (including the safety boat driver).</p> <p>If all remaining paddlers are safe and accounted for, coach may assist in supporting first aid to casualty. Location for first aid kits, AED are displayed on the attached diagram.</p> <p>Complete all follow-up action defined in the NOP and EAP for the site, this may include completing an accident report form.</p>
----------------------	---

## Site Plan



2 x AED / Defibs.

Defib 1 - in the Members Corridor.

Defib 2 – in the new Boat Store.

First aid kits located in Main Office, Members Corridor and New Boat Store.

## **COLLISIONS - not resulting in a capsized boat**

If a Helm finds the boat is in an unavoidable collision situation, he or she must command the paddlers to STOP THE BOAT. If the collision occurs despite this effort, paddlers should try to avoid injury - such as leaning away from the collision point to avoid being hit by another person or part of a boat. Once the boat has come to a stop the Helm must ascertain if any of the Crew have sustained an injury that requires immediate medical attention.

If so, the Helm and Crew are to signal an emergency to the rescue boats. Crew members should keep calm and quiet so they can hear the directions from the Helm and emergency personnel. Crew members must stay in the boat. This will keep them out of harm's way when emergency personnel arrive. Any paddlers in the water should not attempt to get into either boat, until directed to do so by their Helm or Rescue Personnel as doing so may cause a boat to roll towards the water or even capsize, thus putting more people in the water. If a crew member in the water is injured, the nearest uninjured crew member in the boat should steady themselves and use one hand to grasp the collar of the PFD of the injured paddler or take hold of the other person's arm. It is important for the uninjured crew member to maintain verbal contact with the person in the water until emergency personnel arrive.

## **CAPSIZES**

A capsized boat is one that has turned upside down with the hull of the boat uppermost. Capsizing can occur in strong side winds or in cross wave conditions. Crews should understand that they cannot stop a boat from capsizing once it has started to roll.

The crew members must let themselves go with the roll of the boat and try to throw themselves clear of the boat or dive into the water. Once clear of the boat paddlers should try to locate and retain the nearest paddle.

A crew member, who is underneath the overturned boat, can breathe in the air pocket. They should then grasp the gunwale of the boat with one hand and push back down into the water until they are clear of the boat and can surface.

As soon as each crew member is clear of the boat, they must look for their buddy. The Helm will check that all crew members are present by calling for paddlers to identify themselves by shouting out their crew number.

Once all the crew is accounted for, 'buddies' should check each other for injury and report any injuries to the Helm. Crew members must stay with the boat, using it as a floating platform but should avoid climbing on top of the boat as it may start to roll and possibly injure other paddlers. If a 'buddy' is injured, the uninjured buddy should grasp the gunwale of the boat with one hand and the collar of the PFD (or clothing) of the injured buddy with the other. It is important for the uninjured buddy to maintain verbal contact with their buddy. If the water is cold or paddlers feel cold, they should pull their knees to their chest and wrap their arms around their legs.

This is often referred to as the HELP position – Heat Escape Lessening Position.

Upon their arrival, emergency personnel will take control of the situation. The Helm will provide them with information on missing buddies or injuries. Emergency personnel may take some paddlers on board the rescue boat. Paddlers being boarded on the rescue boat must follow the directions of the emergency personnel and allow themselves to be pulled into the boat. If there are no rescue boats immediately available and if the weather and wave conditions permit, then the crew may swim to shore in a self-rescue under the direction of the Helm.

## **SWAMPING**

A boat is swamped when it takes on large amounts of water which fills the boat to a level where it cannot be paddled and becomes unstable. A swamped boat will float upright just below the surface of the water. Swamping generally occurs in high winds or in choppy wave conditions.

Once the boat has come to rest it will float just below the surface. Paddlers should enter the water safely and hold on to the sides of the boat.

Upon their arrival, rescue boat personnel will take control of the situation.

## **SELF RESCUE - Swimming to shore**

Crew members can swim to shore only if directed to do so by the Helm. All crew members swim to the same spot on shore as directed by the Helm.

Crew members are to swim with their 'buddy'. Cold water can make a short distance feel like a long one. If a buddy was taken into a rescue boat, the lone buddy is to make a threesome with a buddy pair.

Once on shore, the Helm conducts a crew check accounting for those taken aboard a rescue boat or who may have remained with the dragon boat to help bring it to shore.

The Helm reports to the On the Day Safety Officer on the number taken on the rescue boats, anyone missing, anyone injured on the swim in and if all are accounted for.

## **DRAGON BOAT RESCUES.**

### **In the water**

The water may be cold, or paddlers may feel cold as shock sets in. All crew members should be familiar with self-rescue and the prevention of hypothermia.

Paddlers should inform their buddies if they are injured or have a medical emergency. A paddler who has any required medication should take it as prescribed.

To prevent drifting and further injury all paddlers should remain with the dragon boat until directed otherwise by the Helm or rescue personnel.

To prevent hypothermia:

- Keep the head out of the water.

- Pull knees to the chest while floating on the back.
- Wrap arms around legs.

### **Rescue of others**

A paddler found face-down should be turned face-up immediately taking care to keep the head stabilised in case of a possible spinal injury. Check for signs of breathing and signs of circulation by watching for the chest to rise, listening for breathing sounds and feeling with a hand over the mouth and nose for air coming out. A lack of breathing or circulation should be brought to the immediate attention of the Helm.

### **Rescues from the Dragon Boat**

- Radio the nature of the emergency and assistance required to the safety boat.
- The Helm should direct the crew to rebalance the boat.
- If possible, an injured paddler should slide to the side of the dragon boat closest to the rescue boat.
- With the person facing the rescue boat, pull them forward into the rescue boat over the gunwales.

### **Rescue from the water - unconscious casualty**

- Communicate with the safety boat once determined that there are injuries or missing paddlers.
- Always approach a situation on the leeward side with the rescue boat stern away from any paddlers -parallel if the dragon boat is floating on top of the water; perpendicular if the dragon boat is swamped, capsized or there has been a collision.
- The operator of the rescue boat remains in control of the rescue boat.
- The operator's role is to ensure the boat does not drift into any paddlers or hazards.
- Upon instruction from the rescue personnel, buddies can swim their unconscious partner to the edge of the rescue boat keeping the injured person on his or her back.
- Emergency personnel, trained in in-water rescue, may assist.
- Emergency personnel on the boat may wish to recruit a non-injured paddler - preferably the buddy of an injured paddler, to assist with boarding crew members on to the rescue boat. Able crew members can use the re-boarding device on the rescue boat, otherwise emergency personnel can pull them into the rescue boat forward over the gunwales.
- Grasp the unconscious paddler under the armpits and pull straight up until the paddler's chest clears the gunwale. Once the upper body is over the gunwale, rescuers pull the rest of the unconscious person on board.
- Emergency personnel begin their assessment of the person and begin treatment. If it is a life-threatening injury the rescue boat must proceed immediately to the dock.
- The rescue boat operator must ensure the vessel remains balanced and stable while taking on additional passengers.
- The boat operator is to ensure the boat does not become overloaded for the conditions.