

Maidenhead Rowing Club Emergency Response Plan 2023

1. Summoning assistance in the case of an emergency:

1.1 Dial 999 from one of the two Club landline telephone handsets located:

a) on the inner wall of the middle bay of the Club House, near to the lockers – black handset.

b) on the shelf above the bar in the 1st floor Club Bar next to the door to the kitchen – white handset.

The Club number is 01628 622664.

If neither of these are accessible quickly, use a mobile phone to dial 999 and ask the operator for either:

1.2 The South Central Ambulance Service

For urgent medical emergencies where the casualty is no longer at physical risk, e.g. either safely on the river bank or in the Club House, inform the SCAS control room dispatcher of the location - ideally using the what3words app. (see section **2.3**, where the Club House is **fires.tower.lakes**) and whether the casualty is:

a) breathing or not, b) conscious or not, c) has a pulse or not, d) their approximate age, e) male or female, f) any medical history if known, g) if there is any bleeding, or h) chest pain, i) details of any injury and j) how this was caused.

See also **3.6** for the Thames Valley Air Ambulance Service (TVAA) Charity.

or

1.3 The Fire and Rescue Service

For river emergencies where casualties are either missing or at serious risk and require a river rescue, ask for the Water Rescue Unit and state the numbers of casualties that are missing, whether they are juniors or seniors and their last known location, ideally using the what3words app. (see section **2.3**).

The two nearest brigades with Water Rescue Units are based in Beaconsfield and Reading.

For fire emergencies in the absence of any Committee Member, dial 999 and ask for the Fire and Rescue Service and describe the exact location of the fire within the building if known and state whether there is anyone left in the building (e.g. in the top floor ergo room) if known and describe the location of any known risk hazards such as the launch petrol tanks storage bin next to the Regatta shed and the gas cylinders from the BBQ stored next to the petrol storage bin, the paint solvents stored in the Regatta shed, the items in the kitchen and bar and the main gas supply cut off key location by the rear door to the Boat House.

2. Location Descriptions and Information:

2.1 The Club - OS Grid References and 'what3words' Grid References are:

SU 90192 81274 / SU 901812

fires.tower.lakes

(Passenger Boat Association (PBA) Emergency Rendezvous Point (ERP) 39)

2.2 Club House Address & Phone Number:

Maidenhead Rowing Club

The Boat House

River Road

Taplow

Maidenhead

Berks

SL6 0AT

Tel 01628 622664

2.3 what3words:

what3words.com, is a geocode location finder/identifier app. used by the majority of the emergency services in the UK to track locations and casualties to within a 3 metre square grid –

Download : [what3words on the App Store](#)

- [what3words on Google Play](#)

2.4 Club House Location

On the Maidenhead section of the Bray Reach of the River Thames between Boulters and Bray locks.

South of the A4 Bath Road close to Maidenhead Bridge, accessed from River Road on the east side of the river, on the Taplow, Bucks river bank.

2.5 Nearest Public Slipway:

Upstream of Bray Lock, opposite the end of Headpile Eyot on the Berks bank, next to:

The Waterside Inn

Ferry Road

Bray

Berks

SL6 2AT

01628 620691

Access is through Bray Village from the B3028 High Street (when traveling south after the 'Fat Duck' restaurant), turn left into Ferry Road until the end of the road.

what3words: squad.metro.splash

Grid reference SU 903 797 (PBA ERP 38)

2.6 Emergency River Incident Location Descriptions:

Describe these as either:

Downstream/south of the Club House and upstream/north of Bray Lock.

or

Upstream/north of the Club House and downstream/south of Boulters Lock.

Further define the location as either downstream/south or upstream/north of the Maidenhead A4 Road Bridge and/or the Maidenhead Sounding Arch Railway Bridge.

Describe the nearest river bank when facing upstream as left - Berks bank, or right – Bucks bank.

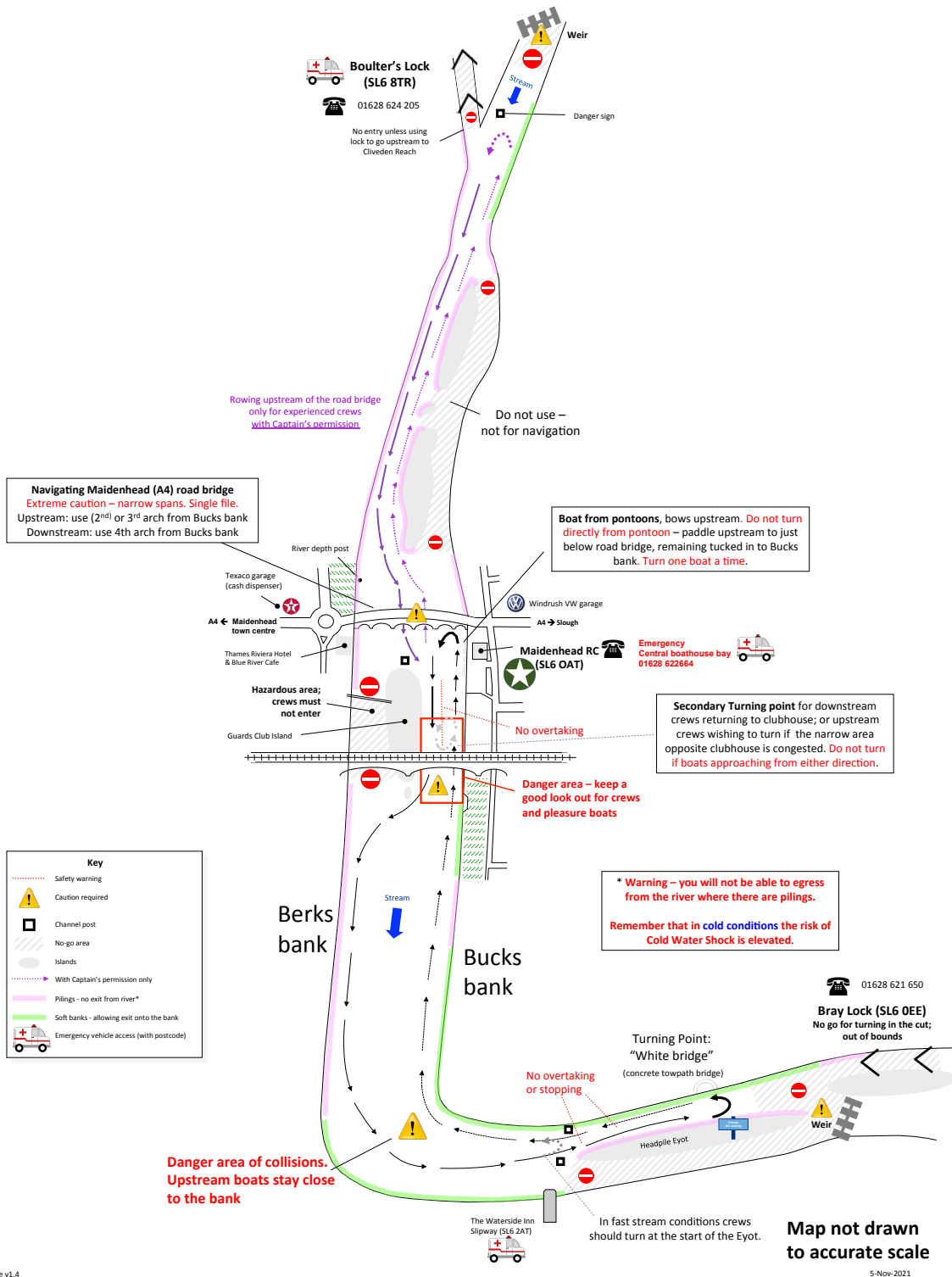
Describe the incident location relative to any landmarks such as the Waterside Inn, the steps downstream of the Sounding Arch Railway Bridge, the Blue River Café / Thames Riviera Hotel, Bridge Gardens, the Thames Hotel, Jenners Café, The Boathouse at Boulters Lock Restaurant.

The nearest slipway is next to the Waterside Inn, Ferry Road in Bray Village on the Berks bank.

The nearest access roads to the river are either along River Road, Taplow and then the Thames Path for downstream/south of the Club House towards Bray Lock on the Bucks bank, or along the A4094 Ray Mead Road, Maidenhead running alongside the river for upstream/north of the Club House towards Boulters Lock on the Berks bank.



Maidenhead Rowing Club Navigation map of Boulter's – Bray reach



3. Other Emergency and Contact Numbers and Addresses:

3.1 Bray Lock: 01628 621650 (or 03708 506 506)

Bray Lock House

Amerden Lane

Taplow

Maidenhead

Berks

SL6 0EE

Lock Keeper - Keith Reeve.

what3words: unfair.combining.edges

Grid reference SU 910 798. (PBA ERP 37)

3.2 Boulter's Lock: 01628 624205 (or 03708 506 506)

Ray Mead Road

Maidenhead

Berks

SL6 8PE

Lock Keeper - Ralf Tompkin.

what3words: wounds.echo.went

Grid reference SU 903 824 (PBA ERP 41)

3.3 Environment Agency Duty Waterways Officer: 0800 80 70 60.

3.4 NHS 111

Is the non-emergency number and will connect you to a trained adviser, supported by healthcare professionals.

NHS 111 is available 24 hours a day, 365 days a year.

You should use the NHS 111 service if you urgently need medical help or advice but it's not a life-threatening situation.

Call 111 if:

- you need medical help fast but it's not a 999 emergency
- you think you need to go to A&E or need another NHS urgent care service
- you don't know who to call
- you need health information or reassurance about what to do next

NHS 111 will ask you questions to assess the symptoms, then give you the healthcare advice you need or direct you to the local service that can help you best. That could be A&E (Wexham Park).

3.5 Wexham Park Hospital Slough: 0300 614 5000

Wexham Street

Wexham

Slough

SL2 4HL

Accident and Emergency Medicine Department open 24/7

Situated 7 miles / 25 mins from MRC.

3.6 The Thames Valley Air Ambulance Service (TVAA) Charity

For very serious and major trauma or urgent medical emergencies where there is an imminent threat to life requiring immediate, critical care, dial 999 and ask for the Ambulance Service.

The SCAS control room dispatcher identifies the critical care categories (as listed at 1.2) and evaluates with the TVAA dispatcher whether they will also be tasked to attend.

The TVAA service have five Critical Care Response Vehicles (CCRV's), which are pre-positioned around the Bucks and Berks region and they are resourced with both a paramedic and a doctor specialising in pre-hospital emergency medicine (PHEM).

3.6 a) Should the Air Ambulance Helicopter also need to be deployed (cost £3.9K per mission), the nearest most accessible possible landing site to the Club House is the Taplow Riverside public 'Country Park' grass field situated to the north east of the Maidenhead A4 Bath Road bridge and directly to the north of the A4 Bath Road mini roundabout (which is next to the Windrush VW car showroom) and it is adjacent to Mill Lane / Jubilee Lane.

The 'what3words' grid reference for the landing site is: **values.shot.gather**.

The post code: SL6 0FA.

The OS Grid Reference: SU 90326 81556 / SU903815.

From the landing site to the Club is a distance of 480 metres, taking under 7 mins and the Club which has the what3words grid reference: **fires.tower.lakes**, is situated south along Mill Lane (**not** Jubilee Lane), then right after the Roux at Skindles restaurant, down through the Marlow Boat Services boat yard, following the Thames Path footpath, under Maidenhead Bridge and past the flats next to the Club House.

3.6 b) A much smaller alternative possible landing site might be the grass lawn behind the River Court blocks of flats on the corner of River Road and Ellington Road and which has the what3words grid reference: **skirt.finely.tribes**.

Due to it's small size, it could require a near vertical landing and take off because of the adjacent buildings and trees.

It is directly east from the Club's car park across River Road, so is much nearer to the Club House.

4. First Aid Kits and Emergency Torches

There are two, main first aid kits contained in orange plastic cases with one located on wall brackets against the back wall of the Boat House, above the work bench near to the fire exit door and the other is located in first floor kitchen, on the shelf above the wash-hand basin.

Six small first aid kits are stored in the six launch safety bags which are located in the first bay on the ground floor of the Boat House, next to the singles racks.

Four LED waterproof search-light emergency torches labelled 1 to 4 are stored in the locker beneath the launch keys locker, located in the Boat House between the second and third bays, and are to be included in the launch safety bags for outings after sunset and before sunrise, or for use in any night time emergency.

5. Automated External Defibrillator – AED

The AED is located on the wall inside the front entrance door above the fire alarm panel.

6. List of Club First Aiders

Brian Smith

Caroline Steel

Darryl Preston

Diane Steel

Jim Hotchin

Keith Dixon

Kieran Mulvaney

Vicky Palmer

Trevor Perry

7. List of Club Approved Launch Driver

Bold Text = Junior Coach

Type	Name	Date
RYA Level 2 or Inland Waterways Helmsman (11 members & 1 Employee)	Jim Hotchin	13/01/2020
	Nic Hutchins	
	Sean Kerns	
	Kieran Mulvaney	
	Jaco Overturf	10/06/23
	Trevor Perry	
	Darryl Preston	17/09/2021
	Simon Ramskill	
	John Rayer	13/01/2020
	Fred Smallbone	Employed
	Nick Steel	14/02/2022
	Paul Todd	Inland Waterways Helmsman Cert. 25/08/23
	Club Approved (48 members)	Piers Alington
Amaia Arregi		Jun-15
Jan Boyd		Oct-15
Rob Brockwell		
Billy Brooks		
Natasha Brown		
Nicole Bruce		November 2022 – RS Cats only
Laurie Caddell		Oct-18
Dawn Davies		Oct-16
Ian Davies		June 2023
Keith Dixon		
Steve Faulks		Apr-22
Gordon Fraser		
Louise French		November 2022 – RS Cats only
Jim Gilhooly		Oct-20
Dylan Gomersall		Oct-15
Sue Harker		
Mike Harlow		
Dave Harrand		
John Harvey		
Simon Haworth		November 2022
Colin Hendry		Oct-14
Maggie Hendry		
Naia Hill		Oct-22
Stephen Hughes		Nov-22
Andy Jones		May-17
Elliot Kemp		
Sean Kemp		
Victor Kleshnev		Aug-18
Edouardo Marshall		Aug-18
Brook McIntyre		May-23
Peter Mutch		Jul-09
Jim Oliver		Jul-16
Liam O'Mahony		
Vicky Palmer		Sep-20
Ametz Parcell-Arregi		Jun-22
Marcus Richards		Jun-08
Andrew Scott		Sep-17
Amelia Shire		Aug-15
Adrian Smith		Mar-15
Brian Smith		
Peter Smithson	Feb-17	
Daniel Somerville		
Caroline Steel	Dec-16	
Diane Steel	Dec-16	
John Steers	Jun-21	
Neil Stewart	Sep 2015, refresh May 2021	
Janet Woffinden	Refresher May 2021	

8. Club Launch-Assisted Rescues

Club launches are the first level of response to undertake on-water rescue, the blue coaching launches should only be used as a very last option as they have very limited manoeuvrability and capacity.

The RS Cats 1, 2 & 3 must be resourced with both an RYA/Club Approved launch driver and also a crew member to undertake the rescue.

A list of Club launch drivers is also posted on the club noticeboard.

9. Fire Evacuation Plan

1. The main fire panel is located by the entrance door.
2. Break glass points are located by the exits.
3. Anyone discovering a fire must sound the alarm by activating the nearest break glass call point.
4. The building should be exited by following the (green man running) signage to the nearest marked exit, **but do not use the lift** and then assembling in the car park near to the entrance sign. An evacuation chair is available positioned near the safety noticeboard by the male & female changing rooms.
5. The Fire Brigade will be called by the first Committee Member on site or any other Member in their absence.
6. Do not stop to collect personal belongings and close all doors behind you where these are reasonable actions to take.
7. Fire extinguishers/appliances are located at strategic positions in the buildings and should only be operated by trained persons where necessary to exit the building.
8. The lead committee member and /or designates will meet the fire brigade when they arrive to advise on the possible location of the fire, the position of the fire panel and evacuation issues/difficulties so the brigade is immediately aware - a marked zone plan is available by the panel.
9. Do not re-enter the building until the Fire Brigade advises it is safe to do so.
10. Advice will also be given to the brigade on any high risk areas such as the launch petrol tanks storage bin next to the Regatta shed and the gas cylinders from the BBQ stored next to the petrol storage bin, the paint solvents stored in the Regatta shed, the items in the kitchen and bar and the main gas supply cut off key location by the rear door to the Boat House.
11. Do not cancel fire bells or the alarm panel until advised by the fire brigade, as information relating to the alarm may be lost.
12. Personal emergency evacuation plans are not currently required; however, these are being developed for Adaptive members and human safety is the prime concern at the basis of all the risk management planning.

9. Fire Evacuation Plan Continued;

13. In the event that the fire alarm system/equipment breaks down, repairs shall be organised straight away.

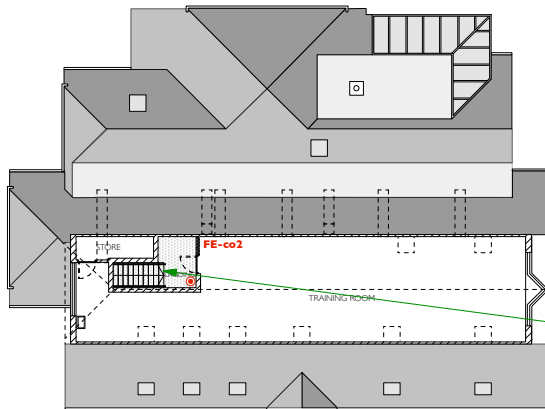
14. Members will be advised regarding the lack of cover and the following will be used; notices will be displayed, a verbal/manual warning system will be employed until equipment is back in service and relevant premises checks will be undertaken.

15. Where scheme fire equipment/installation/systems are altered or replaced, members will be advised.

16. New members will be inducted regarding the fire procedures and equipment in place.

17. Following fire alarm test or incidents information on improving the plan will be recorded and actioned, where a fire has occurred a fire report will be completed.

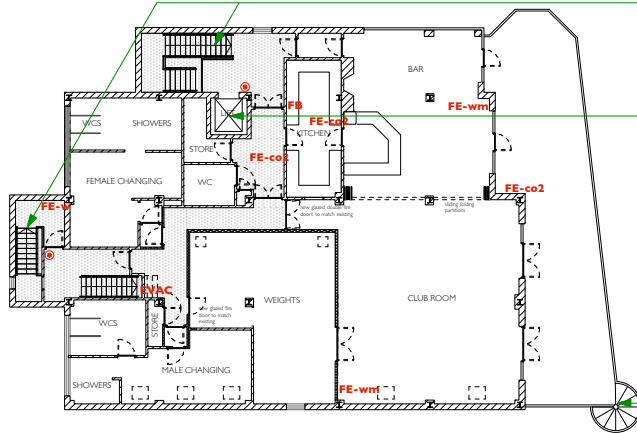
10. Fire Evacuation/Extinguisher Plan



- KEY**
- ⊙ fire call point
 - FE-f fire extinguisher - foam
 - FE-co2 fire extinguisher - carbon dioxide
 - FE-w fire extinguisher - water
 - FE-wm fire extinguisher - water mist
 - FE-as fire extinguisher - aqua spray
 - FB fire blanket
 - EVAC emergency evacuation chair
 - ▨ fire protected stair, lobby or corridor

second floor training room served by single fire exit stair to first floor and then by two fire exit stairs to final exit

SECOND FLOOR PLAN

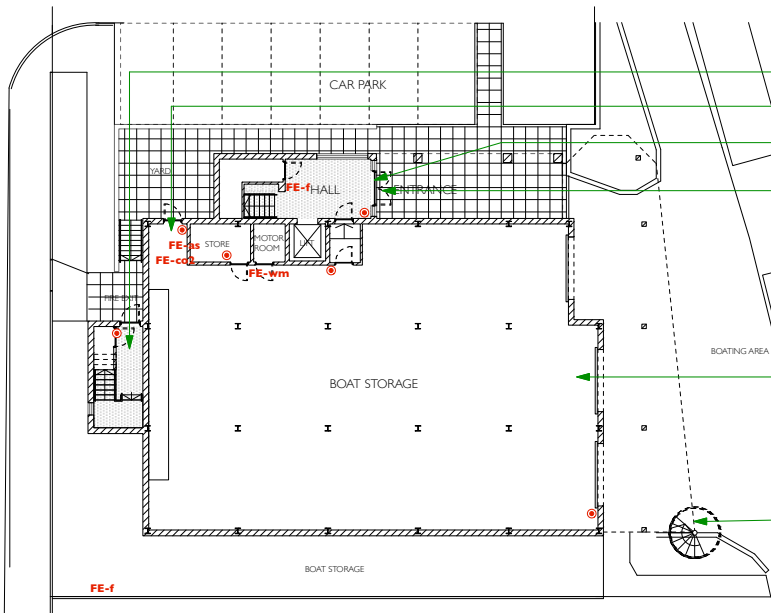


existing first floor accommodation served by two fire exit stairs

lift provides access to first floor changing rooms and club facilities

alternative exit via balcony and external spiral stairs

FIRST FLOOR PLAN



fire exit stairs discharge at rear of building

fire exit from rear of boathouse

fire exit stairs + lift discharge at main entrance

level entry to main entrance hall and lift

level threshold and sloping entry to boat storage bays from hardstanding and boating areas

alternative exit via balcony and external spiral stairs

GROUND FLOOR PLAN

0 1 2 3 4 8 12m

MAIDENHEAD ROWING CLUB
ACCESSIBILITY + FIRE EVACUATION
PLANS - February 2023
JEREMY BAILEY ARCHITECTS LIMITED
THE DOGTREAD HOUSE, WINDSOR ROAD, WINDSOR, MIDDLESEX, SL4 1PL, UK

11. Emergency arrangements for people with disabilities

There may be additional hazards and risks associated with rowers and others with a disability, depending on the extent of their disability.

This section of the ERP will be updated with any additional actions required to keep rowers and others with a disability safe as the Adaptive Rowing squad is established.

An evacuation chair is available positioned near the safety noticeboard by the male & female changing rooms.

General guidance is provided in British Rowing RowSafe 2022 Section 6.2, page 78

<https://www.britishrowing.org/wp-content/uploads/2022/05/2022-RowSafe.pdf>

12. Club Activities in the Event of Emergencies

12.1 In the event of any emergency constituting a risk of injury or risk to life, all Club activities will immediately be suspended upon the direction of the Club Captain, the Club Safety Advisers, the Premises Manager, or any other Committee Member or any other senior member and/or coach in their absence, until the emergency has been resolved.

12.2 Party Hire and Corporate Hire Functions:

The Club Member/Supervisor/Attendee will unlock the locks to the 'crash bars' fire exit door locks from the Function Room onto the balcony and will instruct the hirer on where the fire exits are, the fire evacuation plan and the assembly point in the Car Park before the start of any function. Disabled or elderly guests attending the Function Room who use the lift to gain access to the first floor, must be given assistance to negotiate the staircases and to exit the building. An evacuation chair is available positioned near the safety noticeboard by the male & female changing rooms.

12.3 Communications:

For river emergencies, launch based coaches on the water will be contacted using one of the 6 Pronto P5200 radios (kept on charge in the boiler room) on channel 3. The coaches will instruct their crews to return to the Boat House immediately; the coaches then proceed to assist in any water rescue.

For land emergencies the Club House may be evacuated via the use of the Fire Alarm and in the event of a fire, the evacuation, procedures from **9. Fire Evacuation Plan** will be followed.

12.4 Social Media:

The Club Facebook page <https://www.facebook.com/MaidenheadRowingClub/> or individual Squad Facebook pages, Twitter feed <https://twitter.com/MaidenheadRC>, or Club's Instagram account <https://www.instagram.com/maidenheadrowing/> or individual squad Instagram accounts or WhatsApp group or any other social media may be used by any Club member (both Senior and Junior) to cascade information about the emergency to Members, **but great care must to be taken** so that only accurate, verified information and data is relayed and that **no personal information**, particularly concerning **the identity of any casualties**, is revealed.

13. Club Member Contacts: -

Chairman:	John Steers	0758 432 7530
Captain:	Dylan Gomersall	0798 932 5978
Safety Advisor:	David Harrand	0750 079 4932
Welfare Officer:	Dawn Davies	0779 323 2963
Premises & Maintenance Officer:	Ken Bedwell	0791 921 4374

December 2023