

# Maidenhead Rowing Club Emergency Response Plan 2020

## 1. Summoning assistance in the case of an emergency:

**1.1 Dial 999** from one of the two Club landline telephone handsets (Club number 01628 622664)

These are located:

- a) on the inner wall in the middle bay of the boathouse, above the laptop, next to the lockers – black handset.
- b) on the bar counter in the 1<sup>st</sup> floor Club Bar next to the door to the kitchen – white handset.

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

### 1.2 The Ambulance Service

For emergencies where casualties are not at physical risk, e.g. safely on the river bank or at the Club House, describe the casualty's age, whether male or female, their condition, e.g. conscious or unconscious, with a pulse or not, breathing or not and also the location of the casualty.

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.

The 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 Club Phone Number:**

01628 622664

### **2.2 Club House Address:**

Maidenhead Rowing Club  
The Boat House  
River Road  
Taplow  
Maidenhead  
Berks  
SL6 0AT

### **2.3 Club House Location:**

On the Maidenhead section of the Bray Reach of the River Thames between Boulton 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.

### **2.4 The Club OS Grid Reference and the 'what3words' Grid Reference are:**

SU 90192 81274 / SU 901812

And:

fires.tower.lakes

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

### **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 (after the 'Fat Duck' restaurant), into and along to the end of Ferry Road.

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.

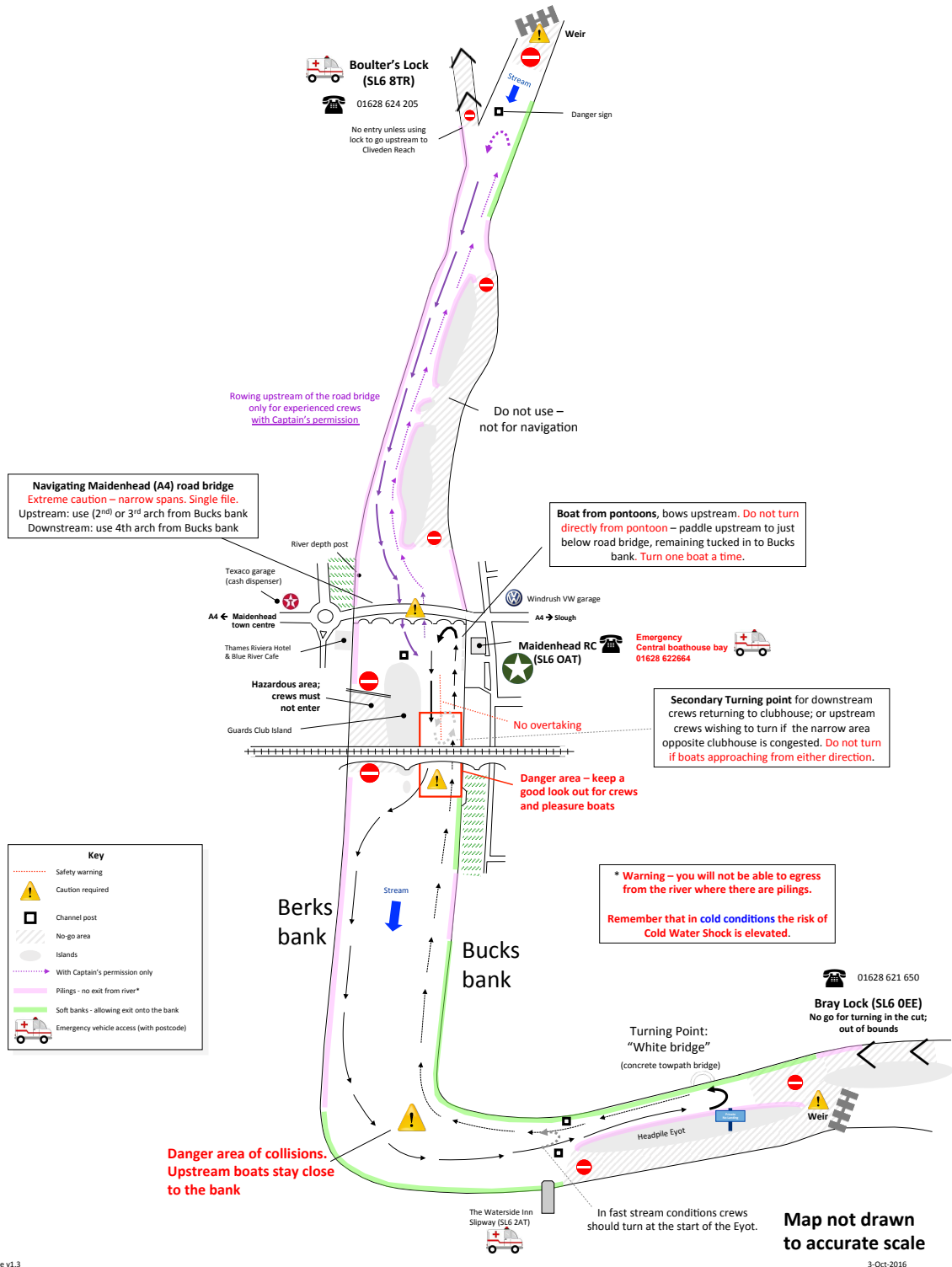
Describe the incident location relative to any landmarks such as the Waterside Inn, the steps downstream of the Sounding Arch Railway Bridge, the Blue River Café / Thames Riviera Hotel, Bridge Gardens, the Thames Hotel, Jenners Café, The Boathouse at Boulters Lock Restaurant.

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 Pathway 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.

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.

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 highly 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).

#### ***Covid - 19 Changes for 2020 - Suspended:***

an out of hours Doctor (East Berks Out of Hours GP service), an Urgent Care Centre (St Marks Maidenhead), or a walk-in Centre (Slough).

*All Suspended.*

Where possible, the NHS 111 team will book you an appointment or transfer you directly to the people you need to speak to.

### **3.5 Saint Mark's Hospital Maidenhead: 0300 024 2000 (or 01628 632012)**

You must contact the nurse-led, Urgent Care Centre before attending,  
on: 0300 024 2000

'Urgent Care Centre'  
Outpatient's Department  
St Mark's Road  
Maidenhead  
Berks  
SL6 6DU

#### Opening Hours:

8.30am – 5.00pm Monday to Friday

9.00am – 1.00pm Weekends and Bank Holidays

### **3.6 Slough Walk In Centre**

Opening hours 8am - 8pm

7 days a week

Upton Hospital  
Albert Street  
Slough, Berkshire  
SL1 2BJ  
Tel: 0300 365 0365

### ***Both 3.5 and 3.6 Suspended***

### **3.7 Wexham Park Hospital Slough: 01753 633000**

Wexham Street

Wexham

Slough

SL2 4HL

Accident and Emergency Medicine Department open 24/7

### **3.8 Thames Valley Air Ambulance Service (TVAA): contact via 999.**

The Air Ambulance 'Helimed 24' Service has four Critical Care Response Vehicles (CCRV's), with one often deployed to the Maidenhead area.

The nearest possible public Air Ambulance landing site to the Club, is the Taplow Riverside 'Country Park' grass field located north east of the Maidenhead A4 Bath Road bridge and north of the A4 Bath Road mini roundabout, adjacent to Mill Lane / Jubilee Lane.

The preferred grid reference system used is 'what3words' and the landing site for this is: values.shot.gather.

The post code: SL6 0FA.

The OS Grid Reference: SU 90326 81556 / SU903815.

The access route on foot from the landing site to the Club House, which has the what3words grid reference: fires.tower.lakes, is south along Mill Lane then right after Roux at Skindles restaurant, through the Marlow Boat Services boat yard and under Maidenhead Bridge via the Thames Pathway footpath.

#### **4. First Aid Kits**

There are two main first aid kits housed in orange plastic cases, with one located on wall brackets against the back wall of the ground floor of the boat house, above the work bench near to the fire exit door.

The other is located in the kitchen on the first floor, on the shelf above the wash hand basin.

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

#### **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**

Jan Boyd

Jo Bird

Kieran Mulvaney

Orlando Fricker

Victoria Palmer

Brian Smith

Trevor Perry

Caroline Steel

Diane Steel

Jim Hotchin

Malcolm McQue

Paul Todd

Michael Frost

Keith Dixon

David Hellmuth

## 7. List of Club Approved Launch Drivers

### RYA Qualified:

Laura Howell	Huw Jenkins
Phelim Daniels	Peter Mole
John Truswell	Janet Woffinden
Simon Ramskill.	Trevor Perry
Nic Hutchins	Jim Hotchin
Malcolm McCue	

### Club Approved:

Jeremy Webb	Mike Harlow
Billy Brooks	Orlando Fricker
Gordon Fraser	John Rayer
Piers Alington	Dawn Davies
Laura Lion	Sean Kerns
Adrian Smith	Brian Smith
Keith Dixon	Hayley Peters
Marcus Richards	Maggie Hendry
Peter Mutch	Colin Hendry
Rob Brockwell	Alan Bird
Dylan Gomersall	Peter Smithson
Amelia Shire	Jim Oliver
Victor Kleshnev	Amaia Arregi
Nick Steel	Diane Steel
Caroline Steel	Jonathan Sneller
Steve Powell	Neil Stewart
Bob Nelhams	Andy Jones
Jan Boyd	Mark Stockdale
Claire Pugh	Claire Langley
Natasha Brown	Sue Harker
Edouardo Marshall	Lynn Spooner
John Harvey	Elliot Kemp
Dave Downie	Mike Frost
John Skuse	Steve Hollis
Stewart Robinson	Darryl Preston
Jen Anderson	Laurie Cadell
Alex Hollis	Vicky Palmer
Jim Gilhooly	



## **8. Club Launch-Assisted Rescues**

Club launches are the first level of response to undertake on-water rescue but 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 affect 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.
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 human safety is the prime concern at the basis of all the risk management planning.
13. In the event that the fire alarm system/equipment breaks down, repairs shall be organised straight away.

## **9. Fire Evacuation Plan Continued;**

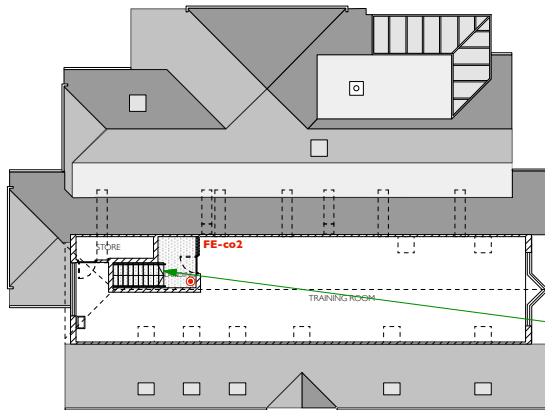
14. Members will be advised regarding the lack of cover and the following will be used; notices will be displayed, a verbal/manual warning system will be employed until equipment is back in service and relevant premises checks will be undertaken.

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.

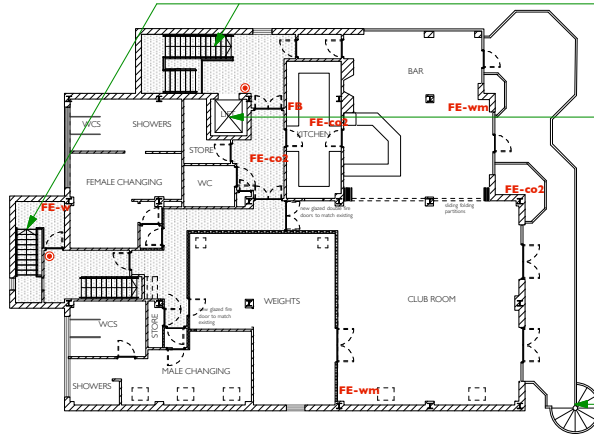
# 10. Fire Evacuation/Extinguisher Plan



- 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
  - 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

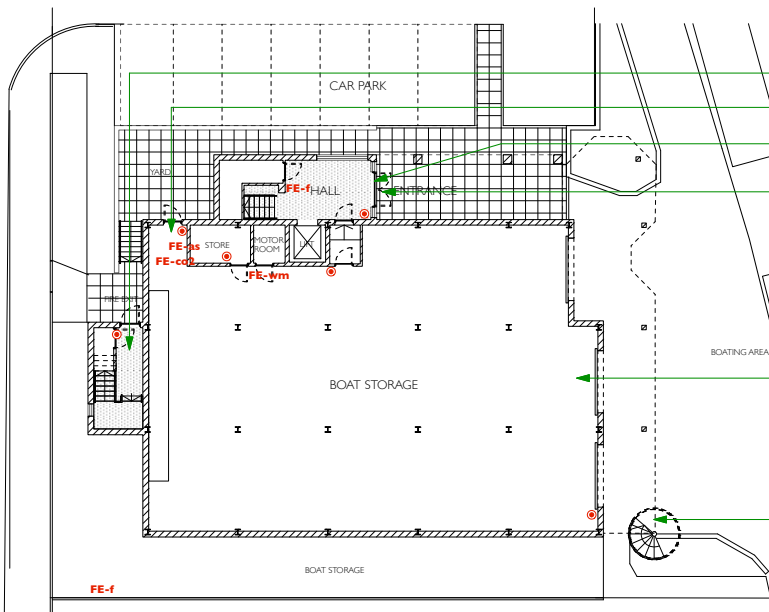


existing first floor accommodation served by two fire exit stairs

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



MAIDENHEAD ROWING CLUB  
ACCESSIBILITY + FIRE EVACUATION  
PLANS - November 2020  
JEREMY BAILEY ARCHITECTS LIMITED  
TEL: 01344 890010 WWW.JBAILEYARCHITECTS.CO.UK

## **11. Emergency arrangements for people with disabilities**

There may be additional hazards and risks associated with rowers 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 with a disability safe, once the Adaptive Rowing squad is established.

General guidance is provided in British Rowing RowSafe 2020 Section 6.2

<https://www.britishrowing.org/wp-content/uploads/2020/11/201110-RowSafe2020.pdf#page=78>

## **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 Water Safety Officer, 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 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.

### **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. (via their listing on the EFA boat logging laptop in the Boat House). 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 Clubs Instagram account <https://www.instagram.com/maidenheadrowing/> or individual squad Instagram accounts or WhatsApp group or 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 needs to be taken that only accurate, verified information and data is relayed and that no personal information, particularly concerning identity of any casualties, is revealed.

### 13. Club Member Contacts: -

Captain:	Nick Steel	0782 484 8591
Safety Advisor:	Diane Steel & Chris Sneller	0791 260 6825 & 0770 328 2161
Welfare Officer:	John Truswell	0790 824 6525

November 2020

**END**