



# Training camp checklist: Water safety and welfare

- 1.0 Name of water safety adviser (responsible for safety provision at the training camp):
- 1.1 Is the water safety adviser a member of the Camp Organising Committee? YES  NO  NA
- 1.2 Is water safety an item at each meeting of the Camp Organising Committee? YES  NO  NA
- 1.3 Is water safety part of the training camp review? YES  NO  NA
- 2.0 Has a risk assessment been undertaken covering situations on both land and water? YES  NO  NA
- 2.1 Is the nature of the training venue taken into account (water and weather conditions and forecasts; distance from bank; access to the shore; method of attracting attention of coaches; other participants)? YES  NO  NA
- 2.2 Has the venue or previous known users been contacted to find out what risks they identified or safety plans they put into place? YES  NO  NA
- 3.0 Has a safety plan been formulated, based on your risk assessment? YES  NO  NA
- 3.1 Does the safety plan cover how participants would alert others that they are in distress (eg circulation pattern of the venue; first aid provision; ratios of coaches and athletes (boat types); communication between coaches; directions to nearest medical facility)? YES  NO  NA
- 3.2 Has the safety plan been shown to the host club or other recognised experts for their input? YES  NO  NA
- 3.3 Do you ensure that all coaches, participants and emergency links fully understand the safety plan before participating in the camp? YES  NO  NA
- 3.4 Is there a system for reporting incidents while on the camp? YES  NO  NA
- 4.0 Do you provide first aid cover from within your group? YES  NO  NA
- 4.1 Do you have medical information concerning allergies, medications for the group? YES  NO  NA
- 4.2 Do you inform the group who the first aid trained people are? YES  NO  NA
- 4.3 Do you have a method of communication to summon first aid to an accident? Do you know the emergency phone number 999 equivalent in that country? YES  NO  NA
- 5.0 Will an equipment audit be completed (boats, launches, trailer) before travelling to and from the camp? YES  NO  NA
- 5.1 Is it necessary/desirable to have sufficient spares (bow balls; slides; heel release mechanisms; fins; rudders and rudder lines)? YES  NO  NA
- 5.2 Will the participants check that their equipment is safe to use before each session? YES  NO  NA
- 5.3 Will there be a system for reporting damage to equipment? YES  NO  NA

- 5.4 Does each boat carry a dry bag containing: An appropriate method of attracting attention (eg whistle; mobile phone; radio); thermal blanket(s); food and buoyancy aids? YES  NO  NA
- 5.5 Have all PFDs (life jackets and buoyancy aids) been checked and will you be taking spare PFDs, CO<sup>2</sup> cylinders and, if fitted, automatic inflation cartridges? YES  NO  NA
- 5.6 Are you taking sufficient safety kit for the safety boats: Method of attracting attention eg whistle, mobile phone; spare buoyancy aids; line throwing equipment; thermal blankets; first aid equipment; bailer; knife; paddle; cut-out lanyard device (two per launch); anchor and line, where appropriate? YES  NO  NA
- 6.0 Do you have sufficient insurance cover for your activities including non-club equipment? YES  NO  NA
- 6.1 Does this include member-to-member cover? YES  NO  NA
- 6.2 Have all the participants been advised to take out personal travel insurance which includes racing (if appropriate)? YES  NO  NA
- 6.3 Have you fully briefed an emergency contact at home over the safety plan and given them full contact details for the group? YES  NO  NA

**The following questions are to be completed where there are junior participants**

- 7.0 State the name of the person who is responsible for welfare issues:
- 7.1 Have the children been made aware of and introduced to this person? YES  NO  NA
- 8.0 What ratio of adults to children is required for the activities involved?
- 8.1 Is there at least one male and one female adult if the group is mixed gender? YES  NO  NA
- 9.0 Have parental consent forms been completed (one copy at club, one copy with team leader)? YES  NO  NA
- 9.1 Has full trip information been published and circulated to parents and a copy left with club secretary? YES  NO  NA
- 9.2 Have all coaches and volunteers been appropriately vetted in line with ARA *Safeguarding and Protecting Children Policy*? YES  NO  NA
- 9.3 Are all coaches and volunteers familiar with ARA *Safeguarding and Protecting Children Policy* and procedures and *Row Safe: A Guide to Safe Practice in Rowing*? YES  NO  NA

Revised January 2007.