

Training camp checklist – water safety & welfare

- 1.0** Name of Water Safety Advisor (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, circulation pattern of the venue, first aid provision, ratios of coaches and athletes (boat types), communication between coaches, directions to nearest medical facility etc.? 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 re: 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? (e.g. 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 i.e. 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 (e.g. whistle, mobile phone, radio etc), thermal blanket(s), food, buoyancy aids etc? Yes No NA
- 5.5 Have all PFDs (lifejackets and buoyancy aids) been checked and will you be taking spare PFDs, CO2 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 (e.g. whistle, mobile phone etc...), spare PFDs, line throwing equipment, thermal blankets, first aid equipment, bailer, knife, paddle, cut-out lanyard device (x2 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? Yes No NA
- 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 the *British Rowing Safeguarding & Protecting Children policy*? Yes No NA
- 9.3 Are all coaches and volunteers familiar with *British Rowing Safeguarding and Protecting Children policy* and procedures and *RowSafe: A Guide to Safe Practice in Rowing*? Yes No NA