

Water Safety Audit

CLUB DETAILS

Club Name - Kingston Grammar Sch. Veterans Boat Club

Region - Thames Upper

Division - 15

Type - Club

AUDITOR INFORMATION

Name of person authorised by the club to accurately complete this audit - Geraint Lewis

Position in your club - Water Safety Officer

Your email address - geraint@blueyonder.co.uk

CLUB STATUS

Is your club a Non-Rowing club i.e. you do not row at all? - No

If you are filling in this form on behalf of a Racing Name of a club please state the name of the affiliated club opposite - 0

If your club is linked to a host Club and operates under its safety policies and its Water Safety Advisor, please state the name of the host club opposite - 0

Do any other club(s) e.g Alumni, also operate under your club's safety policy and your Club Water Safety Advisor? if so please state the name(s) of these clubs - None

Do you host any club(s) who do not operate under your safety policies or Club Water Safety Advisor. Please state the name(s) opposite - None

Water Safety Audit

CLUB CONTACT DETAILS

Postal address of your boathouse - Line 1 - Kingston Grammar School BC

Postal address of your boathouse - Line 2 - Aragon Avenue

Postal address of your boathouse - Line 3 - Thames Ditton

PostCode - KT7 0QU

If your club has a website please give its web address - <http://www.kgsvbc.org/>

CLUB WATER SAFETY ADVISOR CONTACT DETAILS

Name - Geraint Lewis

Address - Line 1 - 5 Bowater House

Address - Line 2 - Manor Road

Address - Line 3 - Teddington

PostCode - TW11 8BN

Home Telephone Number - Unanswered

Work Telephone Number - Unanswered

Mobile Telephone Number - 07711654644

Email Address for Immediate Contact - geraint@blueyonder.co.uk

British Rowing Membership Number - 201503G1071630

ALTERNATIVE / DEPUTY CLUB WATER SAFETY ADVISOR CONTACT DETAILS

Name (Deputy) - Geraint Lewis

Address - Line 1 (Deputy) - Unanswered

Address - Line 2 (Deputy) - Unanswered

Address - Line 3 (Deputy) - Unanswered

PostCode (Deputy) - Unanswered

Home Telephone Number (Deputy) - Unanswered

Work Telephone Number (Deputy) - Unanswered

Mobile Telephone Number (Deputy) - Unanswered

Email Address for Immediate Contact (Deputy) - Unanswered

British Rowing Membership Number (Deputy) - Unanswered

COACHES

How many coaches are there in your club? - 0

Of those, how many have British Rowing coaching qualifications that are IA? - 0

How many have British Rowing coaching qualifications that are UKCC Level 2 (or Bronze) and above? - 0

How many have a current British Rowing number? - 0

SAFETY EQUIPMENT

How many throw bags (rescue lines) do you have available? - 3

How many lifejackets/buoyancy aids do you have available? - 5

BOATS

What is the total number of boats, including privately owned? (I) - 3

What is the total number of boats, including privately owned? (II-/x) - 2

What is the total number of boats, including privately owned? (II+) - 0

What is the total number of boats, including privately owned? (IV-/x) - 4

What is the total number of boats, including privately owned? (IV+) - 0

What is the total number of boats, including privately owned? (VIII) - 1

How many of those were built since April 2003? (I) - 0

How many of those were built since April 2003? (II-/x) - 0

How many of those were built since April 2003? (II+) - 0

How many of those were built since April 2003? (IV-/x) - 0

How many of those were built since April 2003? (IV+) - 0

How many of those were built since April 2003? (VIII) - 0

How many of those were built before April 2003? (I) - 3

Water Safety Audit

How many of those were built before April 2003? (II-/x) - 2

How many of those were built before April 2003? (II+) - 0

How many of those were built before April 2003? (IV-/x) - 4

How many of those were built before April 2003? (IV+) - 0

How many of those were built before April 2003? (VIII) - 1

How many boats including privately owned, built since 2003, are plated to follow the guidance as appropriate in RowSafe? (I) - 0

How many boats including privately owned, built since 2003, are plated to follow the guidance as appropriate in RowSafe? (II-\x) - 0

How many boats including privately owned, built since 2003, are plated to follow the guidance as appropriate in RowSafe? (II+) - 0

How many boats including privately owned, built since 2003, are plated to follow the guidance as appropriate in RowSafe? (IV-/x) - 0

How many boats including privately owned, built since 2003, are plated to follow the guidance as appropriate in RowSafe? (IV+) - 0

How many boats including privately owned, built since 2003, are plated to follow the guidance as appropriate in RowSafe? (VIII) - 0

How many boats including privately owned, built prior to April 2003, are deemed to satisfy the requirements of the Row Safe guide and not require additional buoyancy? (I) - 3

How many boats including privately owned, built prior to April 2003, are deemed to satisfy the requirements of the Row Safe guide and not require additional buoyancy? (II-/x) - 2

How many boats including privately owned, built prior to April 2003, are deemed to satisfy the

requirements of the Row Safe guide and not require additional buoyancy? (II+) - 0

How many boats including privately owned, built prior to April 2003, are deemed to satisfy the requirements of the Row Safe guide and not require additional buoyancy? (IV-/x) - 3

How many boats including privately owned, built prior to April 2003, are deemed to satisfy the requirements of the Row Safe guide and not require additional buoyancy? (IV+) - 0

How many boats including privately owned, built prior to April 2003, are deemed to satisfy the requirements of the Row Safe guide and not require additional buoyancy? (VIII) - 1

How many boats including privately owned are deemed to require additional buoyancy if used in a potential swamping situation? (I) - 0

How many boats including privately owned are deemed to require additional buoyancy if used in a potential swamping situation? (II-/x) - 0

How many boats including privately owned are deemed to require additional buoyancy if used in a potential swamping situation? (II+) - 0

How many boats including privately owned are deemed to require additional buoyancy if used in a potential swamping situation? (IV-/x) - 0

How many boats including privately owned are deemed to require additional buoyancy if used in a potential swamping situation? (IV+) - 0

How many boats including privately owned are deemed to require additional buoyancy if used in a potential swamping situation? (VIII) - 0

How many launches do you have under the following headings? - Coaching - 0

How many launches do you have under the following headings? - Rescue - 0

How many launches do you have under the following headings? - Safety - 0

Water Safety Audit

Have all the boats at the club (club and private) been marked with numbered with BoatIDs and registered? - Yes

Please enter the compliant boat IDs for launches under the PLA's exemption agreement. - N/A

How many scullers/coxless steersmen and steerswomen members (everyone from novice to elite) have steered boats in your club during the last year - juniors? - 0

How many scullers/coxless steersmen and steerswomen members (everyone from novice to elite) have steered boats in your club during the last year - seniors? - 20

How many coxes have steered boats in your club during the last year - juniors? - 0

How many coxes have steered boats in your club during the last year - seniors? - 1

How many of your coxes and scullers/coxless steers have undertaken a formal, structured training programme of which records have been kept? - 0

How many have been tested in an independent, (from the coach who trained them) verified, oral or written, club navigation and steering exam/test both on and off the water? - 0

If you compete at any of the Thames Heads, how many of the total of these coxes and coxless steers have been trained to a standard suitable (i.e. knowledge of the Tideway Code) to allow for pre race practice before the main heads? - 12

Does your club have immediate access to a defibrillator? - Not Applicable

1.1 SAFETY NOTICE BOARDS

a) Have a designated Safety Notice Board in a prominent position? - Yes

b) Ensure that new members are shown the Safety Notice Board and information explained to them?
- To Address

c) Have a list of vital telephone numbers as detailed in the "Row Safe" guide? - Yes

1.2 RISK ASSESSMENT

a) Have a suitable risk assessment(s) that cover its activities both on and off the water, which adequately address emergency issues? - Yes

b) Have risk assessments to cover competitions and training camps if it organises these activities? - Not Applicable

c) Review its risk assessments regularly? - Yes

1.3 CLUB SAFETY PLANS

Have a Club Safety Plan which satisfies the points in the "Row Safe" guide and is it communicated to new and existing club members? - Yes

1.4 COMPETITION SAFETY PLANS

a) Ensure its Competition Safety Plan is published and circulated by the Competition Organisers? - Not Applicable

b) Inform those affected by the Competition Safety Plan what actions are to be taken, by whom and when, and in what sequence, to maintain effective control and co-ordination? - Not Applicable

c) Send Competition Safety Plans or relevant off-prints so both competitors and officials receive these at least three days prior to the competition? - Not Applicable

d) Ensure that Competition Safety Plans are in place even for small private competitions? - Not Applicable

e) Ensure the Competition Safety Plan adequately addresses the topics raised in the "Row Safe"

guide? - Not Applicable

1.5 INSURANCE

- a) Have adequate Public Liability Insurance cover including ""Member to Member"" extension? - Yes
- b) Ensure its insurance policy, covers all club activities, inc. learn 2 row courses, fun regattas, taster sessions, etc? - Yes
- c) Ensure that the coaches they employ are covered by club or their own insurance? - Not Applicable

1.6 TRAINING CAMPS

- a) Establish contact details for all participants in case of emergency? - Not Applicable
- b) i) Check insurance is in place for club and relevant non-club equipment - Not Applicable
- b) ii) Check insurance is in place for member-to-member cover - Not Applicable
- b) iii) Check insurance is in place for personal travel insurance - Not Applicable
- c) Ensure the Training Camp Organising Committee addresses the topics raised by the ""Row Safe"" guide? - Not Applicable

1.7 WEATHER AND ENVIRONMENT

- a) Ensure that the Safety Plan or safety rules address the topics covered in the ""Row Safe"" guide? - Yes
- b) Ensure these rules communicated to club members? - Yes

1.8 COLD WATER IMMERSION

- a) Manage the risks BEFORE the outing if cold water immersion and hypothermia are assessed as potential issues in accordance with the ""Row Safe"" guide? - Yes
- b) Communicate rules and risk controls to club members and coaches to ensure these are adequately managed in accordance with ""Row Safe"" guide? - Yes

1.9 SWIMMING AND CAPSIZE

- a) Ensure that ALL participants are instructed in the actions to be taken in the event of a capsize (for all boat types) to cover the topics in ""Row safe"" guide? - Yes
- b) i) Ensure that ALL participants in rowing must be able to demonstrate when asked they are both competent and confident in and under the water by swimming at least 50 metres in light clothing (rowing kit) - Yes
- b) ii) Ensure that ALL participants in rowing must be able to demonstrate when asked they are both competent and confident in and under the water by treading water for at least two minutes - Yes
- b) iii) Ensure that ALL participants in rowing must be able to demonstrate when asked they are both competent and confident in and under the water by swimming under water for at least 5 metres - Yes
- c) Require participants, who are unable to demonstrate the minimum swimming standards, to wear a personal flotation device (PFD)? - Not Applicable
- d) Ensure swimming ability and capsize training is recorded for each member of the club? - To Address

2.1 SAFETY AIDS

- a) Ensure that all lifejackets and buoyancy aids (PFDs) conform to the relevant national EN standards and carry the CE mark of approval? - Yes

Water Safety Audit

- b) Have written procedures in place for the use of safety aids and ensure that all members understand and follow them? - To Address
- c) Require all coxswains to wear an approved lifejacket or buoyancy aid on top of all other garments when in a boat (noting front loader guidance)? - Yes
- d) Require all launch drivers and passengers to wear an approved lifejacket or buoyancy aid on top of all other garments when in a launch? - Yes
- e) Require all participants who cannot meet the swimming competency standard set by British Rowing or the club to wear a lifejacket or buoyancy aid when in a boat? - Not Applicable
- f) Where, because of a medical problem, there is a risk to a participant of becoming unconscious or immobile, require an automatic lifejacket to be worn? - Not Applicable
- g) Require lifejackets and buoyancy aids to be checked for wear and tear before each use and provide a proper designated place where they can dry out naturally away from a heat source? - Yes
- h) Ensure that all safety aids, particularly throw lines, are readily accessible and stored ready for use where they may be needed in an emergency. - Yes
- i) Require all those involved in rowing to be trained and have had practice in the use of a throw line? - To Address
- j) Ensure throw lines and space blankets are carried by coaches and those monitoring activities? - Not Applicable
- k) Ensure lifejackets are frequently checked for damage, leaks and gas cylinder integrity and that the check is recorded in a maintenance log? - Yes
- l) Require junior beginners to wear a PFD until they have completed a swim test, received training in capsize procedure and reached a satisfactory level of competence in, for example, a single sculling boat? - Not Applicable

2.2 STEERING AND NAVIGATION

- a) Train members to ensure they are competent to control boats and equipment in accordance with ""Row Safe"" guide? - Yes
- b) Ensure those steering are aware of any poor visibility navigation rules? - Yes

2.3 BOATS AND BLADES

- a) Ensure that all newly constructed boats have sufficient inherent buoyancy, together with their oars and sculls, that they can support a seated crew of the stated design weight such that the rower's torsos remain out of the water and the boat can be manoeuvred? - Yes
- b) Confirm with the manufacturer or supplier that the boat being supplied complies with the British Rowing or FISA's requirements on buoyancy and insist on the boat being plated accordingly? Note: CE mark according to Recreational Craft Directive is required - Yes
- c) If, after a risk assessment for a planned activity, it is judged that a boat, new or old, does not have sufficient inherent buoyancy, does the club require additional buoyancy to be added? - Not Applicable
- d) Require, where the construction shape of a boat or its composition is such that the bow presents a hazard in collision, a solid ball of not less than 4cm diameter made of rubber or material of similar resilience is firmly attached to the bow? - Yes
- e) Require, where 'fitted shoes' are employed, they have effective heel restraints properly adjusted (the heel must be prevented from rising higher than the lowest fixed point of the shoe) and in working order. Likewise, the foot release from any other type of fitment that may be used is self-acting and not require the intervention of the athlete or a rescuer? - Yes
- f) Require all buoyancy compartments to be watertight to ensure effective operation? - Yes
- g) Require rudder lines, steering mechanisms, rudder and fin, to be secure and in good working order, along with the 'buttons' on oars and sculls to be secure and properly set? - Yes

h) Require the checks detailed in the "Row Safe" guide to be made before each outing? - Yes

2.4 LAUNCH DRIVING

a) Require all launches to carry a plate stating the maximum weight it can safely support, together with this translated into the number of adults? - Not Applicable

b) Require launch drivers to hold, as a minimum, the RYA Level 2 powerboat certificate (appropriate to water conditions; tidal v non-tidal) or equivalent training? - Yes

c) Require all launch drivers and passengers to carry an appropriate form of communication device to summon help where necessary (eg, mobile telephone or marine VHF)? - Yes

d) Require launch drivers to know the emergency frequencies or numbers in case of an emergency (these can be laminated and stuck inside the launch)? - Yes

e) If carrying a marine VHF radio, the operator must hold a Short Range Certificate (SRC) and follow correct radio procedure at all times - Not Applicable

f) Require launch drivers to understand and follow the rules of the water upon which they are operating and at all times, except in an emergency, adhere to the speed limits in place on that stretch of water? - Yes

g) Have rules in place on boating in dark or low visibility situations? - Yes

h) Require launches to carry the equipment as required by the "Row Safe" guide and require that launch drivers must check that the launch is carrying the appropriate emergency equipment before going afloat? - Yes

i) If launches are used for safety cover, ensure they follow the guidance as appropriate in RowSafe? - Not Applicable

j) Follow the Row Safe guidance note on Aluminum 'Tin Fish', coaching catamarans and traditional long and narrow-beam 'low-wash' coaching launches? - Yes

2.5 TRANSPORT AND TRAILER

- a) Provide information and diagrams showing the recommended arrangement for loading, including the allowable load projection? - Yes
- b) Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle? - Yes
- c) Have a method to check the nose weight of the trailer? - To Address
- d) Provide projection markers and lights? - Yes
- e) Ensure that adequate ties, (in good condition), are available? - Yes
- f) Ensure that information regarding the Maximum Allowed Mass (MAM) is fixed to the trailer?
Note: Information regarding tyre pressure and unladen trailer weight is also recommended. - Yes
- g) Require that the driver checks the tyres (including spare), lights, projection markers and the security of the load, jockey wheel and brakes before each trip? - Yes
- h) Ensure that the vehicle used for towing is appropriate for the length, load and type of trailer and that the trailer carries a spare wheel and suitable tools and jack for changing a wheel? - Yes
- i) Require drivers to always carry a passenger to help with navigation, maneuvering, and any emergency, which may arise and to be aware of the dangers of high winds and icy road conditions and consult the weather forecast before setting off? - Yes
- j) Ensure that, if towing or using vehicles overseas, any local rules are adhered to (lights, spares, yellow vests, fire extinguishers, triangle, overhang, etc.)? - Yes
- k) Require drivers to take breaks for journeys of longer than 2 hrs duration or have a buddy driver accompany them on long journeys and ensure an effective communication system is set up with the club for the journey? (mobile phone - note hands free sets required) - Yes

Water Safety Audit

3.1 BEGINNERS

- a) Record ALL the information from beginners as listed in the ""Row Safe"" guide before allowing any activity to start? - Yes
- b) Cover the topics listed in ""Row Safe"" (where relevant) in your club induction? - Yes
- c) Ensure the identified risk controls are in place as listed in ""Row Safe"" guide? - Yes

3.2 JUNIORS

- a) Record ALL the information from Juniors as listed in the ""Row Safe"" guide before starting ANY activity? - Not Applicable
- b) Cover the topics listed in the ""Row Safe"" guide (where relevant) in your club induction? - Not Applicable
- c) Ensure the identified risk controls in place as listed in the ""Row Safe"" guide? - Not Applicable

3.3 ADAPTIVE

- a) Conduct a risk assessment and produce an action plan for each individual adaptive athlete? - Not Applicable
- b) Provide high visibility markings for all pathways (including stairs) throughout boat/clubhouse/venue? - Not Applicable
- c) Ensure boathouse and club are kept orderly and tidy as appropriate for adaptive use? - Not Applicable
- d) Provide a suitable rescue launch? - Not Applicable
- e) Establish and practise procedures for managing incidents, including capsizes? - Not Applicable

3.4 TOURING

- a) Ensure that Tour organisers survey the route and produce a plan identifying hazards and accessible landing points for rest stops, emergencies and overnight stowage, and carry out a risk assessment and produce a safety plan incorporating an Emergency Action Plan? - Not Applicable
- b) Ensure all tour members are provided with a copy of the tour's safety plan and Emergency Action Plan and carry their British Rowing membership cards as evidence of their competence and third-party cover to show to lock-keepers? - Not Applicable
- c) Before using a waterway with locks, tourers should consult the relevant administering body to determine the rules for passing through locks and follow lock keepers instructions at all times? - Not Applicable
- d) Ensure Tour organisers have appropriate insurance cover? - Not Applicable
- e) Ensure crew members declare any medical condition or disability which may affect them during the tour and where needed carry appropriate medication? - Not Applicable

3.5 COASTAL

Ensure the topics identified in the ""Row Safe"" guide are followed - covering Boat buoyancy, launch driving, water safety auditing, communications, hazards, launching/landing and PFD's? - Not Applicable

3.6 INDOOR ROWING

- a) Advise all participants of the potential health risks associated with strenuous exercise, and for those at risk due to a current or previous illness or injury, ask them to arrange a health check with a medical practitioner, prior to any activity? - Yes
- b) Ensure that the machines are safely located and regularly serviced and maintained in good working order as recommended by the manufacturer? - Yes

Water Safety Audit

- c) Provide appropriate induction sessions for beginners together with appropriate notices and instruction on safe use (clothing, storage, monitor set up, etc) and potential health issues? - Yes
- d) Record all incidents relating to indoor rowing machines on the British Rowing incident reporting system? - Yes
- e) Assess and manage the risks prior to, and during, the running of an activity or event? - Yes
- f) Ensure high standards of equipment hygiene are maintained and users clean the handle and machine after use? - Yes

4.1 INCIDENT REPORTING

- a) Require that all club members are made aware of what constitutes an incident and 'near incident' that needs reporting and that all are aware of how to report them online? - Yes
- b) Regularly monitor the British Rowing online reporting system to gather information on club incidents and use the statistics to develop safer practices? - Yes
- c) Keep the members informed of incidents and 'near incidents' at the club and ways in which action must be taken to avoid repetition? - Yes

4.2 SAFETY AUDITING

- a) Ensure that an accurate annual British Rowing Water Safety Audit is completed and delivered on time to the Regional Water Safety Adviser? - Yes
- b) Review the findings of the Club's Water Safety Audit and implement its recommendations at committee level as appropriate? - Yes

5.1 SUNBURN AND HEAT STRESS

Water Safety Audit

Advise members about the risks of sunburn, heat stroke and heat exhaustion, and of local guidance relating to this issue? - Yes

5.2 FIRST AID

a) Have an Emergency Action Plan (EAP) within the Club Safety Plan and communicate the EAP to all club members? - Yes

b) Keep a record of Club First Aiders and encourage them to maintain their certification? - Yes

c) Provide suitable quantities of first aid materials within box(es) clearly identified as "First Aid" and locate sufficient First Aid Boxes in easily accessible areas of the club and/or boathouse? - Yes

5.3 WATERBOURNE DISEASES

Provide information on diseases most likely to be encountered by club members, either on their home water or when they visit other venues? - Yes

OTHER

Further Comments - Unanswered