

BRITISH ROWING CLUB GAP-ANALYSIS AUDIT 2009

Club Name	Tyne Rowing Club
Region	North East

Name of person authorised by the club to accurately complete this audit.	Liz Bray
Position in your club	CWSA

CLUB STATUS

Is your club a Non-Rowing club i.e you do not row at all? If so (your club does not row at all) you do not have to complete the rest of this form, simply state your Email address opposite.	N/A
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. You do not have to complete the rest of this form.	N/A
If your club is linked to a host Club and operates under its safety policies and its Water Safety Adviser, please state the name of the host club opposite. You do not have to complete the rest of this form.	N/A
Do any other club(s) e.g. Alumini, also operate under your club's safety policy and your Club Water Safety Adviser? If so please state the name(s) of these clubs. These clubs are not required to submit a separate British Rowing audit.	N/A
Do you host any club(s) who do not operate under your safety policies or Club Water Safety Adviser. Please state the name(s) opposite.	University of Northumbria BC

CLUB ADDRESS

Postal address of your boathouse	Water Row, Newburn, Newcastle upon Tyne
Post Code	NE15 8NL
If your club has a website please give its web address	http://www.tynerowingclub.org

CLUB WATER SAFETY ADVISOR

Club Water Safety Adviser contact details - Surname	Bray
First Name	Liz
Address	22 Linden Road, Gosforth, Newcastle upon Tyne
Post Code	NE3 4EY
Home Telephone Number	0191 284 3781

Work Telephone Number	N/A
Mobile Telephone Number	07523 552 535
Email address for immediate contact	liz.bray@blueyonder.co.uk
British Rowing number	201001S1019498

ALTERNATE / DEPUTY CLUB WATER SAFETY ADVISOR

Note: Mandatory in Thames region where it is necessary to provide 100% cover

Surname	N/A
First Name	
Home Telephone Number	
Work Telephone Number	
Mobile Telephone Number	
Email address for immediate contact	
British Rowing number	

COACHES

How many coaches are there in your club?	13
How many have British Rowing coaching qualification?	11
IA and above	11
UKCC Level 2 or above	10
How many have a current British Rowing number?	13

SAFETY EQUIPMENT

How many throw bags (rescue lines) do you have available?	5
How many lifejackets/buoyancy aids do you have available?	23

BOAT BUOYANCY

	Numbers					
	I	II-/x	II+	IV-/x	IV+	VIII
What is the total number of boats in your BOAT HOUSE including privately owned	56	10	0	7	7	6
How many of those were built since April 2003	?	2	0	3	1	3
How many of those were built before April 2003	?	8	0	4	6	3
How many boats in your BOAT HOUSE including privately owned, built since April 2003, are plated to comply with the requirements of the Row Safe guide?	?	2	0	1	1	3
How many boats in your BOAT HOUSE including privately owned, built prior to April 2003, are deemed to satisfy the requirements of the Row Safe guide and NOT require additional buoyancy?	?	5	0	4	3	2
How many boats in your BOAT HOUSE including privately owned are deemed to require additional buoyancy if used in a potential swamping situation?	?	?	0	0	3	2

Please list the British Rowing compliant Boat Identification Codes of all coaching launches that you shall be using on the Tidal Thames under the PLA's exemption arrangement under the PLA /TRRC Tideway. Code, be it for only one visit a year or regularly if a Tideway club. <i>Please note PLA lighting and other requirements of the Tideway Code?</i>	N/A
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GAP ANALYSIS
Place an 'X' in the appropriate box
Does your Club?

ROW SAFE - 1 Risk Management

Topic	Item	N/A	Yes	To be addressed	
1.1 Safety Notice Boards	a	Have a designated Safety Notice Board in a prominent position?	X		
	b	Ensure that new members are shown the Safety Notice Board and information explained to them?	X		
	c	Have a list of vital telephone numbers as detailed in the "Row Safe" guide?	X		
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?	X		
	b	Have risk assessments to cover competitions and training camps if it organises these activities?	X		
	c	Review its risk assessments regularly?	X		
1.3 Club Safety Plans	a	Have a Club Safety Plan which satisfies the points in the "Row Safe" guide and is it communicated to new and existing club members?	X		
1.4 Competition Safety Plans	a	Ensure its Competition Safety Plan is published and circulated by the Competition Organisers?	X		
	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?	X		
	c	Send Competition Safety Plans or relevant off-prints so both competitors and officials receive these at least three days prior to the competition?	X		
	d	Ensure that Competition Safety Plans are in place even for small private competitions?	X		
	e	Ensure the Competition Safety Plan adequately addresses the topics raised in the "Row Safe" guide?	X		
1.5 Insurance	a	Have adequate Public Liability Insurance cover including "Member to Member" extension?	X		
	b	Ensure its insurance policy, covers all club activities, inc. learn 2 row courses, fun regattas, taster sessions, etc?	X		
	c	Ensure that the coaches they employ are covered by club or their own insurance?	X		
1.6 Training Camps	a	Establish contact details for all participants in case of emergency?	X		
	b	Check insurance is in place for:			
		----- club and relevant non-club equipment		X	
		----- member-to-member cover		X	
	----- personal travel insurance	X			
c	Ensure the Training Camp Organising Committee addresses the topics raised by the "Row Safe" guide?			X	

1.7 Weather & Environment	<i>a</i>	Ensure that the Safety Plan or safety rules address the topics covered in the "Row Safe" guide?		X	
	<i>b</i>	Ensure these rules communicated to club members?		X	
1.8 Cold Water Immersion	<i>a</i>	Manage the risks BEFORE the outing if cold water immersion and hypothermia are assessed as potential issues in accordance with the "Row Safe" guide?		X	
	<i>b</i>	Communicate rules and risk controls to club members and coaches to ensure these are adequately managed in accordance with "Row Safe" guide?		X	
1.9 Swimming & Capsize	<i>a</i>	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?		X	
	<i>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:	X		
		Swimming at least 50 metres in light clothing (rowing kit)		X	
		Treading water for at least two minutes		X	
		Swimming under water for at least 5 metres		X	
	<i>c</i>	Require participants, who are unable to demonstrate the minimum swimming standards, to wear a personal flotation device (PFD)?		X	
<i>d</i>	Ensure swimming ability and capsize training is recorded for each member of the club?			X	

ROW SAFE - 2 Equipment					
Topic	Item	N/A	Yes	To be addressed	
2.1 Safety Aids	<i>a</i>	Ensure that all lifejackets and buoyancy aids (PFDs) conform to the relevant national EN standards and carry the CE mark of approval?		X	
	<i>b</i>	Have written procedures in place for the use of safety aids and ensure that all members understand and follow them?		X	
	<i>c</i>	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)?		X	
	<i>d</i>	Require all launch drivers and passengers to wear an approved lifejacket or buoyancy aid on top of all other garments when in a launch?		X	
	<i>e</i>	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?		X	
	<i>f</i>	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?	X		
	<i>g</i>	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?		X	
	<i>h</i>	Ensure that all safety aids, particularly throw lines, are readily accessible and stored ready for use where they may be needed in an emergency.		X	
	<i>i</i>	Require all those involved in rowing to be trained and have had practice in the use of a throw line?		X	
	<i>j</i>	Ensure throw lines and space blankets are carried by coaches and those monitoring activities?		X	
	<i>k</i>	Ensure lifejackets are frequently checked for damage, leaks and gas cylinder integrity and that the check is recorded in a maintenance log?			X

	<i>l</i>	Require junior beginners to wear a PFD until they have completed a swim test, received training in capsizing procedure and reached a satisfactory level of competence in, for example, a single sculling boat?		X	
2.2 Steering & Navigation	<i>a</i>	Train members to ensure they are competent to control boats and equipment in accordance with "Row Safe" guide?		X	
	<i>b</i>	Ensure those steering are aware of any poor visibility navigation rules?		X	
2.3 Boats & Blades	<i>a</i>	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?		X	
	<i>b</i>	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? <i>Note: CE mark according to Recreational Craft Directive is required</i>			X
	<i>c</i>	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?			X
	<i>d</i>	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?		X	
	<i>e</i>	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?		X	
	<i>f</i>	Require all buoyancy compartments to be watertight to ensure effective operation?		X	
	<i>g</i>	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?		X	
	<i>h</i>	Require the checks detailed in the "Row Safe" guide to be made before each outing?		X	
2.4 Launch Driving	<i>a</i>	Require all launches to carry a plate stating the maximum weight it can safely support, together with this translated into the number of adults?			X
	<i>b</i>	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?			X
	<i>c</i>	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)?		X	
	<i>d</i>	Require launch drivers to know the emergency frequencies or numbers in case of an emergency (these can be laminated and stuck inside the launch)?			X
	<i>e</i>	If carrying a marine VHF radio, the operator must hold a Short Range Certificate (SRC) and follow correct radio procedure at all times			X

	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?			X
	g	Have rules in place on boating in dark or low visibility situations?		X	
	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?		X	
	i	If launches are used for safety cover, ensure they comply with the "Row Safe" guide?			X
	j	Comply with the Row Safe note on Aluminum 'Tin Fish', coaching catamarans and traditional long and narrow-beam 'low-wash' coaching launches?			X
2.5 Transport & Trailer	a	Provide information and diagrams showing the recommended arrangement for loading, including the allowable load projection?		X	
	b	Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle?		X	
	c	Have a method to check the nose weight of the trailer?			X
	d	Provide projection markers and lights?		X	
	e	Ensure that adequate ties, (in good condition), are available?		X	
	f	Ensure that information regarding the Maximum Allowed Mass (MAM) is fixed to the trailer? <i>Note: Information regarding tyre pressure and unladen trailer weight is also recommended.</i>			X
	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?		X	
	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?		X	
	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?			X
	j	Ensure that, if towing or using vehicles overseas, any local rules are adhered to (lights, spares, yellow vests, fire extinguishers, triangle, overhang, etc.)?			X
	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? (<i>mobile phone – note hands free sets required</i>)		X	

ROW SAFE - 3 Participants				
Topic	Item	N/A	Yes	To be addressed
3.1 Beginners	a	Record ALL the information from beginners as listed in the "Row Safe" guide before allowing any activity to start?		X
	b	Cover the topics listed in "Row Safe" (where relevant) in your club induction?	X	
	c	Ensure the identified risk controls are in place as listed in "Row Safe" guide?	X	

3.2 Juniors	<i>a</i>	Record ALL the information from Juniors as list in the "Row Safe" guide before starting ANY activity?		X	
	<i>b</i>	Cover the topics listed in the "Row Safe" guide (where relevant) in your club induction?		X	
	<i>c</i>	Ensure the identified risk controls in place as listed in the "Row Safe" guide?		X	
3.3 Adaptive	<i>a</i>	Conduct a risk assessment and produce an action plan for each individual adaptive athlete?	X		
	<i>b</i>	Provide high visibility markings for all pathways (including stairs) throughout boat/clubhouse/venue?	X		
	<i>c</i>	Ensure boathouse and club are kept orderly and tidy as appropriate for adaptive use?	X		
	<i>d</i>	Provide a suitable rescue launch?	X		
	<i>e</i>	Establish and practise procedures for managing incidents, including capsizes?	X		
3.4 Touring	<i>a</i>	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?	X		
	<i>b</i>	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?	X		
	<i>c</i>	Before using a waterway with locks, tourers should consult the relevant administering body to determine the rules for passing through locks & follow lock keepers instructions at all times?	X		
	<i>d</i>	Ensure Tour organisers have appropriate insurance cover?	X		
	<i>e</i>	Ensure crew members declare any medical condition or disability which may affect them during the tour and where needed carry appropriate medication?	X		
3.5 Coastal	<i>a</i>	Ensure the topics identified in the "Row Safe" guide are complied with – covering Boat buoyancy, launch driving, water safety auditing, communications, hazards, launching/landing and PFD's?	X		
3.6 Indoor Rowing	<i>a</i>	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?		X	
	<i>b</i>	Ensure that the machines are safely located and regularly serviced and maintained in good working order as recommended by the manufacturer?		X	
	<i>c</i>	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?		X	
	<i>d</i>	Record all incidents relating to indoor rowing machines on the British Rowing incident reporting system?		X	
	<i>e</i>	Assess and manage the risks prior to, and during, the running of an activity or event?		X	
	<i>f</i>	Ensure high standards of equipment hygiene are maintained and users clean the handle and machine after use?		X	

ROW SAFE - 4 Monitoring					
Topic		Item	N/A	Yes	To be addressed
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?		X	
	b	Regularly monitor the British Rowing online reporting system to gather information on club incidents and use the statistics to develop safer practices?		X	
	c	Keep the members informed of incidents and 'near incidents' at the club and ways in which action must be taken to avoid repetition?		X	
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?		X	
	b	Review the findings of the Club's Water Safety Audit and implement its recommendations at committee level as appropriate?		X	

ROW SAFE - 5 Health					
Topic		Item	N/A	Yes	To be addressed
5.1 Sunburn & Heat Stress	a	Advise members about the risks of sunburn, heat stroke and heat exhaustion, and of local guidance relating to this issue?		X	
5.2 First Aid	a	Have an Emergency Action Plan (EAP) within the Club Safety Plan & communicate the EAP to all club members?		X	
	b	Keep a record of Club First Aiders and encourage them to maintain their certification?			X
	c	Provide suitable quantities of first aid materials within box(es) clearly identified as "First Aid" & locate sufficient First Aid Boxes in easily accessible areas of the club and/or boathouse?		X	
5.3 Waterborne Diseases	a	Provide information on diseases most likely to be encountered by club members, either on their home water or when they visit other venues?		X	