

<b>Preview of Thames Region Club Safety Audit 2008</b>		
<i>source: TRRC/Verbos on-line audit</i>		
<p>Before you go on-line to submit your audit, why not use this form to prepare your answers? Your answers will be text, numbers or selecting one of the options provided. You can create a back-up by printing or saving this form.</p> <p>Go to <a href="http://www.thames-rrc.org/safety/">http://www.thames-rrc.org/safety/</a> and follow the links to the audit webpage.</p>		
	<b>Question</b>	<b>Answer options</b>
<b>1</b>	<b>Club name:</b> Please specify the name of your club	[ text ]
<b>2</b>	<b>Non-Rowing Club:</b> If your club does not row at all, please specify this below. You will not have to complete any further questions, except to declare your name and position.	Normal Club (Rowing) / Non-Rowing Club
<b>3</b>	<b>Other "linked" clubs COVERED by this audit.</b> Do any other club(s) e.g. alumni, also operate under your club's safety policy and your Club Water Safety Adviser? Please insert Club Name(s) These clubs are not required to submit a separate audit.	[ text ]
<b>4</b>	<b>Other "linked" clubs NOT COVERED by this audit:</b> If you host any club(s) who do not operate under your safety procedures or Club Water Safety Adviser please insert the Club name(s). If you do not host any, please write "N/A".	[ text ]
<b>5</b>	<b>Boat House Address:</b> State the postal address of your boathouse including postcode.	[ text ]
<b>Club Water Safety Adviser</b>		
<b>6</b>	State the full surname of your Club Water Safety Adviser	[ text ]
<b>7</b>	Please state the initials of your Club Water Safety Adviser	[ text ]
<b>8</b>	Please provide a HOME telephone number for your Club Water Safety Adviser	[ text ]

9	Please provide a WORK telephone number for your Club Water Safety Adviser	[ text ]
10	Please provide a MOBILE telephone number for your Club Water Safety Adviser	[ text ]
11	Please enter the appropriate EMAIL address of your Club Water Safety Adviser, which is available for regular use.	[ text ]
12	If your CWSA is a current ARA member state his/her membership number. (Note: benefits from ARA insurance).	[ text ]
<b>Deputy Club Water Safety Adviser</b>		
13	State the full surname of your Deputy Club Water Safety Adviser, a mandatory post for all Thames Clubs. This is to ensure that at all times someone is available as CWSA.	[ text ]
14	Please state the initials of your Deputy Club Water Safety Adviser	[ text ]
15	Please provide a HOME telephone number for your Deputy Club Water Safety Adviser	[ text ]
16	Please provide a WORK telephone number for your Deputy Club Water Safety Adviser	[ text ]
17	Please provide a MOBILE telephone number for your Deputy Club Water Safety Adviser	[ text ]
18	Please enter the appropriate EMAIL address of your Deputy Club Water Safety Adviser, which is available for regular use.	[ text ]
19	<b>Website:</b> If your club has a website please give its web address	[ text ]
20	<b>Navigation:</b> What formal methods are in place to ensure that members are aware of the local navigation rules?	[ text ]
21	<b>Hazards:</b> What particular hazards exist peculiar to the Club or location?	[ text ]

22	<b>Control Measures:</b> What procedures exist to counteract the threat of hazards outlined above, for example, the use of water level indicators, flow meters and temperature gauges when imposing restrictions?	[ text ]
23	<b>First Aid:</b> Where is/are the fully stocked and readily available First Aid kit(s)?	[ text ]
24	<b>First Aid:</b> What is the name (do not state an 'office', such as Captain) of the person responsible for regularly checking and replacing the contents of the First Aid kit(s)?	[ text ]
25	<b>Lifejackets/buoyancy aids:</b> What is the name of the person in your club responsible for checking lifejackets/buoyancy aids?	[ text ]
26	<b>Coaches:</b> How many coaches are there in your club?	[ number ]
27	<b>Coaches:</b> How many coaches have ARA Coaching qualifications IA or above?	[ number ]
28	<b>Coaches:</b> How many coaches are current members of the ARA?	[ number ]
29	Is Water Safety a permanent agenda item for review by the club committee?	Yes / No
30	Does your CWSA give reports to your committee? (NB The CWSA does not have to be a member of the committee)	Yes / No
31	Do you display a suitable list of addresses and telephone numbers for emergencies?	Yes/ No / No Boathouse, therefore not applicable
32	Do you clearly display the location of the nearest telephone?	Yes / No
33	Where are the rules for the safe use of your local waters displayed? (NB: Should include circulation diagrams and maps)	Boat House / Club House / Not Displayed
34	What is the frequency of checking the first aid box?	Weekly / Monthly / 2 Months / 3 Months / More than 3 Months
35	How many thermal/exposure blankets do you have available for use?	1 to 5 / 6 to 10 / 11 to 15 / 16 to 20 / 20 + / None
36	Are your coaches required to carry thermal exposure blankets?	Yes / No
37	How many throw bags (rescue lines) do you have available for use?	1 to 5 / 6 to 10 / 11 to 15 / 16 to 20 / 20 + / None

<b>38</b>	Are your coaches required to carry throw lines?	Yes / No
<b>39</b>	Do your coaches regularly practice using throw bags?	Yes / No
<b>40</b>	How many lifejackets/ buoyancy aids do you have available?	1 to 5 / 6 to 10 / 11 to 15 / 16 to 20 / 20 + / None
<b>41</b>	Do you require that coxes wear lifejackets/buoyancy aids in the boat at all times on top of clothing?	Yes / No / N/A
<b>42</b>	Are your coxes properly briefed about escape from front-loaders	Yes / No / N/A
<b>43</b>	Do you require that coaches wear lifejackets/buoyancy aids at all times on top of all clothing when accompanying crews in launches?	Yes / No / N/A
<b>44</b>	Are coaching and safety launches fully equipped with safety aids as required in the safety code (2.5.5.2)?	Yes / Partially Equipped / No Aids / N/A (No launches)
<b>45</b>	Does your club have a written policy in effect on the wearing of lifejackets/buoyancy aids for juniors and beginners? (e.g. based on skill level, swim test & capsized drill etc.)	Yes / No / N/A
<b>46</b>	Are juniors required to wear a lifejacket/buoyancy aid until they have completed a swim test as required by the WSC 2.5.2.2, a capsized drill and shown a defined level of skill in a single sculler?	Yes / No / N/A
<b>47</b>	Are all adult beginners offered the use of a lifejacket/buoyancy aid?	Yes / No / N/A
<b>48</b>	Do you have third party / public liability insurance for on and off the water activities?	Yes both on and off water / Yes, but only on the water / N/A
<b>49</b>	Do you have member-to-member insurance? If in doubt consult your broker.	Yes / No
<b>50</b>	What education and training do you have in place for the coxswains in your club?	Set formal induction and training / Externally coached on the water as part of a crew / Taken out by an experienced crew to be coached by them / Other specific training method / No specific training method
<b>51</b>	If other please specify.	

<b>52</b>	If your CWSA is not a current ARA member does the club provide specific insurance? (N.B. Club Water Safety Advisers must be individual ARA members to benefit from ARA insurance)	Yes / No / N/A
<b>53</b>	If your club has a junior racing name, or a link club alternative name, have you told your insurance company, as the alternative name may not be considered by them to cover the activities?	Yes / No / N/A
<b>54</b>	Where is the up-to-date incident log?	Boat House / Club House / None
<b>55</b>	Do you number each incident report with the sequential identification number in the Logbook as requested?	Yes / No
<b>56</b>	Do you keep a record of the names of members who have been informed of the local navigation and other safety information together with the date they were informed?	Yes / No
<b>57</b>	Does your Club request details, prior to any activity, from individuals on any medical conditions that could be aggravated by rowing activity?	Yes / No
<b>58</b>	Is a signed statement of swimming competency obtained, before any water activity takes place?	Yes / No / N/A
<b>59</b>	In the case of juniors is the statement of swimming competency and medical conditions signed by a parent or guardian?	Yes: Prior to any activity / Yes: Part of induction / Yes: Both induction and prior to activities / No / N/A
<b>60</b>	When do you carry out capsizing drills for adult beginners?	Prior to any activity / Part of induction / Set times of the year / Not undertaken / N/A
<b>61</b>	When do you carry out capsizing drills for junior beginners?	Prior to any activity / Part of induction / Set times of the year / Not undertaken / N/A
<b>62</b>	If your club has any craft, private or club owned, that trains or races on ANY Thames Regional waters, it is necessary for all such craft to display, on both sides of the boat, an ARA-approved identification code, whose numbers are on an up-to-date club register. Are your boats that go on the water at any time correctly labelled?	Yes / No / N/A
<b>63</b>	Where is the log of boats in and out?	Boat House Club House N/A

64	When purchasing new boats, does your club require the manufacturer to supply information with regard to buoyancy?	Yes / No / N/A
65	Who is responsible for ensuring that rowing equipment, launches, trailers are properly and regularly maintained?	CWSA / Equipment Officer / Captain / Boatman / Other / N/A
66	What "quarantine" system is in place to ensure that unsuitable equipment is isolated to avoid its use?	Labels on equipment / Labels & part removed / Labels & part moved to particular location / Other
67	How many boats, including private craft such as sculling boats, does your club have on its premises in total?	[ number ]
68	How many boats in your fleet built since April 2003 are plated to comply with the Water Safety Code 2.6.1?	[ number ]
69	How many boats in your fleet built prior to April 2003 are deemed NOT to require additional buoyancy?	[ number ]
70	How many boats in your fleet are deemed to require additional buoyancy if used in a potential swamping situation?	[ number ]
71	Please list the ARA compliant ID code of any coaching launches that you shall be using on the Tidal Thames under the PLA exemption arrangement. Note that an ID code is required if only visiting the Tidal Thames and that PLA requirements, such as lighting, must be adhered to.	[ text ]
	<b>Summary of Recordable Incidents</b>	
	You have now finished the Audit part of the Annual return to the ARA and it is now necessary additionally, as explained by the National Water Safety Adviser in his letter to all Clubs, to fill in a summary of your Recordable Incidents. This follows:	
	<b>"SUMMARY OF RECORDABLE INCIDENTS ENTERED IN YOUR LOG BOOK FROM 1ST OCTOBER 2006 TO 30TH SEPTEMBER 2007"</b>	
		<b>Place the totals for each item in the boxes - including zeros</b>

<b>Capsize</b>		
<b>72</b>	The total number of capsizes through incompetence	<i>[ number ]</i>
<b>73</b>	Have areas for improvement been identified and action taken where concerning capsizes through incompetence	Yes / No
<b>74</b>	The total number of capsizes through collision	<i>[ number ]</i>
<b>75</b>	Have areas for improvement been identified and action taken where concerning capsizes through collision	Yes / No
<b>76</b>	The total number of capsizes through equipment failure	<i>[ number ]</i>
<b>77</b>	Have areas for improvement been identified and action taken where concerning capsizes through equipment failure	Yes / No
<b>Collision with static object</b>		
<b>78</b>	The total number of incidents with no damage to equipment or individuals	<i>[ number ]</i>
<b>79</b>	Have areas for improvement been identified and action taken where concerning incidents with no damage to equipment or individuals	Yes / No
<b>80</b>	The total number of incidents with minor damage to equipment.	<i>[ number ]</i>
<b>81</b>	Have areas for improvement been identified and action taken where concerning incidents with minor damage to equipment.	Yes / No
<b>82</b>	The total number of incidents with minor injury.	<i>[ number ]</i>
<b>83</b>	Have areas for improvement been identified and action taken where concerning incidents with minor injury.	Yes / No
<b>84</b>	The total number of incidents with minor damage to equipment and minor injury.	<i>[ number ]</i>
<b>85</b>	Have areas for improvement been identified and action taken where concerning incidents with minor damage to equipment and minor injury.	Yes / No

<b>Collision with moving object</b>		
<b>86</b>	The total number of incidents with no damage to equipment or individuals.	<i>[ number ]</i>
<b>87</b>	Have areas for improvement been identified and action taken where concerning incidents with no damage to equipment or individuals.	Yes / No
<b>88</b>	The total number of incidents with minor damage to equipment.	<i>[ number ]</i>
<b>89</b>	Have areas for improvement been identified and action taken where concerning incidents with minor damage to equipment.	Yes / No
<b>90</b>	The total number of incidents with minor injury.	<i>[ number ]</i>
<b>91</b>	Have areas for improvement been identified and action taken where concerning incidents with minor injury.	Yes / No
<b>92</b>	The total number of incidents with minor damage to equipment and minor injury.	<i>[ number ]</i>
<b>93</b>	Have areas for improvement been identified and action taken where concerning incidents with minor damage to equipment and minor injury.	Yes / No
<b>Swamping through rough water</b>		
<b>94</b>	The total number of incidents with no damage to equipment or individuals.	<i>[ number ]</i>
<b>95</b>	Have areas for improvement been identified and action taken where concerning incidents with no damage to equipment or individuals.	Yes / No
<b>96</b>	The total number of incidents with minor damage to equipment.	<i>[ number ]</i>
<b>97</b>	Have areas for improvement been identified and action taken where concerning incidents with minor damage to equipment.	Yes / No
<b>98</b>	The total number of incidents with minor injury / mild hypothermia.	<i>[ number ]</i>

<b>99</b>	Have areas for improvement been identified and action taken where concerning incidents with minor injury / mild hypothermia.	Yes / No
<b>Swamping through wash</b>		
<b>100</b>	The total number of incidents with no damage to equipment or individuals.	<i>[ number ]</i>
<b>101</b>	Have areas for improvement been identified and action taken where concerning incidents with no damage to equipment or individuals.	Yes / No
<b>102</b>	The total number of incidents with minor damage to equipment.	<i>[ number ]</i>
<b>103</b>	Have areas for improvement been identified and action taken where concerning incidents with minor damage to equipment.	Yes / No
<b>104</b>	The total number of incidents with minor injury.	<i>[ number ]</i>
<b>105</b>	Have areas for improvement been identified and action taken where concerning incidents with minor injury.	Yes / No
<b>Equipment failure</b>		
<b>106</b>	The total number of incidents with blade.	
<b>107</b>	Have areas for improvement been identified and action taken where concerning incidents with blade.	Yes / No
<b>108</b>	The total number of incidents with the boat.	<i>[ number ]</i>
<b>109</b>	Have areas for improvement been identified and action taken where concerning incidents with boat.	Yes / No
<b>110</b>	The total number of incidents with launch.	<i>[ number ]</i>
<b>111</b>	Have areas for improvement been identified and action taken where concerning incidents with launch.	Yes / No
<b>112</b>	The total number of incidents with trailer.	<i>[ number ]</i>
<b>113</b>	Have areas for improvement been identified and action taken where concerning incidents with trailer.	Yes / No

114	The total number of incidents with indoor rowing machines.	[ number ]
115	Have areas for improvement been identified and action taken where concerning incidents with indoor rowing machines.	Yes / No
116	The total number of incidents with weight training equipment	[ number ]
117	Have areas for improvement been identified and action taken where concerning incidents with	Yes / No
118	Total incidents recorded.	[ number ]
119	If you have any further information to attach to the audit report, please enter it below.	[ text ]
120	<b>Statement by the club, school or college officer or CWSA appointed by the committee with authority to sign on behalf of the club:</b> <i>This safety audit has been undertaken thoroughly and the response to the questions truly reflect our compliance with the ARA's Water Safety Code. Please insert your name and position as the officer/CWSA with authority to sign on behalf of the club.</i>	[ Auditor's name and position ]
121	For those who have audited on the 2007 form you may, if you wish, put the data on coxes here. What education and training do you have in place for the coxswains in your club? If you have filled in this post 16 December 2007 you need not do this	N/A
122	If other please specify.	N/A