

Safety Assessment Checklist

(TO BE FILLED OUT BY EACH CLUB'S SAFETY OFFICER)

The intent of Rowing Australia's Safety Guidelines and the Safety Assessment Checklist, is to support and encourage clubs to be proactive in regards to their safety practices. NOTE: This Checklist aims to complement local and State Rules and Regulations

Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action	By Whom	By When	Status of Action
Local Safety Code <i>Does the Club:</i>	a. Have a designated notice board listing the responsibilities of rowers/coaches, the rules of the waterway, hazards and on-water circulation pattern ?					
	b. Prominently display procedures in the event of a capsized?					
	c. Prominently display cold water/weather rules and weather conditions under which rowers are not to venture on the water?					
	d. Prominently display competency requirements of coach/safety boat operators and marine recreational licensing regulations?					
	e. Prominently display guidelines relating to rowing before sunrise and prior to sunset (are these times posted in the club)?					
	f. Have a copy of the boatshed rules posted in the shed?					
	g. Utilize a rower's out/in logbook?					
Safety Officer <i>Does the Club:</i>	Have a member as a safety officer whose duty is to ensure that an appropriate safety program is drawn up and implemented at the club in accordance with the guidance provided within RA's Safety Guideline?					
	Have a Club Safety Plan which satisfies the points in RA's Safety Guidelines and is it communicated to new and existing club members?					
Risk Management & Insurance <i>Does the Club:</i>	a. Have appropriate and suitable risk assessment(s) and insurances (including Public Liability) that covers all its activities both on and off the water, which adequately addresses emergency issues?					
	b. Have appropriate risk assessments and insurances to cover competitions and training camps if it organizes these activities?					
	c. Review its risk assessments and insurance policies regularly?					
Emergency Communication <i>Does</i>	a. Have a designated Safety Notice Board in a prominent position?					

<i>the Club:</i>	<i>Does</i> b. Ensure that new members are shown the Safety Notice Board and information explained to them?					
	c. Have a list of vital telephone numbers listed on the Safety Notice Board and in every coach/safety boat (details provided in RA's Safety Guidelines)?					
Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action	By Whom	By When	Status of Action
Swimming & Capsize <i>Does the Club:</i>	a. Ensure that ALL participants are instructed in the actions to be taken in the event of a capsized (for all boat types)?					
	b. Ensure that All members & participants in rowing must be able to demonstrate they are both competent and confident in and under the water by: <ul style="list-style-type: none"> • Swimming at least 50 metres in light clothing (rowing kit) • Treading water for at least two minutes • Swimming under water for at least 5 metres 					
	c. Require participants, who are unable to demonstrate the minimum swimming standards, to wear a personal flotation device (PFD)?					
	d. Ensure swimming ability and capsized training is recorded for each member?					
Cold Weather & Water <i>Does the Club:</i>	a. Communicate rules and risk controls to club members and coaches to ensure these are adequately managed as outlined in the RA Safety Guidelines with reference to the St. John Ambulance Australia procedures for cold induced conditions?					
Activity in Hot Conditions <i>Does the Club:</i>	a. Communicate rules and risk controls to club members and coaches to ensure these are adequately managed as outlined in the RA Safety Guidelines with reference to the St. John Ambulance Australia procedures for heat induced conditions?					
Off-Site Rowing <i>Does the Club</i>	a. When organising Training Camps <ul style="list-style-type: none"> • Establish emergency contact details for all participants? • Check insurance is in place for: <ul style="list-style-type: none"> - club and relevant non-club equipment? - member-to-member cover? - personal travel insurance? 					
	b. Ensure the Training Camp Organising Committee/Coaches addresses the topics raised by the RA Safety Guidelines					
Safety Equipment <i>Does the Club:</i>	a. Ensure that all lifejackets and buoyancy aids (PFDs) conform to the relevant national standards and carry the Australian Standard mark of approval?					
	b. Have written procedures in place for the use of safety aids (such as bow lights, reflective clothing, floatation rings, etc.) and ensure that all members understand and follow them?					

	c. 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?					
	d. Ensure all safety aids, particularly throw lines, and bow lights readily accessible and stored ready for use. Have all those involved in rowing been trained and have had practice in the use of safety aids (such as a throw line)?					
	e. Ensure throw lines and space blankets carried in all coach/safety boats?					
	f. Require junior beginners to wear a PFD until they have completed a swim test, received training in capsized procedure and reached a satisfactory level of competence in, for example, a single sculling boat?					
Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action	By Whom	By When	Status of Action
Safe Equipment <i>Does the Club:</i>	a. Regularly check that all boats are fitted with a white bow ball of not less than 4cm diameter as per RA <i>Rules of Racing</i> ?					
	b. Regularly check that all boats are equipped with stretchers or shoes that allow the rowers to get clear of the boat without using their hands and with the least possible delay. If heel restraints are used they should not allow the heel to lift more than 7cm.					
	c. Require all buoyancy compartments to be watertight to ensure effective operation?					
	d. Require rudder lines, steering mechanisms, rudder and fin, to be secure and in good working order?					
	e. Regularly check that coach/safety boats are equipped with safety equipment in accordance with the local on-water code of conduct as well as such items as a medical kit, spare lights (for coach/safety boat and rowing boats), thermal blanket, hand pump and compass?					
	f. Regularly schedule servicing of coach/safety boat engines?					
	g. Coach/safety boats provide for easy entry from the water (e.g. step, ladder, or handhold). Are appropriate boats being used for coaching Adaptive/Novice athletes with regards to accessibility for water rescues?					
	h. Have motors equipped with a kill switch and are they being used appropriately (eg. attached to the operator)?					
	i. Are coach/safety boat motors fitted with propeller guards (if required under local regulations)?					
Transport & Trailer <i>Does the Club:</i>	a. Provide information and diagrams showing the recommended arrangement for loading, including the maximum allowable load and maximum allowable 'overhang' and appropriate indicators as per local road regulations?					

	b. Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle?					
	c. Regularly schedule servicing of club trailer and/or vehicle?					
	d. Have a method to check the nose weight of the trailer?					
	e. Provide overhang markers/flags and lights?					
	f. Ensure that adequate ties, (in good condition), are available?					
	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?					
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	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?					
	i. Require drivers when possible to carry a passenger to help with navigation, manoeuvring, 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?					
	j. Ensure that, if towing or using vehicles overseas, those local rules are adhered to (lights, spares, overhang, etc.)?					
	k. Require drivers to take breaks for journeys of longer than 2hrs 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)?					
Incident Reporting Does the Club:	a. Ensure all club members are aware of what constitutes an incident and 'near incident' that needs reporting and are aware of how to report them?					
	b. Have an 'Incident Reporting Logbook' in an accessible location for all club members to access?					
	c. Have a reporting system ensuring that all incidents are reported to the Club Safety Officer and forwarded to the State Safety Officer?					
	d. Regularly monitor of RA's reporting system to gather information on club incidents and use the statistics to develop safer practices?					

	e. Keep the members informed of incidents and 'near incidents' at the club and ways in which action must be taken to avoid repetition?					
Safety Auditing <i>Does</i> <i>the Club:</i>	a. Ensure that an accurate annual Club Safety Audit is completed and delivered on time to the State Safety Officer?					
	b. Review the findings of the Club's Safety Audit at committee level and implement its recommendations as appropriate?					

To be filled out, signed and dated by the Club's Safety Officer.

_____ Name

_____ Signature

_____ Date

Presented to the Club Secretary for discussion and action at the next Club Committee / Board Meeting.

_____ Position in Club

_____ Signature

_____ Date