



# "Row Safe" Example Gap Analysis Check Sheet



This sheet has been produced for clubs to help them check and develop their safety systems in conjunction with the ARA's "Row Safe: A guide to good practice in rowing". From the gaps identified an action plan can be produced, prioritising any necessary actions and planning their completion. Club committees are responsible for developing their safety systems and ensuring that these are followed in practice. Performing a gap analysis is an efficient and useful first step in the process.

## Using the Gap Analysis Sheet to create an Action Plan

### Stage 1 - Identifying relevant gaps in your safety systems

- Form a group to focus on identifying gaps in the club's safety systems - ideally this should be club committee
- Use this list alongside the Row Safe Guide to check against the minimum standards
- Identify the areas you already comply and areas that need further action

### Stage 2 - Deciding on the action needed

- Where there are gaps or modifications needed agree the actions to take
- Make brief outline of the actions - make them clear and concise and achievable

### Stage 3 - Prioritising your actions - Realise that it will take time to close the gaps in your safety systems

- Identify those actions which require immediate attention
- Identify those actions which can be achieved easily, midterm and later
- From the above place the actions in order of priority

### Stage 4 - Decide on the who will lead or undertake the actions

- Inform the club about what you are trying to achieve (consultation & co-operation)
- Spread the load by involving several people to undertake the various tasks identified
- Agree on the action and lead person

### Stage 5 - Agree target dates

- With those involved agree achievable target dates

### Stage 6 - Monitor progress

- Review progress regularly and report to the club committee
- Club Committee responsible for accepting recommendations
- Club committee responsible for introducing and monitoring changes and review compliance annually or if conditions change
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Topic	Minimum Standards that MUST be covered by club documentation, training, induction, systems etc.	Yes, No or NA	Further Action	By Whom	By When	Status of Action
<b>1.1 Safety Notice Boards</b>  Does the club:	a. Have a designated Safety Notice Board in a prominent position?					
	b. Ensure that new members are shown the Safety Notice Board and information explained to them?					
	c. .Have a list of vital telephone numbers as detailed in the "Row Safe" guide?					
<b>1.2 Risk Assessment</b>  Does the club:	a Have a suitable risk assessment(s) that cover its activities both on and off the water, which adequately address emergency issues?					
	b. Have risk assessments to cover competitions and training camps if it organises these activities?					
	c. Review its risk assessments regularly?					
<b>1.3 Club Safety Plans</b> Does the club:	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?					
<b>1.4 Competition Safety Plans</b>  Does the club (if it organises competition):	a. Ensure its Competition Safety Plan published and circulated by the Competition Organisers?					
	b. Ensure that those affected by the Competition Safety Plan know what actions are to be taken, by whom and when, and in what sequence, to maintain effective control and co-ordination?					
	c. Ensure Competition Safety Plans or relevant off-prints are received by both competitors and officials at least three days prior to the competition?					
	d. Ensure that Competition Safety Plans are in place even for small private competitions?					
	e. Ensure the Competition Safety Plan adequately addresses the topics raised in the "Row Safe" guide?					
<b>1.5 Insurance</b>  Does the club:	a. Have adequate Public Liability Insurance cover including "Member to Member" extension?					
	b. Ensure it's insurance policy, covers all club activities, inc. learn 2 row courses, fun regattas, taster sessions, etc?					
	c. Ensure that the coaches they employ are covered by club or their own insurance?					

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<b>1.6 Training Camps</b>  Does the club:	a. When organising Training Camps <ul style="list-style-type: none"> <li>▪ Establish contact details for all participants in case of emergency?</li> <li>▪ Check insurance is in place for: <ul style="list-style-type: none"> <li>▪ club and relevant non-club equipment</li> <li>▪ member-to-member cover</li> <li>▪ personal travel insurance</li> </ul> </li> </ul>					
	b. Ensure the Training Camp Organising Committee addresses the topics raised by the "Row Safe" guide?					
<b>1.7 Weather &amp; Environment</b>  Does the club:	a. Ensure that the Safety Plan or safety rules address the topics covered in the "Row Safe" guide?					
	b. Ensure these rules communicated to club members?					
<b>1.8 Cold Water Immersion</b>  Does the club:	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?					
	b. Communicate rules and risk controls to club members and coaches to ensure these are adequately managed in accordance with "Row Safe" guide?					
<b>1.9 Swimming &amp; Capsize</b>  Does the club:	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?					
	b. 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: <ul style="list-style-type: none"> <li>▪ Swimming at least 50 metres in light clothing (rowing kit)</li> <li>▪ Treading water for at least two minutes</li> <li>▪ Swimming under water for at least 5 metres</li> </ul>					
	c. Require participants, who are unable to demonstrate the minimum swimming standards, to wear a personal flotation device (PFD)?					
	d. Ensure swimming ability and capsize training is recorded for each member of the club?					
<b>2.1 Safety Aids</b>  Does the club:	a. Ensure that all lifejackets and buoyancy aids (PFDs) conform to the relevant national EN standards and carry the CE mark of approval?					

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	b. Have written procedures in place for the use of safety aids and ensure that all members understand and follow them?					
	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)?					
	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?					
	e. Require all participants who cannot meet the swimming competency standard set by the ARA or the club to wear a lifejacket or buoyancy aid when in a boat?					
	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?					
	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?					
	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 and require all those involved in rowing to be trained and have had practice in the use of a throw line?					
	i. Ensure throw lines and space blankets are carried by coaches and those monitoring activities?					
	j. Ensure lifejackets are frequently checked for damage, leaks and gas cylinder integrity and that the check is recorded in a maintenance log?					
	k. 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?					
<b>2.2 Steering &amp; Navigation</b>	a. Train members to ensure they are competent to control boats and equipment in accordance with "Row Safe" guide?					

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Does the club:	b. Ensure those steering are aware of any night navigation rules?					
<b>2.3 Boats &amp; Blades</b>	a. Ensure that all newly constructed boats have sufficient inherent buoyancy, together with their oars and sculls, and 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?					
Does the club:	b. Confirm with the manufacturer or supplier that the boat being supplied complies with the ARA's or FISA's requirements on buoyancy and insist on the boat being plated accordingly? Note: CE marked according to Recreational Craft Directive is required					
	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?					
	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?					
	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?					
	f. Require all buoyancy compartments to be watertight to ensure effective operation?					
	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?					
	h. Ensure the checks detailed in the "Row safe" guide are made before each outing?					
<b>2.4 Launch Driving</b>	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?					
Does the club:						

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	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?					
	c. Require all launch drivers and passengers to wear appropriate lifejackets at all times and carry an appropriate form of communication device to summon help where necessary (eg, mobile telephone or marine VHF)?					
	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)?  If carrying a marine VHF radio, the operator must hold a Short Range Certificate (SRC) and follow correct radio procedure at all times					
	e. 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 situation, adhere to the speed limits in place on that stretch of water?					
	f. Have rules in place on boating in dark or low visibility situations?					
	g. 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?					
	h. If launches are used for safety cover, ensure they comply with the "Row Safe" guide?					
	i. Comply with the note on Aluminum 'Tin Fish', coaching catamarans and traditional long and narrow-beam 'low-wash' coaching launches?					
<b>2.5 Transport &amp; Trailer</b>	a. Provide information and diagrams showing the recommended arrangement for loading, including the allowable load projection?					
Does the club:	b Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle?					

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	c Have a method to check the nose weight of the trailer?					
	d. Provide projection markers and lights?					
	e. Ensure that adequate ties, (in good condition), are be available?					
	f. Ensure that information regarding the Maximum Allowed Mass (MAM) is fixed to the trailer? Information regarding tyre pressure and unladen trailer weight is also recommended.					
	f. 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?					
	g. 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?					
	h. Require drivers to always 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?					
	i. Ensure that, if towing or using vehicles overseas, those local rules are adhered to (lights, spares, overhang, etc.)?					
	j. 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)					
<b>3.1 Beginners</b>	a. Record ALL the information from beginners as listed in the “Row Safe” guide before allowing any activity to start?					
Does the club:	b. Cover the topics listed in “Row Safe” (where relevant) in your club induction?					
	c. Ensure the identified risk controls are in place as listed in “Row Safe” guide?					
<b>3.2 Juniors</b>	a. Record ALL the information from Juniors as list in the “Row Safe” guide before starting any activity?					
Does the club:						

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	b. Cover the topics listed in the "Row Safe" guide (where relevant) in your club induction?					
	c. Ensure the identified risk controls in place as listed in the "Row Safe" guide?					
<b>3.3 Adaptive</b> Does the club (if it caters for Adaptive rowing activities):	a. Conduct a risk assessment and produce an action plan for each individual adaptive athlete?					
	b. Provide high visibility markings for all pathways (including stairs) throughout boat/clubhouse/venue?					
	c. Ensure boathouse and club are kept orderly and tidy?					
	d. Provide a suitable rescue launch?					
	e. Establish and practise procedures for managing incidents, including capsize?					
<b>3.4 Touring</b> Does the club (if it organises Touring rowing):	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?					
	b. Ensure all tour members are provided with a copy of the tour's safety plan and Emergency Action Plan and carry their ARA membership cards as evidence of their competence and third-party cover to show to lock-keepers?  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					
	c. Ensure Tour organisers have appropriate insurance cover?					
	d. Ensure crew members declare any medical condition or disability which may affect them during the tour and where needed carry appropriate medication?					
<b>3.5 Coastal</b> Does the club (if it organises Coastal rowing):	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?					

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<b>3.6 Indoor Rowing</b>  Does the club (if it organises indoor rowing):	a. Advise all participants of the potential health risks associated with strenuous exercise, prior to any activity?					
	b. Advise participants who might be at risk due to a current or previous illness or injury, to arrange a health check with a medical practitioner, prior to any activity?					
	c. Ensure that the machines are safe and regularly serviced and maintained in good working order as recommended by the manufacturer?					
	d. 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?					
	e. Record all incidents relating to indoor rowing machines on the ARA incident reporting system?					
	f. Keep records of performance, either club based or individual?					
	g. Assess and manage the risks prior to, and during, the running of an activity or event?					
	h. Ensure high standards of equipment hygiene are maintained and users clean the handle and machine after use?					
<b>4.1 Incident Reporting</b>  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 online?					
	b. Set up a system within the club to enable the use of the ARA online reporting system ensuring that all incidents are reported as required by the ARA?					
	c. Regularly monitor the ARA online reporting system to gather information on club incidents and use the statistics to develop safer practices?					
	d. Keep the members informed of incidents and 'near incidents' at the club and ways in which action must be taken to avoid repetition?					

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<b>4.2 Safety Auditing</b> Does the club:	a. Ensure that an accurate annual ARA Water Safety Audit is completed and delivered on time to the Regional Water Safety Adviser?					
	b. Review the findings of the Club's Water Safety Audit at committee level and implement its recommendations as appropriate?					
<b>5.1 Sunburn &amp; Heat Stress</b> Does the club:	a. Advise members about the risks of sunburn, heat stroke and heat exhaustion, and of local guidance relating to this issue?					
<b>5.2 First Aid</b> Does the club:	a. Have an Emergency Action Plan (EAP) within the Club Safety Plan?					
	b. Ensure adequate First Aid is available during all club activities & communicate the EAP to all club members?					
	c. Keep a record Club First Aiders and encourage them to maintain their certification?					
	d. 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?					
<b>5.3 Waterborne Diseases</b> Does the club:	a. Provide information on diseases most likely to be encountered by club members, either on their home water or when they visit other venues?					
	b. Display posters in appropriate places (Safety Notice Board, changing rooms, toilets etc) informing members of the dangers, avoidance, symptoms and treatment of water-borne diseases?					