



Master Checklist

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OTW/erg (Similar for other sessions)

Objective is to ensure safety of:

- Persons
- Equipment
- Practices
- Place

Session to be planned considering:

Who – Number, age, ability, and variety of rowers, number and ability of coaches, helpers. It is suggested that there should be 2 leaders (1 coach and 1 helper) for every 4 rowers. If 8s are used the number of coaches can reduce to 1:6. For ergs, 1 coach and 2 helpers per 3 machines.

What – Nature of the session, is Plan B (erg) possible?

Where – State of the facilities and waterway, weather, hazards.

When – Time of day, season, and time available.

What equipment – Suitable 2+/2x, 4+/4x, 8+/8x (see table), oars, rowing machines 3 per 6 rowers, safety equipment, safety boat. Boats available will also determine coaches/helpers required. Session 1 requires boats to be on the water before rowers arrive, unless weather prevents.

Safety checklist:

- a) A written risk assessment for the activity has been published, signed and read by all coaches.
- b) Dynamic risk assessments are conducted on site prior to and during training.
- c) All control measures required by these assessments and local operating procedures are in place.
- d) That weather forecast(s) for the duration of the activity have been sourced.
- e) Training only takes place within the defined safe weather limitations for that activity.
- f) The boats are correctly rigged, equipped and not overloaded.
- g) Crews are sufficiently trained and experienced for the activity to be undertaken.
- h) Where required, a correctly manned and equipped safety boat is on the water.
- i) An in date first aid qualified person is nominated and present for the activity.
- j) A fully stocked and in date first aid kit is available to the first aider.
- k) A safety briefing has been given to all participants.
- l) Records and updates lists of all those afloat and checks that all have returned.
- m) Leaders are aware of any physical or medical requirements of the participants.
- n) All coxes and non-swimmer participants are wearing a suitable lifejacket and know how to use it.



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- o) All are wearing suitable clothing for the conditions and are protected from the sun.
- p) Keep all craft in sight during the training session.
- q) Have a means of communication and control i.e. whistle or megaphone.

Consider

Powerboat operations. Safety boat to have helm & crew
Full safety kit, first aid kit, kill cord, VHF/phone

On land operations

Course leader with action plan, VHF/phone, hand gel, first aid kit,

All leaders. See Risk Assessment, plan, briefing

See the following tables on the following pages for equipment needs- based on 3 scenarios:

1. Without using 8+/8x
2. With using 8+/8x
3. Using ergs



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Note: If 8s are used, you could manage with 1 coach and 2 helpers per boat with coach/helper in Cox, Bow & 2, to accommodate 6 rowers. It is possible of course to use different boat combinations, but this is a guide. As rowers improve, fewer helpers are needed in boats, and 1x boats could be used after Module 6. **Groups over 18 rowers should be split into separate courses.**

Without using 8+/8x

Rowers	Coaches	Helpers	Boats	Configuration
1	1	1	2x	coach/helper in bow seat
2	1	1	2+	coach/helper to cox
3	1	1	4+/4x+	coach/helper in bow and cox
4	1	1	4x+	coach/helper to cox
5-8	2	2		2 boats as above
9-12	3	3		3 boats
13-16	4	4		4 boats

With using 8+/8x

Rowers	Coaches	Helpers	Boats
1	1	1	2x
2	1	1	2+
3	1	1	4+/4x+
4	1	1	4x+
5	2	2	2 boats as above
6	1	2	8+/8x+
7	2	2	2 boats as above
8	2	2	2 boats as above
9-12	2	3-4	2 boats as above
13-18	3	4-6	3 boats

With ergometers

Rowers	Coaches	Helpers	Ergometers
1-2	1	1	1
3-4	1	1	2
5-6	1	2	3
7-8	2	2	4
9-10	2	3	5
11-12	2	4	6
13-14	3	4	7
15-16	3	5	8
17-18	3	6	9