

## Pre-activity Safety Briefing/Boat Equipment Checklist/Preparation

- Note your outing on the TeamApp/Google calendar so there is a record of club boat usage.
- Take account of weather/tides/crew ability/crew concerns and do a dynamic risk assessment for the outing using the Rowing Risk Feasibility Matrix.
- Complete Rowing Whiteboard and place outside the rowing container.
- Check the boat and equipment for any damage. If damage has been found that has not been previously reported then the Training Lead will assess whether the session can continue. If you are on your own and the damage is new, do not go out unless you are very confident that the damage will not impede your row or safety.
- Empty boats of any water and check all bungs are in place and any self-bailers closed.
- Check lines are attached to the bow.
- Check there are bailers attached to the boat if the boats are not self-bailing
- Take a Boat Safety Bag for each fixed seat boat – check contents are complete against list in bag.
- Ensure each rower has a water bottle
- Ensure that each boat has a communications device on board
- Check each crew member has suitable clothing for weather conditions
- Check that the slipway/launch area/creek is free from obstacles/obstructions and is safe to use.
- Liaise with Beachmaster or Race Officer if launching or dinghy racing is taking place.
- All crew must always be wearing a buoyancy aid or life jacket
- Please note in the Logbook in the rowing container
  - Any damage noticed before or after outing
  - Any repairs/servicing needed
  - Any repairs/servicing done
  - Any incidents – filling in form as necessary and give to Rowing Captain
  
- For Fixed seat boats:
  - Make sure the gates are securely positioned
  - Make sure the gates are pointing the correct way
  - Make sure the blades are located on the correct side and position
  - Make sure the footrests are correctly positioned
  - Make sure the rudder is present and positioned correctly when boat is in the water.
  - Ensure there are fenders in the boat if necessary
  
- For sliding seat boats:
  - Make sure the drop-in rigger units are securely fitted as appropriate
  - Make sure the gate and rigger fitting are all secure and tight.
  - Make sure seats are located correctly and running smoothly
  - Make sure the gates are pointing the correct way
  - Make sure the blades are located on the correct side and position
  - Make sure any skeg is in position the correct way around
  - Make sure the footplates are in the correct position. Sitting on the seat with the legs extended and the hands towards the body. There should be about a fist and a half width between the hands.
  - The lack of space means the Boat Safety Bags cannot be accommodated but take a mobile phone with you in a waterproof case.