



# Centre Inspection Report

## Inland Waterways Helmsmans Centres

*Principals should complete all shaded sections prior to inspection*

### Principal and centre details:

Name of centre		Region
Principal's name		
Centre's address	Operating sites	
County		
Postcode		
Centre tel no	Principal's tel no	
Email address		

### Chief Instructor details:

Chief Instructor's name	Date of birth
Expiry date of IWH Instructor certificate	Expiry date of first aid certificate
VHF/SRC certificate number & date of issue	

### Details of other instructional staff: *(Please continue on a separate sheet if necessary)*

Instructor's name	Date of birth
Expiry date of IWH Instructor certificate	Expiry date of first aid certificate
VHF/SRC certificate number & date of issue	
Instructor's name	Date of birth
Expiry date of IWH Instructor certificate	Expiry date of first aid certificate
VHF/SRC certificate number & date of issue	

### Insurance

Amount of Public Liability insurance (Min £2,000,000)	£
Amount of Employer's Liability insurance (if applicable)	£
Amount of boat insurance	£

### Details of boats used for instruction:

Name of vessel	Certifying authority	Certificate No	Expiry date of cert

### ICC and CEVNI tests:

Do you wish to offer assessments for the International Certificate of Competence? (The CEVNI test must be included for assessments on inland waters)	Yes / No
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During the inspection the centre was equipped and staffed to offer the Inland Waterways Helmsman's Course.

Inspector's signature \_\_\_\_\_ Date \_\_\_\_\_

Inspector's name in capitals \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

### For office use only

Report Checked	Staff Checked	Database Updated	Inspector paid £
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**Items requiring attention should be listed on the inspection action plan and attached to this form.**

Please return this form to: RYA, RYA House, Ensign Way, Hamble, Hampshire SO31 4YA  
Tel: 023 8060 4188 Fax: 023 8060 4288 Email: [training@rya.org.uk](mailto:training@rya.org.uk)

## 1 OPERATING AREA

- a. Is the operating area(s) appropriate for the Inland Waterways Helmsman course, including at least one lock passage? Yes / No
- b. Are operating areas designated and understood by all staff? Yes / No
- c. Are all user's made aware of local hazards? Yes / No
- d. Can the centre and boats cater for students with disabilities? Yes / No
- e. Are all operating sites currently in use listed on the form? Yes / No

## 2 ADMINISTRATION

- a. Is the centre's health and safety policy documents, understood and applied by all staff, and periodically reviewed? Yes / No
  - b. Does the centre have an operating procedures manual? Yes / No
  - c. Is there a policy for dealing with a major accident? Yes / No
  - d. Does the centre use an accident book, and are accidents and near misses reviewed? Yes / No
  - e. Is the centre adequately insured? (employer's, boat & public liability insurance) Yes / No
  - f. Do booking forms include medical details, a declaration of fitness to take part, and next of kin contact details? Yes / No
  - g. Are the representations in brochures and adverts accurate? Yes / No
  - h. Are joining instructions, cancellation arrangements etc clear and adequate? Yes / No
  - i. Is there a system of reviewing customer feedback? Yes / No
  - j. Are appropriate RYA publications stocked? Yes / No
  - k. Does the school sub-contract Yes / No
  - l. If so, to which organisation?
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## 3 TUITION

- a. Is the standard of tuition satisfactory? Yes / No
- b. Does the Principal monitor standards of safety and tuition? Yes / No
- c. Is the student:instructor ratio of 3:1 maintained for all courses? Yes / No
- d. Are all activities supervised by an appropriately qualified person? Yes / No
- e. Does the centre's course programme fully cover the course syllabus? Yes / No
- f. Is there a safety briefing checklist including procedures for emergency & abandonment? Yes / No
- g. Are arrangements in place for staff training? Yes / No
- h. Does the centre have a child protection policy and procedures? Yes / No
- i. Are references taken for staff working with children? Yes / No

## 4 FACILITIES

- a. Is a telephone, or VHF radio if appropriate, readily accessible for emergencies? Yes / No
- b. Is a suitable first aid kit available and its location indicated? Yes / No
- c. Are toilet facilities provided suitable and clean? Yes / No
- d. Are there adequate dry teaching areas available? Yes / No
- e. Are there suitable visual aids available? Yes / No

## 5 CLOTHING

- a. Are sufficient buoyancy aids in a variety of adult and junior sizes available? Yes / No
- b. Are all buoyancy aids in good condition and complying with EC standards? Yes / No
- c. Are waterproofs available and in good condition? Yes / No

## 6 BOAT CHECKLIST

- a. Are boats suitable for the course, sound and in good condition? Yes / No
- b. Are boats suitably equipped with lifebuoys and fire extinguishers? Yes / No
- c. Are food preparation areas clean and hygienic? Yes / No

**NOTES** (any action required must be recorded on the inspection action plan)