



Sea Survival Inspection Report

IR-SS

Royal Yachting Association RYA
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Centres should complete a form IR-1 and the shaded sections below prior to inspection. Please use the Recognition Guidance Notes in conjunction with this report. Items requiring attention will be listed on an Action Plan.

Centre name _____

Operating base address _____

Postcode _____ Country _____ Tel _____

Sea Survival Instructors used at this centre:

Name	Postcode or DOB	RYA membership no.	RYA Instructor qualifications	Course to be taught
Chief Instructor:				

In accordance with the RGN, the swimming pool used for the RYA Sea Survival course:

has adequate toilets, changing facilities and hot showers YES ☐ NO ☐

is heated YES ☐ NO ☐

has a minimum depth of 1.95m YES ☐ NO ☐

For completion by the inspector:

TUITION		NOTE ACTION A/B/C/None
B8	Course programmes provide a structure for the delivery and meet the minimum instructional time	
B8	Good quality training and visual aids are available and used	
B8	Appropriate student:instructor ratios are maintained for all disciplines	
CLOTHING AND EQUIPMENT		
D13	A suitable training raft is available as detailed in the RGN	
C3	Appropriate life jackets are available in a selection of sizes as detailed in the RGN	
C3	Life jackets are in good condition and RGN compliant	
C3	Any protective clothing provided is suitable for the practical phase, in good condition and available in a selection of sizes	

I have inspected the Centre and checked the items listed in this report form and the Principal/Chief Instructor understands their responsibility to comply with the RYA's conditions of recognition. I recommend the Centre is recognised to offer the Sea Survival course subject to compliance with the action plan and approval by the RYA.

Signed (inspector) _____ Name _____ Date _____ RYA Vendor No _____

Once completed please return this form with the Centre Inspection Report (IR-1), the action plan and associated papers to RYA HQ.

SAFETY		NOTE ACTION A/B/C/None
B6	The operational procedures are robust and fit for purpose, reflective of how the centre operates and how training is delivered	
B6	There is an effective system for ensuring all staff have read and understood the operational procedures, including periodic amendments and reviews	
B6	The health and safety policy is understood and applied by staff, with evidence of integration in all aspects of the operating procedures	
B6	The centre has a clear and concise emergency action plan, that all staff are trained in, know where to find and how to implement	
B3	A detailed record of staff training is maintained, with a system which includes inductions for new staff as well as regular briefings to assist staff in executing their duties safely	
B4	Suitable first aid kits are available and their locations clearly indicated	
B4	The emergency services can be contacted from the operating area	
TUITION		
B3	There is documented induction training for new staff, as well as ongoing staff training	
A3	The Chief Instructor monitors and records standards of tuition regularly	
ADMINISTRATION		
B3	There is a system for verifying staff qualifications, and recording qualification expiry dates	
B2	The equality policy meets the aims of the RYA and the Principal understands the importance of following the guidance on applying the RYA's equality policy (TG13-15)	
B6	References are taken and there is an effective system for recording the safeguarding training provided to all staff working with children and vulnerable adults	
B6	There is an appropriate safeguarding policy and procedure, with evidence that it has been read and understood by all	
B6	There is a system in place for recording and reviewing near misses, incidents and accidents as part of the centre's safety management	
B7	There is a suitable process for identifying relevant medical information, declaration of fitness and emergency contacts for students	
B7	Course joining instructions include all essential information required for attendance	
B7	The centre's cancellation arrangements are clearly defined and accessible	
B10	The centre holds a supply of current certificates, and maintains an accurate record of certificates issued, whether through online registration (where required), or the centre's own records	
B13	There is a system for collecting and reviewing customer feedback	
B13	There is a clearly defined process for dealing with, and resolving complaints	
B14	The representations in websites, social media, brochures, advertising and booking forms are accurate and meet the condition of recognition	