

Key instructional and supervisory staff

IR1

Notes:

Prior to the inspection the centre Principal must ensure all key staff details are recorded in the table above. Key staff include those who are designated as a Chief Instructor for the purposes of RYA recognition and staff holding key qualifications such as Advanced Dinghy Instructor at centres delivering the advanced dinghy course. Larger centres should also list additional senior staff members who play a key supervisory role. The **‘Chief Instructor’** section must be completed to denote which staff are the designated Chief Instructors for each discipline for which the centre is recognised. For any changes of Chief Instructor please **detail on the Inspection Action Plan.**

Centre Inspectors should compare centre records against the instructors listed, and dip sample the records for other staff, particularly those delivering instruction during the inspection. Inspectors should tick to verify that adequate records were seen i.e. a record of instructor awards with expiry dates and First Aid awards with expiry dates.

***Please note:** When returning to the RYA please ensure the IR1 Information sheet is also attached and returned.

Training fleet

DINGHY KEELBOAT MULTIHULL	Class of boat*	Qty	Class of boat*	Qty

* Please indicate any keelboat you wish to operate without dedicated safety cover

WINDSURFING	Board type	Age	Qty	Rig type	Age	Qty

WING: Surfing/Foiling	Board type	Age	Qty	Rig type	Age	Qty

POWERBOAT PW SAFETY FLEET	Make and model	Qty	LOA	Engine make & HP	Commercial cert details if applicable (category, exp date, cert authority)

SAIL & MOTOR CRUISING	Name of vessel	Make, model & length	Commercial cert details if applicable (category, exp date, cert authority)

INLAND WATERWAYS	Name of vessel	Licensing authority	Boat Safety cert	Exp date

	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	
B6	If the centre runs activities outside of the normal operating area, risk assessments have been carried out with additional details included in the operational procedures. An extension of operating area may be required and must be approved by RYA Training	
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	
B6	There is a documented safety briefing checklist, appropriate to the activity being delivered and covering areas such as procedures for emergency abandonment or defining local hazards, which is delivered to students prior to going afloat	
B4	Suitable first aid kits are available and their locations clearly indicated.	
B4	The emergency services can be contacted from the operating area.	
C2	Radios are used in the centre or onboard the training vessel and are fully functioning and used appropriately.	
C1	The centre has a system for the repair and maintenance of boats and equipment.	
C1 & 2	There are sufficient and appropriate craft available and ready for all participants going afloat, including and safety cover (if appropriate)	
C2	A robust system is in place for monitoring number of craft/users on the water	
A5	Areas for launching and landing, or departure and arrival, are suitable and appropriately operated	
A5	All operating areas used for training are listed on the form. Those listed are appropriate and free from unacceptable hazards. ¹	
C3	Kill cords are fitted in all safety boats /planing powercraft, are fully functional and used at all times when under way.	
C4	All activities, including recreational sessions, are supervised by an appropriately qualified person at all times ¹ .	
	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	
	The observed tuition met the RYAs requirements of 'safety, fun learning' ¹	
C	Instructors are suitably qualified, and documented staff training ensures instructors are familiar with the centre's craft and equipment.	
C	Teaching sessions offered by the centre are supervised at all times by an appropriately qualified instructor	
B8	Appropriate student:instructor ratios are maintained for all disciplines	
B8	Good quality training and visual aids are available and used	
B4	There are appropriate dry teaching areas available ¹	
C	The necessary publications, including logbooks and course notes, are available to students	
B8	Course programmes provide a structure for the delivery of each course syllabus, meeting the minimum instructional time	
	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 ¹	
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 conditions of recognition	
C1	Where vessel/equipment is not owned by the centre, there is a contract of use in place	
	CLOTHING AND EQUIPMENT	
C3	Sufficient buoyancy aids/lifejackets are available in appropriate sizes	
C3	Buoyancy aids and lifejackets are in good condition and EN/ISO or equivalent compliant	
C3	Any protective clothing provided such as wetsuits/waterproofs are suitable for the expected conditions, in good condition, and available in a range of suitable sizes	
	FACILITIES/STORAGE AREAS	
B4	Toilets, changing facilities and hot showers are adequate and accessible	
B4	There is a system for the safe storage and handling of fuel	
B4	The workshop area is reasonably tidy and free from unnecessary hazards ¹	
B4	Materials, such as those used in workshops, are stored safely ¹	