

## **CRANSLEY SAILING CLUB – TRAINING CENTRE**

### **OPERATING PROCEDURES**

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**1. Register of Personnel**

The Principal will check and maintain a register of personnel approved to instruct on training activities at Cransley Sailing Club. This will include information on the qualifications held, the date on which the qualification was obtained and period of validity. The Principal will only involve instructional staff in training activities where qualifications are to the level required by RYA, are current and the individual staff are appropriate for working with young children through the safeguarding and child protection procedures detailed in the Club Welfare Policy.

The Chief Instructor has the day-to-day responsibility for the standards of training, equipment maintenance and well-being of the students and instructors.

**2. Facilities and Equipment**

The Principal will arrange for a health and safety risk assessment to be carried out each year, prior to the commencement of training courses. Any improvements or modifications required as a result will be implemented before training courses commence.

A list of sailing and safety craft will be maintained by the Chief Instructor.

Each instructor responsible for a craft as part of a training activity will carry out a pre-session check of the craft, prior to the activity to ensure that the craft is in a fit state to be used for the activity.

Any items that require repair or maintenance should be reported to the Instructor responsible for equipment; if a craft is not fit for use then the Instructor should inform the Chief Instructor and arrangements will be made for the craft to be taken out of use until repaired.

**3. Health and Safety Policy**

Aim To provide a safe teaching environment for adults and children  
- to be introduced to dinghy sailing and associated activities  
- to develop their skills and confidence to sail safely.

- a child's safety and welfare are paramount; all children will be treated with respect and we will celebrate their achievements
- all children whatever their age, culture, disability, gender, language, ethnic origin, colour, religion or belief, social status or sexual identity have the right to protection from abuse
- we will respond swiftly and appropriately to all relevant complaints and concerns about poor practice or suspected or actual child abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

**RESPONSIBILITIES FOR SAFETY**

1. Overall responsibility for the operation of training activities rests with the Principal/Chief Instructor of the Training Group.
2. For certificated dinghy sailing courses, a Chief Instructor, or for powerboat or safety boat courses a Senior Powerboat Instructor will be nominated by the Principal to undertake the operation of the establishment. For non-certificated courses this may be an experienced dinghy Instructor.

3. Specific areas of responsibility are supervised by:

Dinghy Sailing course	Nigel Austin (Chief Instructor)
Power/Safety Boat courses	Steve Pawluk (Chief Instructor)
First Aid Equipment	Sophie Guyett
Safety Powerboats	Steve Pawluk / Mike Sawford
Inspections	Sue Bull (Principal)
Monitoring accident reports	Mike Sawford (Harbour Master)
Safeguarding Officer	Caroline Hughes

4. All paid and unpaid staff, volunteers and instructors have a responsibility to actively achieve a safe teaching environment at all times.

5. **SAILING SAFETY**

The Chief Instructor will authorise on-water activities, taking into account the actual and forecasted weather conditions for the planned duration of the session.

The Chief Instructor will hold a briefing for all Instructors prior to the start of the day outlining the session plans for the day.

The sailing area will be clearly defined by the Chief Instructor for each session and known to all afloat.

There will be a simple signal for all boats to return to the shore, of three whistle or horn blasts, which will be made known to all afloat.

All participants and Instructors will wear personal buoyancy, of appropriate size and complying with the EN 393/ISO 12402-5 (50 Newton/Level 50) or USCG Type III PFD standards when on the water and pontoon.

Where non-swimmers are accepted on a course, it will be on the basis that they will wear CE 150N lifejackets.

**Safety boat cover**

Safety boat(s) will be available to provide cover for course and tutored sessions of dinghy sailing in progress at any one time. For RYA Courses and other tuition at the centre, with single handed and crewed dinghies, there will be:

Up to six dinghies	1 safety boat
Six to fifteen dinghies	2 safety boats

The safety boat(s) will be on the water ready for immediate use during sailing activities. The safety boat(s) will be driven by staff qualified to at least RYA Powerboat Level 2. The safety boats are fitted with 'kill cords' and these should be worn by drivers when the outboard engine is running.

**Courses and Tuition in Dinghies**

For RYA Dinghy courses to Level 2 and Level 3, the ratio of students: instructors will not exceed 3 : 1 for beginners in crewed dinghies with instructor onboard. For later sessions in the course in appropriate conditions, this will be a maximum of 9:1 with no more than 6 boats per instructor.

For single handed dinghies, being sailed single handed, the maximum ratio will be 6 : 1.



Assistant Instructors and additional helpers may assist Instructors in training activities. These will be experienced and competent sailors and may form up to 50% of the number of Instructors.

## **6. Organisation of Courses**

The training group will meet regularly to plan and review the progress of courses. Any new courses will be subject to the approval of the Principal. A Lead Instructor for each course will be nominated by the Principal. The Lead Instructor will prepare a plan for the course to outline the aims and objectives of the course, any pre-requisite skills, and a plan to show how the course syllabus will be covered. Advertising material and a plan for the resource and cost requirements will be agreed with the Principal.

## **7. Organisation and Control of sessions**

Prior to the start of the course the Principal/Chief Instructor will check the completion of the medical and contact information form. On the day of the course participants will be asked if there have been any recent health issues. If there are any new medical issues since completing the form, the medical form to be updated accordingly.

### **Start of Session Register**

The Chief Instructor will maintain a register of the course participants and this will be completed at the start of each day to show who is present for each session. Participants will also register their attendance on the club's iPad.

### **End of session**

The Chief Instructor will indicate the end of each session to participants and check that all participants are present at the close of session. Any participants leaving during a session should be required to see the Chief Instructor so that the register can be updated.

### **On-Water Activities**

The Chief Instructor will authorise on-water activities, taking into account the actual and forecasted weather conditions for the planned duration of the session.

The sailing area will be clearly defined by the Chief Instructor for each session and known to all afloat.

There will be a simple signal for all boats to return to the shore, of three whistle or horn blasts, which will be made known to all afloat. Each Lead Instructor will define to participants the objectives for the session and a plan for return to shore in the event of need.

### **Progress of students**

Individual instructors should feed back information at regular de-briefs to the Chief Instructor on the progress of individuals and crew combinations. The Chief Instructor will maintain a record of progress of students.

**8. ACCIDENTS & ACCIDENT PROCEDURES**

1. Everyone must know where first aid equipment is kept.  
The locations are :-
  - First Aid Post in the club house
  - In each safety boat in the waterproof box
  - Duty Hut

If necessary, the appropriate changing room or the office should be taken over as a first aid room and club members asked to wait outside.

2. A list of the trained first aiders will be displayed by the First Aid post in the club house.
3. The First Aid supervisor will carry out regular checks to:-
  - a) replenish the contents of first aid boxes in each location. First Aiders should inform Sophie Guyett if the last of any item is used.
  - b) review the accident / near miss book and initiate action required as a result of previous incidents.
4. Each accident should be reported to the Principal/Chief Instructor and recorded in the accident book by the Instructor responsible for attending the incident. The accident and near miss book is kept by the first aid post in the club house.
5. Contacting next of kin
  - a) The health and contact information about every participant on a course will be collected prior to the start of the course. Any significant health information regarding course participants will be conveyed to Instructors before the start of the course.
  - b) The attendance sheet to be completed by the participants at the start of each session.
  - c) In the event of a serious accident, the Chief Instructor will be responsible for making appropriate arrangements to contact the next of kin.

**Accident Procedures**

- a) Minor accident. The Instructor first contacted should take responsibility to deal with the incident. If additional or specialist help is required then the Instructor should request assistance from the Chief Instructor.  
The Instructor who deals with the incident should complete a record of the incident and action taken in the accident book.
- b) Major Accident/Incident. The Instructor first contacted should provide immediate first aid to preserve life and summon the safety boat cover. Once the initial evaluation of the incident has been completed, and additional support is required, the Instructor should make arrangements to contact the Emergency Services and inform the Chief Instructor of the situation. Course participants should be signalled to return to the shore, so that all available resources can be devoted to the situation. The register of course participants will be checked to see that all are present.



The Chief Instructor will make appropriate arrangements for:

- 1) allocation of another Instructor to remain by the telephone to act as contact control base
- 2) reception of the Emergency Services, conduct to control base and briefing
- 3) the file of medical and contact person information of course participants to be lodged with the contact control base
- 4) liaison with emergency services on action to be taken
- 5) contact the contact person of all participants, commencing with any directly involved. After an initial contact, a means of communications for subsequent information should be agreed and recorded on the medical/contact information sheet for each participant.
- 6) liaise with Emergency Services on arrangements for handling media; see RYA guidelines below.

Once the safety of participants and instructors has been established, the following RYA guidelines should be used in the aftermath of a major incident. The Principal, Chief Instructor, Harbour Master and Commodore of the Club should meet to agree appropriate personnel to make any announcements

The Commodore will arrange to get statements from competent witnesses. The key witnesses (including any relevant Instructors) should be asked to meet at a place where these statements can be gathered away from the press. (Usually the office).

In the event of a fatality the police will contact the RTE and inform the next of kin. No public statements should be made mentioning the name of any casualty until the police state that this has been done.

The Commodore will produce a short written statement that can be given to the press e.g. what has happened, when and where. Convey support and sympathy for those involved. A full statement will be issued at a specified date and time (allowing time to collate all the information)

The Commodore will request that all instructors/members of the club do not make any further public comments. Draft a written statement that will be issued at the specified time to the press. The RYA Training Dept (02380 627451) can assist with compiling the statement. Issue the full statement, once agreed at the time specified.

Arrange to keep any relevant equipment (Buoyancy Aids, Logbooks, Records, etc.) in a secure place should they be required for further investigation.

In the case of a serious accident, the Commodore must contact the RYA.

**APPENDIX A:  
Safety Boat Check List:  
In the box:**

- Ignition Key
- Kill Cord (plus spare)
- First Aid Kit
- Pocket Mask
- Heat Blanket
- Cool Pack
- Whistle
- Tool Kit
- Knife
- Portable ladders on orange boats

**On the boat:**

- Mooring Lines
- Anchor complete with chain or warp
- Boat Hook
- Paddle or oars
- Fender & Bagged Throwing Line
- Towing lines x 2
- Bucket or bailer if pump not fitted
- Fixed ladder on white boat
- Fire Extinguisher (in date)
- Bridle secured to suitable strong points
- Radio tuned to channel 6 unless stated otherwise
- Radio emergency procedure card
- Map of reservoir
- Kill cord sticker

**APPENDIX B  
Introduction to Course Preliminaries**

**Safety rules**

Always wear a buoyancy aid when on the pontoon, in the duty hut and on the water.  
If an individual leaves before the end of a session, inform the Senior Instructor

**During first on-water session**

Ensure all hazards identified on hazard plan are relayed to participants.  
Ensure that all students are aware that the safety boats are not fitted with prop guards and that they must never go near the prop whilst in the water and the engine is running.  
In the event of a capsize, they should stay with the boat, and waive for assistance.  
Signal for return to shore will be three blasts on whistle or horn

**APPENDIX**

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Please return this page to Sue Bull, Principal Cransley Sailing Club

**APPENDIX H.**

**Statement of Acceptance**

I, \_\_\_\_\_, (your name)

have read and understood Cransley Sailing Club's Operating Procedures for training activities at Cransley Sailing Club and agree to operate according to these procedures.

Signed : \_\_\_\_\_