

27. **Man Overboard Recovery.** All launches shall have a boarding ladder to aid man overboard recovery. In addition, **** (Any boat with MOB recovery system)

BOAT SAFETY - PERSONAL WATERCRAFT (JET SKI or EQUIVALENT)

28. Personal Watercraft (PW) should not operate outside the harbour unaccompanied; when undergoing training another PW or safety boat must be available in case of problems. All participants and instructors shall wear a dry or wetsuit and personal buoyancy.

INSTRUCTOR:STUDENT RATIOS

29. For basic skills courses, the following ratios shall not be exceeded:

Crewed Dinghies	1:3 (beginners); 1:9 but no more than 6 boats
Single handed dinghies	1:6 (applies only whilst boats are used as single-handers).
Powerboats	Level 2 - 1:3 Safety Boat , Intermediate & Advanced - 1:6 (2 boats)
Personal Watercraft	1:6 (2 students using 3 machines)

For dinghy & powerboat courses up to 50% of helpers assisting an instructor may be unqualified, but must be experienced and competent.

INSTRUCTIONAL PERSONNEL - QUALIFICATIONS AND TRAINING

30. **Qualifications.** Prior to undertaking any instruction or assuming responsibility for the safety of students, Instructors Certificates are to have been checked in the Office to ensure that they are in-date and supported by a valid First Aid Certificate. Details shall be recorded on the Club database.

31. **Training.** Refresher training for qualified instructors will be conducted at least once a year. Opportunities will be provided for unqualified assistants to gain RYA instructor qualifications.

ASSESSMENT OF STUDENT VULNERABILITY

32. Course Organisers must take every precaution to ensure that students have not been allocated to courses (or levels on courses) which they do not have the experience or skill to undertake in safety. In the event of any uncertainty, the issue shall be discussed with the Club Coach or Chief Instructor and if necessary referred to the Principal for a final decision.

CHILD PROTECTION POLICY & PROCEDURES

33. The Club's Child Protection Policy & Procedures, which are held in the office, are always to be followed.

Updated:

******* SAILING CLUB - TRAINING SAFETY POLICY STATEMENT**

RESPONSIBILITIES

1. **Principal.** Overall Responsibility for all aspects of on-water training at the ***** Sailing Club rests with ***** who is the Club's Training Centre Principal.
2. **Deputy Principal.** In his/her absence, the Club Secretary *****, will assume this responsibility.
3. **Chief Instructor.** The Club Secretary, *****, is the Chief Instructor. He/she is responsible for the overall management and supervision of all on and off-water sail training activity. In his/her absence, the Principal, supported by the senior qualified instructor at the Club at the time will assume these responsibilities
4. **Club Coach.** The Club Coach (if appointed), is responsible for the detailed management and supervision of all on and off-water sail training activity. In the absence of a Club Coach, this will be undertaken by the suitably qualified Instructor in charge of each course and a Course Organiser who is responsible for all non-syllabus administration and co-ordination.
5. **Safety Officer.** As the Club Safety Officer, the Club Secretary will be responsible for carrying out safety inspections, investigating accidents and monitoring the maintenance of Club Launches and Safety Boats. The Club Coach (or nominated instructor) is responsible for monitoring the maintenance of all boats (dinghies & safety boats) used on courses.
6. **Communication.** The importance of good communication between Instructors and the Club Staff cannot be emphasised enough; without it, a safe teaching environment will not be achievable.

ACCIDENTS

7. **First Aid Boxes.** First Aid boxes (containing a minimum of 2 large & 2 medium wound dressings and a triangular bandage) are kept in the following locations:

<u>Location</u>	<u>Responsibility for Maintaining</u>
Kitchen	
Bar	
Office	
Each of the Club Launches	

8. **First Aid Trained Personnel.** A list of First Aid trained personnel is kept in the Office and on the Club Safety Noticeboard.
9. **Accident Book.** If an accident occurs on a course, the lead instructor is to ensure that both the Course Organiser and the Club Coach are aware of the outline details. As soon as possible after the accident has been dealt with, details are to be entered into the Accident Book held in the Office. The Club Safety Officer will carry out an in-depth investigation with a view to preventing re-occurrence. In the event of a serious incident, the Principal (or Chief Instructor) will inform the RYA.

10. **Notification of Next of Kin.** Although it is the Course Organisers responsibility to ensure that next of kin are informed of any accident involving a family member, this task shall normally be undertaken by the Club Office staff.

ON-WATER SAFETY - GENERAL

11. Every effort will be made to ensure the safety of those attending courses, but the sea is a potentially hostile environment and by the very act of going afloat, they - and if under 18, their parents/guardians - must accept that there is an element of risk involved.

12. **Personal Buoyancy.** The Club Sailing Instructions (reference) stipulate that all members of the crew of a dinghy and all members under 18 shall wear CE Approved buoyancy aids (minimum 50 Newtons) when afloat (this includes those under 18 using the pontoons). This is extended to all students, instructors and water-borne helpers on course. Non-swimmers and those on the Advanced Power Boat Course shall wear CE 150 Newton lifejackets and DoT approved lights when operating at night. Personal buoyancy shall be checked by instructors at the beginning of each on-water session to ensure it is in a satisfactory condition and is fitted correctly.

13. **Clothing.** Adequate clothing for the prevailing (and forecast) conditions shall always be worn. Even in summer, a windproof top over a wet suit should be used. Wet suits, dry suits or steamers should be worn by all members of a dinghy crew on course before the end of April or after the end of October. Dry suits shall be worn at night during Advanced Power Boat courses.

14. **Medical.** All course application forms include a medical section; course administrators & the relevant instructors must be aware of any medical conditions that could affect the students in their care.

15. **Alcohol & Drugs.** No one is to be on the water under the influence of alcohol or banned substances.

16. **Operating Area.** The Club Coach (or Chief Instructor) will allocate which sailing or operating area is to be used by courses (ensuring the Course Organiser and Club Office are also aware). For Club programmed non-RYA course activity, the activity organiser shall ensure the Club Office is aware of where the activity is being conducted, the numbers involved and what Safety cover is being provided. All craft shall remain within 3 miles of the nominated departure venue: *****

17. **Radios.** Each Safety Boat shall have a VHF radio; in the event of this not being achievable due to unserviceability, then there must be one radio per two craft and a means of attracting attention agreed by the Instructors/Safety Boat drivers involved. The Club Base station shall be manned whenever courses are afloat. If this is not possible out of season, the Club mobile phone is to be taken.

18. **Emergency Recall.** If it is necessary for all boats to return to the Club, a series of short blasts will be made on the Club Finishing Line hooter and the N over H Flags raised. The sound signals are to be amplified afloat by Course Instructors blowing short blasts on their whistles. If there is a fire at the Club which requires the office to be vacated, all groups on the water are to go to the closest beach and await further instructions.

19. **Decisions/Risk Assessments.** When courses are being run, the decision as to whether to go ahead with on-water activities - taking into account the actual and forecast weather conditions and the experience of those involved (both instructors and students) - rests with the Club Coach (or nominated instructor) in consultation with the Chief Instructor. For other programmed Club activity, it rests with the Activity Organiser who should always be a qualified instructor, or suitably experienced sailor in his/her own right. In the event of a second opinion being required, either the Principal, Chief Instructor or Club Coach shall be asked. Where there is any doubt, a Club Training Risk Assessment sheet is to be completed and retained in the office.

SAILING SAFETY - DINGHIES

20. **Safety Boats.** For courses, the ratio of Safety Boats to dinghies will always be 1:6¹; if this ratio cannot be maintained for any reason (i.e. mechanical breakdown), the lead instructor is to discuss the problem with the Club Coach. Depending on the weather conditions and experience of the course concerned, it may be possible to provide cover from another group working in the same area or make temporary provision.

21. **Safety Helmets.** The wearing of Safety helmets is not mandatory; but, if a student on a course wishes to wear one, it must be of an approved type and correctly fitted.

22. **Parental Responsibility.** Course application forms require parents or guardians to accept full responsibility for their child/ward during the course. They must also confirm that the child being entered for the course can swim at least 50 metres and can row or paddle a boat, and further that dinghies where crews are under 18 can be righted after capsizing and have been tested for buoyancy so that they remain afloat when filled for at least half an hour. In addition they must counter sign the Parent's/Guardian's section of the appropriate entry form before their child/ward starts a course or race.

23. **Laser 3000s.** Laser 3000s being used for training shall never operate unaccompanied; another 3000 or safety boat must be available in case of problems. They shall always be signed-out from the Club office and signed back-in on return.

BOAT SAFETY - POWERBOATS

24. **Drivers.** Only those holding a Level 2 Powerboat Certificate or who have been checked by the Principal or Chief Instructor shall drive boats in support of training.

25. **Kill Cords.** All planing powerboats used in support of courses shall be fitted with a "kill cord" (4-5 ft long) which shall be used at all times. Two kill cords are to be used during powerboat training involving children under 13.

26. **Emergency Packs.** Club Safety Boats shall all have an emergency pack which shall include flares (2 red pinpoint & 2 orange smoke), First Aid kit, knife (with serrated blade), pliers, racing chart, whistle and a polythene survival bag. They shall also have a paddle, a bucket, an anchor and 25m of warp; the "bitter" end to have a small buoy attached so that the anchor can be slipped (& subsequently recovered) in an emergency.

¹ up to 6 dinghies - 1 safety boat; 6 to 15 dinghies - 2 safety boats; more than 15 dinghies - 3 safety boats.