



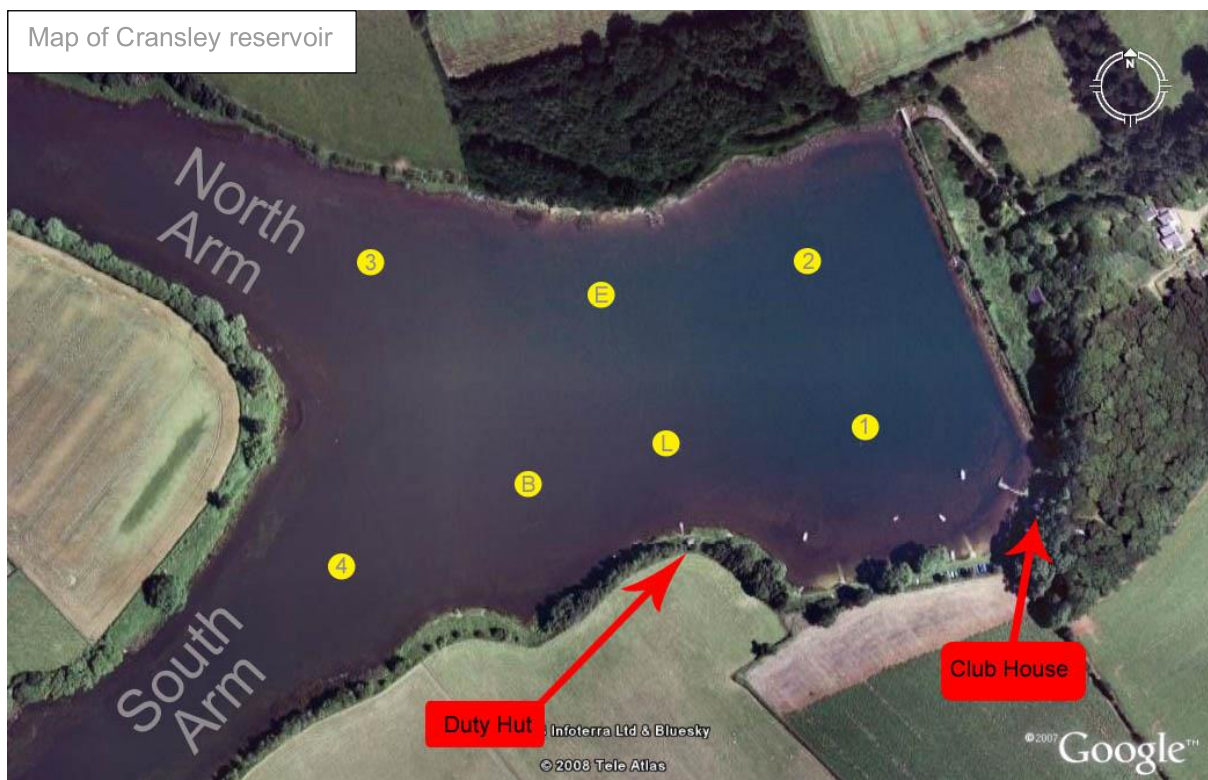
CRANSLEY SAILING CLUB

OPERATING PROCEDURES

Cransley Reservoir, Eagle Lane, Cransley, Northamptonshire NN14 1PR

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Note: This document including the above appendices can be found on our website
See <https://www.cransley.org.uk/club-documents>

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.

All Instructors will have read and understood the Club's Operating Procedures and appendices attached to these Procedures and will have confirmed that they have read and understood these documents.

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

2. FACILITIES AND EQUIPMENT

The Principal will arrange for a health and safety risk assessment to be carried out annually. Any improvements or modifications required as a result will be implemented before a training course commences.

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

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 good order.

If anything is missing/broken this should be reported immediately to the Senior Instructor of the day who will make arrangements for the craft to be repaired/replace missing or broken items. (If a craft is not fit for use then the Senior Instructor will take the craft out of use until the missing/broken item/s is replaced/repared.

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 Chief Instructor of the Training Group.
2. For certificated dinghy sailing courses, a Senior Instructor, or for powerboat or safety boat courses a Powerboat/Safety boat Instructor will be nominated by the Principal to undertake the training sessions on behalf of Cransley Sailing Club.
3. Specific areas of responsibility are supervised by:

Dinghy Sailing courses	Senior Dinghy Instructor of the day
Power/Safety Boat courses	Power boat/Safety boat Instructor of the day
First Aid	Sophie Guyett
Power Boat Maintenance	John Linnell / Mike Sawford
Inspections/Administration	Sue Bull (Principal)
Monitoring accident reports	Nigel Austin (Chief Instructor) and Sue Bull (Principal)
Safeguarding Officer	Caroline Hughes
4. All paid and unpaid volunteers and Instructors have a responsibility to actively achieve a safe teaching environment at all times.

5. **SAILING SAFETY**

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

The Senior Instructor will hold a briefing for all Instructors prior to the start of the day outlining the session plans for the day and will lead a de-briefing session at the end of the day.

The sailing area will be clearly defined by the Senior 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.

At the start of each day students will be briefed on the sailing plan for the day. There will be a de-briefing by the Senior Instructor at the end of each day. At the end of the course students will be presented with their certificates.

6. **SAFETY BOAT COVER**

Safety boat(s) will be available to provide cover for courses and training sessions of dinghy sailing.

For RYA Courses and other tuition at the centre, with single handed and crewed dinghies, there will be:

Up to six boats	1 safety boat
Six to fifteen boats	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 a person aged 16+ who will be 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 at all times.

Courses and Tuition in Dinghies

For RYA Dinghy courses the ratio of students: instructors will not exceed 3 : 1 for beginners in crewed dinghies with an Instructor onboard. For later sessions in the course in appropriate conditions, this will be a maximum of 9 : 1 (crewed dinghies) with no more than 6 : 1 per instructor (single handers) and 3 : 1 per Assistant Instructor.

The Senior Instructor will supervise all on the water and on-shore activities, and be responsible for Dinghy Instructors, Assistant Instructors and helpers who report to him or her for the duration of the course.

7. **ORGANISATION OF COURSE/S**

Courses will be subject to the approval of the Principal. He/she will appoint a Senior Instructor will be responsible for the running of the training course/sessions. The Senior Instructor will prepare a plan for the training course/sessions to outline the aims and objectives of the course/training session. Any pre-requisite skills, and a plan to show how the course syllabus will be covered will be given to the Instructor/s by the Senior Instructor.

8. **ORGANISATION AND CONTROL OF SESSIONS**

Prior to the start of the course the Principal will have checked the completion of the medical information of the participants (this will have been completed via WebCollect). On the day of the course the Senior Instructor will ask participants if they have had any recent health issues since filling in the medical information. If there are any new medical issues since completing the form, the new medical information to be added to the participants paperwork.

Start of Session Register

The Senior 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 via the club's WhatsApp sign in group.

End of session

The Senior Instructor will de-brief participants at the end of each session and check that all participants are present at the close of session. Any participants leaving a session early will be required to inform the Senior Instructor before leaving the site.

On-Water Activities

Before the first on-water session

The Senior Instructor will ensure all hazards identified on the hazard plan (the ship - map) are relayed to participants. Ensure that all participants 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.

Relay that the signal for return to shore will be three blasts on a whistle or horn

The Senior Instructor will authorise on-water/on-shore activities taking into account the actual and forecasted weather conditions for the planned duration of the session. Should the weather not permit sailing the Senior Instructor has the authority to cancel the day's sailing or part of it. The Principal to be informed and he/she will make arrangements to find another date to complete the course.

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

Progress of students

Instructors should feed-back information at regular de-briefs to the Senior Instructor on the progress of individuals and crew combinations. The Senior Instructor will maintain a record of progress of participants in the student's logbook.

9. ACCIDENTS & ACCIDENT PROCEDURES

1. Everyone must know where the 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
- The Defibrator which contains a major blood loss kit is located at the entrance to the foreshore

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 the first aid supervisor if the last of any item is used.
- b) The Chief Instructor and Principal to review the accident / near miss book and initiate action required as a result of previous incidents and report back to the Committee. Action to be taken where necessary.

4. Any accident (however minor) must be reported to the Senior Instructor of the day and recorded in the accident book by the Instructor responsible for attending the incident. The accident and near miss book are kept by the first aid post in the club house. The Senior Instructor to inform the Chief Instructor and Principal of any serious accidents, bumps on the head or if a participant is taken to hospital or needs to seek medical attention.

5. **Contacting next of kin**

- a) The health and contact information about every participant on a course /training session 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) Students must sign in and out via the club's WhatsApp sign in group

- c) In the event of a serious accident, the Chief Instructor or the Senior Instructor of the day will be responsible for making appropriate arrangements to contact the next of kin. He or she will contact the Principal at the earliest opportunity. They in turn will inform the Commodore who will 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 to request assistance from the Senior Instructor. The Instructor who deals with the incident should report the accident/incident to the Senior Instructor and 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. Once the initial evaluation of the incident has been completed, and additional support obtained if required, the Instructor should make arrangements to contact the emergency services and inform the Senior Instructor of the situation. Course participants should be signalled to return to the shore, so that all available resources can be deployed to the situation. The register of course participants will be checked by the Senior Instructor to ensure that all are present and accounted for.

The Senior Instructor will make appropriate arrangements for:

- 1) allocation of another Instructor / helper to remain by the telephone to act as contact control base
- 2) deploy someone to wait for the emergency services and to take them to the incident
- 3) the file of medical and personal information of the course participant to be available to the emergency services
- 4) liaison with emergency services on action to be taken
- 5) 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 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 Commodore will be in contact with the Police will be responsible for contacting 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/incident the Commodore must contact the RYA.

10. Statement of Acceptance

TO: Senior Instructors : Dinghy Instructors : Powerboat Instructors : Assistant Instructors : Helpers

DECLARATION – CRANSLEY SAILING CLUB - INSTRUCTOR

Print Name: _____

Operational Procedures Health & Safety Policy Risk Assessment Emergency Plan	Accident Procedures Policy Site Hazard Plan Course Plans Welfare & Safeguarding Policy
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I confirm that I have had the opportunity to discuss them with the Chief Instructor and understand the nature of my role and responsibilities at Cransley Sailing Club. I hereby accept any responsibilities assigned to me Yes/ No Please initial _____

I can confirm that there is no reason why I should not have unsupervised access to children, young people or vulnerable adults whilst working within my role at Cransley Sailing Club. Yes / No Please initial _____

I hereby consent to Cransley Sailing Club undertaking DBS, police and/or social service checks against me. Yes / No

SELF DECLARATION – *I confirm that I have received, read and understand the following document and I have read the documents on the club’s website <https://cransley.org.uk/club-documents/> Yes / No*

Refresher session for Instructors run by the Chief Instructor attended Yes / No

Signed: _____ Date _____

Please sign and return this page to the Principal, Cransley Sailing Club