



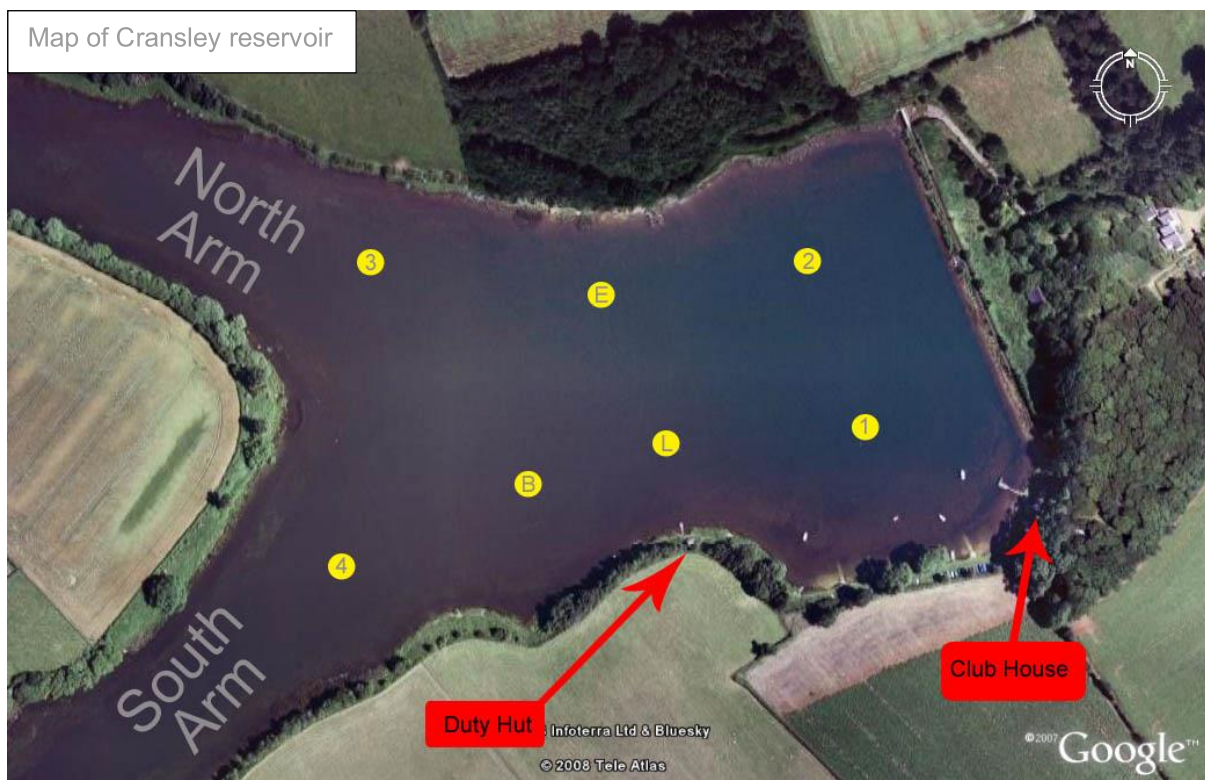
# **CRANSLEY SAILING CLUB**

## **OPERATING PROCEDURES 2024**

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

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# Please read all documents on the club's website

- [Accident/Near Miss Reporting](#)
- [Bump on the Head Reporting](#)
- [Helmet Policy](#)
- [Masthead Floatation Policy](#)
- [Emergency Protocol](#)
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- [Health & Safety Policy](#)
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- [Equity Policy](#)
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- [Map of the reservoir](#)
- [Data Protection \(GDPR\)](#)
- [Website terms of use](#)
- [Complaints Procedure](#)
- [Summary Welfare and Safeguarding Policy Statement](#)
- [Welfare and Safeguarding Policy Statement \(Full version\)](#)

## **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 Chief/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/s 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/s are in good order.

If anything is missing/broken this should be reported immediately to the Chief/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 Chief/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.  
For non-certificated courses this may be an experienced Dinghy Instructor
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 (Commodore/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 onshore activities, and be responsible for Dinghy Instructors, Assistant Instructors and helpers will report to him/her for the duration of the course/training session.

## 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. 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.

### **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.

### **End of session**

The Senior Instructor will de-brief participants at the end of each session. Any participants leaving a session early will be required to inform the Senior Instructor so that the register can be updated.

## **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. ACCIDENT & INCIDENT 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

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. 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.

3. 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.

4. **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) The attendance sheet to be completed by the participants at the start of each session.
- c) In the event of a serious accident, the Senior Instructor will be responsible for making appropriate arrangements to contact the next of kin. He or she will contact the Chief Instructor and Principal at the earliest opportunity. They in turn will inform the Commodore who will contact the next of kin.

## **Accident Procedures**

- 1 **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 accident/incident and action taken in the accident/near miss book.
- 2 **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

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 Commodore, Chief Instructor and Principal of the Club should meet to agree appropriate personnel to make any announcements

The Chief Instructor 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.

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 Chief Instructor 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 Chief Instructor will request that all Instructors/members of the club do not make any further public comments. He/she will draft a written statement that will be issued at the specified time to the press.

The RYA 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 Chief Instructor must contact the RYA.

**RYA accident and incident reporting online form** to be completed by the Chief Instructor in the case of a serious accident/incident. **Complete the form.**

**IN THE EVENT OF AN EMERGENCY THAT REQUIRES ASSISTANCE**

**CALL 112 or 999**

**STAY CALM & SPEAK CLEARLY**

**ADDRESS OF CRANSLEY SAILING CLUB**

**CRANSLEY RESERVOIR  
EAGLE LANE, CRANSLEY, NN14 1PR**

**CLUB HOUSE POSITION**

**Grid Reference NN14 1PR**

**Latitude: 52.395519**

**Longitude: -0.775435**

**Easting: 483422**

**Northing: 278205**

**Grid ref: SP834782**

**Defibrillator location: What3Words: ///digests.novel.hogs**

**CLUB HOUSE  01536 485614**

**THE NEAREST ACCIDENT & EMERGENCY HOSPITAL IS**

**KETTERING GENERAL HOSPITAL  
ROTHWELL ROAD  
KETTERING  
NORTHAMPTONSHIRE  
NN16 8UZ**

**Please do not forget to complete the accident book  
and make sure the Commodore is aware of any  
major accidents / incidents that have required  
hospital / emergency treatment**



## EMERGENCY ACTION PLAN

1. Without endangering yourself give any assistance you can

2. Ensure the safety of others

Be prudent but don't hesitate to: -

3. Call the Emergency Services by dialling 112 or 999

SEE ABOVE.

### **RYA's advice on dealing with a major incident**

It is every Principal's nightmare to experience a major incident at their centre. Thankfully this is very rare at RYA centres, but if you are ever unfortunate enough to be involved in one, you need to know how to handle the unfolding events.

Your priority is, of course, the safety of participants and instructors. However, once ashore you need a strategy to deal with the authorities and the press.

- Get a statement from competent witnesses.
- Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the press.
- Produce a written statement for the press, such as: " \*\*\*\* sailing club regrets to announce the death of a crew member who drowned last night. When and where. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow" (give yourself time to collate the information).
- Don't hold a press conference but decide who will speak to the press.
- Don't allow well-meaning but ill-informed members to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.
- If the rescue services have been involved the press will have probably obtained some information from them.
- If there has been a fatality the police will contact the centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appears to know who it is.
- Keep any relevant equipment such as lifejackets, logbooks etc
- When dealing with any major incident, it helps if:
  - Your paperwork is up to date with information such as contact numbers for the next of kin.
  - Your boats and instructors comply with your own safety policy and the RYA 's conditions of recognition.

## 10. Declaration of Acceptance

### DECLARATION – CRANSLEY SAILING CLUB - INSTRUCTOR

Name of Instructor and Qualifications	
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*I confirm that I have received, read and understand the following documents and I have read all relevant documents on the club's website <https://cransley.org.uk/club-documents/>  
Yes / No Please initial \_\_\_\_\_*

*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. I already have a current DBS certificate. Yes / No*

### SELF DECLARATION

**I have read and understood all documents  
I have attended the Chief Instructors briefing**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### **For office use:**

Refresher session for Instructors attended \_\_\_\_\_