

OTLEY SAILING CLUB

Safety Policy and Procedures Manual 2004

Incorporating The Training Safety Procedures

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Otley Sailing Club
Weston Water
Bridge End Quarry
Otley
West Yorkshire
www.otley-sailingclub.co.uk
Tel: 01943 850391

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1. INTRODUCTION

1.1 Contact Details

For further information on this manual please contact:

**Senior Instructor and Sailing
Principal: Otley Sailing Club** Norman Stephens

**Instructor and Flag Officer
Training: Otley Sailing Club** Peter Gilbertson

**Vice Commodore and Safety
Officer: Otley Sailing Club** Ian White

1.2 Purpose and Aims of the Manual

Dinghy sailing is a water sport that can be enjoyed by people of all abilities and ages in a wide range of environments. As in any sport there is, inevitably an element of danger, however small, if the sport is to retain its attraction for participants. Never the less, dinghy sailing, the risks having been properly assessed and managed, is essentially a safe activity.

It must be stressed that the primary responsibility in water sports rests with the individual and that personal competence developed through thorough training, experience and the correct selection and use of equipment in a wide range of conditions is the most important single factor in achieving adequate safety standards. We believe that O.S.C. has an excellent safety record and the following document lays down the fundamental safety policy and procedures that all Club members shall abide by as a condition of membership.

In addition, Otley Sailing Club is an RYA Recognised Teaching Establishment and undertakes training courses for club members and school groups. This manual and procedures have been designed to ensure that best practice is adopted at all times by instructors and course participants.

This manual was agreed by the Committee issued in 2003 in advance of the sailing season and updated and agreed before the commencement of the 2004 sailing season.

1.3 Document control and approvals

Version	Date	Changes since previous issue
00a	15 September 2002	First draft by Norman Stephens and Peter Gilbertson
00b	01 January 2003	Second draft by Peter Gilbertson and Ian White
00c	10 February 2003	3 rd draft agreement by the Instructors & Committee
V1.0	18 th March 2003	First version for implementation
V2.a	12 th March 2004	Updated draft for Committee Approval
V2.0	15 th March 2004	Second version for implementation

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2. USE OF THE SAFETY POLICY AND PROCEDURES

2.1 Scope

This Safety Policy and Procedures Manual (The Manual) examines all aspects of the use of Weston Water for water sports recognised and controlled by Otley Sailing Club and has been adopted by the club to cover both organised club activities, in particular training and individual member activities on a private basis.

The term Instructor in this Manual applies to all approved club members who are engaged in training activities, including RYA Senior Instructors, Instructors, Assistant Instructors and all other volunteers.

This Manual covers sailing club related activities including racing, general sailing, training and associated activities. Other organisations who may make use of the facilities at Weston Water are responsible for the identification and management of the risks associated with their own sport or activities.

2.2 General Policy Statement

It should be recognised and accepted by all members that collectively and individually they have a prime responsibility for the safe use of the club's facilities, both on and off the water to:

- Otley Sailing Club;
- The General Public;
- Other Users;
- Themselves;
- Guests;
- The Environment.

All organised water sport activities at OSC are continuously monitored by the club Race Officer or Duty Officer, the Flag Officers, Training Principal, Senior Instructors and Instructors. Anyone of these individuals have the authority to curtail sailing entirely or for any single individual if in their considered opinion, continuing with the activity could result in unacceptable risks occurring.

The club is a recognised Training Establishment as defined by the Royal Yachting Association, the governing body for yachting. As such the club is periodically examined to ensure compliance with the high standards required for such an establishment.

All Sailing and Powerboat Instructors hold current R.Y.A. qualifications, are registered and operate under direction from either a Senior Instructor or Principal. A condition of being a registered R.Y.A. Instructor is that a recognised valid First Aid Certificate is held.

A comprehensive sail training programme, organised by the Flag Officer Training is available to all members and covers all levels of competencies. All courses are to RYA requirements, covering both theoretical and practical aspects of sailing, and are supported by the club's own senior instructors and instructors. The club has an enviable record for training, a principle laid down by founding members. It is through sound training and experience that safe, enjoyable and rewarding sailing is brought to fruition.

The club utilises various types of power boats for monitoring activities on the water and to provide assistance if required. It is recognised that the operation of the power boat imposes different safety considerations on their crews due to, speed, the machinery involved, and having to operate in close proximity with other craft, and more importantly with people in the water. Powerboat courses to RYA requirements are made available when the demand is there or alternatively on an individual basis. Currently only members with appropriate RYA qualifications are authorized by the General Committee can operate the powerboats.

It has to be accepted that incidents can occur from time to time, however unfortunate that may be due to the environment in which we choose to operate.

The club does not expect that members are scholars or prophets, but does expect that they exhibit an average competence associated with the activity. Members are expected to keep up to date particularly with respect to safety related matters.

The very young, the old or infirm may be said to be more at risk than other groups. It is in every member's interest to be aware of the particular difficulties these groups may experience and be extra vigilant. The offer of assistance will rarely be refused if required.

The above statement relates to all water users, dinghy sailors, board sailors, canoeists, swimmers and powerboat activities.

2.3 Availability of the Manual

The master copy of the Manual will be kept by the Principal of Otley Sailing Club. He/ she will be responsible for making updates and amendments and to make the Manual available to RYA Inspections. A copy of the Manual will be disseminated to all committee members and Instructors. The Manual will be available for reference at the Club-house for members to study, at all training events and staff development activities.

2.4 Changes to the Manual

The Manual will be reviewed annually at the start of the Sailing Season by the Principal and relevant committee members. Changes to the Manual will be notified to instructors by mailshot, or by other appropriate means and/or at club meetings.

2.4 Compliance

All Club members are required to comply with the Club Safety Rules. All instructors are required to comply with and accept the conditions contained in this Manual and must sign and return the Instructor's Declaration (Appendix 4) confirmation slip to the Principal before they are allowed to participate in any training at Otley Sailing Club, countersigning by the Principal will demonstrate that they are approved by the club to assist/ undertake training.

2.5 Training at Otley Sailing Club

Otley Sailing Club is an RYA recognised teaching establishment (RTE). As a result, an RYA Coach will inspect the club on an annual basis to ensure that the teaching arrangements and club facilities are maintained to a suitable standard. The club organises a regular teaching programme for the public and club members for a modest fee and courses include:

- RYA Level 1 & 2 beginners dinghy course – held twice per year in April and September;
- RYA Powerboat Level 2 Course – held according to demand;
- RYA first aid course – held according to demand;
- RYA specialist sailing courses- this is a new programme of courses introduced by the RYA in 2002 and these will be organised according to demand;
- Sailing for All - a programme of sailing for young people with complex learning difficulties.

Safety is the paramount concern when undertaking sail training and as such this Manual is to be followed by all instructors, at all times, without exception.

3. RISK ASSESSMENT AND SAFETY MANAGEMENT

3.1 Identifying and mitigating risks

All activities involve a degree of risk. This Manual has identified the following key risks in sailing at Otley Sailing Club. It is the duty of all club members, instructors to be aware of these risks and it is the duty of all instructors to educate and inform trainees of the risks and take all reasonable steps to mitigate the risks.

3.2 Key Risks

The following key risks have been identified at Otley Sailing Club, including:

Ref	Risks	Mitigation
1	Boat launching: Boats are heavy and care should be taken when launching to protect backs and feet.	Work in pairs and keep backs straight when lifting boats at the bow. Take care not to run over bystanders or the feet of helpers. If the boat is too heavy use the winch provided.
2	Slipways and jetties: do become wet and fouled with bird droppings and green algae making them slippery.	Take care when launching and walking on slipways, do not run. Lifejackets or buoyancy aids shall always be worn at the slipways and on all jetties.
3	Dinghy park: has many boats, trailers, ropes, spars and stays which could cause an injury	Do not run in dinghy park and always wear appropriate footwear.
4	Safety on the water: there is a risk of injury or drowning when sailing boats are on the water from collisions	Lifejackets or Buoyancy aids shall be worn at all times on the water or on slipways and jetties. A dedicated training safety boat shall be on the water at all times when training boats are sailing on the water.
5	Cold can kill: immersion in water or prolonged periods on the water can cause hypothermia	Sailors and safety boat crew should dress for the conditions and be aware of the cold and the condition of fellow crew members.
6	Overhead cables: there is a telephone wire adjacent to the dingy park and an overhead electric cable on the north and west of the clubhouse.	Masts shall only be stepped within the Dinghy Park.
7	Fingers and hands: could become trapped between boats and jetties.	All fingers and hands shall be kept within boats. Do not hold the outside of the boat/ gunwale when on the water.
8	Feet and Toes: can be crushed or cut if unprotected in boats and on jetties	Always wear appropriate footwear when sailing and preparing to sail.
9	Heads and booms: The mainsail boom could knock against heads.	Always keep your head down when sailing, particularly when tacking or gybing. Proper commands shall be given when tacking a gybing.
10	Motor boat hazards: care should be taken when approaching people in the water and a capsized dinghy in a safety boat.	Drivers shall always wear a kill-cord and be trained to at least RYA Powerboat level 2. Always keep visual contact with persons in the water. Always cut the engine when approaching a person in the water. Always approach a capsized dinghy from the mast and/or forestay.
11	Tripping on Jetties: There is a rail on the jetties, and together with ropes and gear could cause trips.	Care should be taken at all times when walking on jetties- do not run and do not leave gear unattended. Painters should not be allowed to lie across the jetties, and excess rope should be coiled.

3.3 Annual Safety Audit

The OSC Committee shall commission an annual safety audit of Otley Sailing Club and the club facilities by the designated club Safety Officer.

The results of this audit in the form of recommendations shall be reported to the Committee.

The Committee shall ensure that corrective actions are undertaken to implement the recommendations.

4 EQUIPMENT SAFETY

4.1 Bouyancy Aids or Life Jackets

It is a requirement of club membership that every member shall, when sailing, on the slipway or a pontoon, wear an adequate buoyancy aid or lifejacket, properly fitted and fastened. There shall be no exception to this rule.

The decision as to which type of buoyancy aid to use is a personal one, and is dependent on circumstances. The club may however, in exceptional circumstances, require that a lifejacket be worn.

Buoyancy aids and lifejackets shall carry the B.S.I. "Kite mark " or "E" mark. New requirements in specifications should not be applied retrospectively unless specifically requested by legislation. The items should be cared for and used as directed by the manufacturer. Once again it is stressed that everyone has a personal responsibility for safety, it cannot be delegated or dismissed.

4.2 Protective Clothing

Even at the height of summer it would be unusual if some form of protection from the elements were not required when sailing.

The greatest danger associated with sailing is without doubt the combined effect of wind, and low temperature of air and water. The rapid onset of hypothermia is a very real hazard that every sailor must be aware of and protect against.

It is not the intention here to specify the type of specific clothing that should be worn for the wide variations of conditions that pertain. Some general points, forming the basis for adequate protection are offered as follows.

- **Protect yourself against the water** - There are many types of waterproof or water resistant garments available. Many are light and strong and inexpensive. Lightness is important in the event of a capsize. Protection for the head, hands and feet are vital as they represent a major source of body heat loss. Wet suits and dry suits are now in every day use and are recommended to be used in cold conditions in conjunction with protection from the wind;
- **Protect yourself against the wind** - The wind is insidious in its effect even on a warm day, and can soon lower the body temperature. Remember that the effect of wind blowing over cool water is much more apparent on the water than on the bank. The double effect of the wind evaporating water from an unprotected or wet body can be quite severe. Again simple garments will allow pleasurable sailing without risk.
- **Protect yourself against the sun** – The short term effects of over exposure to the sun is well known and can be painful but can easily be protected against with many preparations being available. The exposed areas such as the head and neck are particularly at risk, and should be covered.

4.3 Bouyancy Testing

All boats used at Otley Sailing Club shall undergo an annual buoyancy test. The craft shall be visually examined to determine, that the dinghy is of sound construction with no obvious defects. The test shall be performed as follows:

Dinghies with buoyancy bags fitted:

- Bags shall be adequately secured to the hull structure;
- The dinghy shall be launched and filled with water to the maximum level possible;
- Additional weights to represent crew weight shall be placed in the dinghy;
 - For single handed dinghies the weight shall be 130lbs (59Kg) minimum;
 - For two crew dinghies the weight shall be 260lbs (118Kg) minimum;
- The craft shall remain in this state for twenty minutes, and shall remain afloat in the swamped state;
- The craft may then be drained of water and the bag securing straps checked again for satisfactory fastening;
- Following the successful completion of the above, the craft shall be entered in the club buoyancy test register.

Dinghies with integral buoyancy tanks:

- The buoyancy tank or tanks shall be drained of any water before launching, and the bungs refitted;
- The dinghy shall be launched and filled with water to the maximum level possible;
- Additional weights to represent crew weight shall be placed in the dinghy;
 - For single-handed dinghies the weight shall be 130lb (59Kg) minimum;
 - For two crew dinghies the weight shall be 260lb (118Kg) minimum;
- The craft shall remain in this state for twenty minutes, and shall remain afloat in the swamped state;
- The craft may then be drained of water and the tank or tanks checked for water content;

For a dinghy with multiple tanks the maximum allowable amount of water drained per tank shall be six gallons divided by the number of tanks fitted. For a dinghy with a single all round tank the maximum allowable amount of water drained shall be six gallons (27 litres).

Following the successful completion of the above, the craft shall be entered on the club buoyancy test register by a person or persons designated by the club. In the event of being damaged and repaired, the dinghy shall be re-tested. The club may, if circumstances dictate, change the test requirements from time to time. Any dinghy found sailing without having been signed off tested, shall be ordered off the water by any member of the club and not permitted to sail until the club test has been satisfactorily performed. Note that the test described above is specific to dinghies sailing under the direction of OSC at Weston Water. Members intending to sail at other venues should consult the relevant Class Associations for detailed requirements.

5 SAFETY AND WATER BASED ACTIVITIES

5.1 Racing Safety

All racing participants shall recognise that the decision to race is theirs and they alone must take responsibility for deciding whether they are competent to handle the prevailing weather conditions. All racing participants shall observe the club racing rules and The Racing Rules of Sailing (2001-2004) as published by the International Sailing Federation. In particular club members and visitors are asked to have particular regard to:

Part 1 The Fundamental Rules

1. SAFETY

- a. *Helping those in Danger – A boat or competitor shall give all possible help to any person or vessel in danger;*
- b. *Life-Saving Equipment and personal Buoyancy – a boat shall carry adequate life-saving equipment for all persons on board, including one item available for immediate use, unless her class rules make some other provision. Each competitor is individually responsible for wearing personal buoyancy adequate for the conditions.*
- c. *FAIR SAILING A boat and her owner shall complete in compliance with recognised principles of sportsmanship and fair play. A boat may be penalised under this rule only if it is clearly established that these principles have been violated. A disqualification under this rule shall not be excluded from the boat's series score.*

Part 2 When Boats Meet

14. AVOIDING CONTACT

A boat shall avoid contact with another boat if reasonably possible. However a right-of-way boat or one entitled to room:

- a. *Need not act to avoid contact unless it is clear that the other boat is not keeping clear or giving room, and:*
- b. *Shall not be penalised under this rule unless there is contact that causes damage.*

5.2 Responsibilities of the Officer of the Day (OD)

All Sunday racing is organised by a designated Officer of the Day (OD) as detailed in the OSC annual Sailing Programme.

The OD shall ensure that Safety Boat cover is available when racing participants are on the water. A separate and independently operated Training Safety Boat will be provided if training is taking place.

The OD should have regard to the other water activities on Western Water when setting the racing course.

The OD should have regard to the weather conditions and shall suspend racing if he/she believes the weather conditions are hazardous or are likely to become so.

5.3 Safety Boats and Operatives

There is potential conflict between sailing dinghies, board sailors, canoeists, swimmers and powerboats when operating in a relatively confined area. There are particular difficulties when a powerboat is in close proximity with a person or persons in the water, when assistance is being rendered. In practice however, difficulties should not arise when trained, skilled operatives are providing the service in the support craft.

Safety boat types

The safety boats may vary from time to time but currently consist of a Dory, a RIB (Rigid Inflatable Boat) and a displacement craft. There are therefore three different types of craft. Both in appearance, performance and most importantly handling characteristics.

Qualifications for operatives

All support craft operatives shall be required to hold as a minimum a valid RYA powerboat level 2 or equivalent with encouragement being given to obtain the more advanced levels. The Club believes that the RYA level 2 is the minimum acceptable qualification to operate club support craft of any type.

The support craft and its equipment will be fitted out according to the RYA Safety Boat Handbook (RYA Publication G16) with due allowances being made for the conditions applying to Weston Water. Similarly the Club insist that support crew perform their duties in accordance and reference to G16 or such documents as the RYA may issue.

Support craft and crew(s) are responsible directly to the Officer of the Day, who shall issue specific verbal instructions as to his or her expectations and requirements depending on the circumstances.

The number and type of support craft that are required to be in attendance is at the discretion of the Officer of the Day but shall be sufficient to provide an adequate resource for the prevailing conditions.

It is strongly recommended that in adverse weather conditions the support craft are kept on station on the lake at all times, only returning to the pontoons for change of crew, or landing of rescued crew, from salvage operations or having been expressly being allowed to by the Officer of the Day.

If radios are available: the Safety Boat (call sign: Safety 1) shall be in radio contact with the OD (call sign: OD).

In any event any support craft not on station should be ready for immediate use.

5.4 Sailing at Other Times

Racing on Weekdays and Saturdays

Racing organised on weekdays and Saturdays may be undertaken without Safety Boat cover only if all participants sign an undertaking that they accept the risks associated when sailing without such cover.

Use of Facilities by a Single Member

The use of the club facilities by a single, lone individual calls for addition caution on days when there are no scheduled activities taking place. In particular the following points must be considered before launching:

- The prevailing and expected weather conditions.
- An objective assessment of the experience of the individual relative to the prevailing conditions;.
- The suitability of the type of craft relative to the above;
- The lack of support craft to render assistance if difficulties arise;
- The lack of a qualified First Aider being in attendance;
- The above points are not intended to deter lone water sports enthusiasts from participating in their chosen activity;
- The club must however, point out that members operating on their own must expect to be responsible for, and accept the consequence of their actions.
- The golden rule must be if in doubt, don't launch;

Parents are reminded that they are responsible for children and junior members in their care at all times.

5.5 Windsurfers

Novice windsurfers need to be alert to the potential hazards associated with being immersed in water and of being rapidly cooled by the wind. In such circumstances the onset of hypothermia can be dramatic and if not checked can be serious. In conditions of cold water and strong winds the wearing of a wet suit alone will materially assist in helping to conserve body heat. Particular attention should be paid to adequate protection for the hands, feet and head, to reduce heat loss

Buoyancy aids must be worn at all times, of a type recognized as being appropriate for boardsailing.

Board sailors need to be aware of the potentially relatively high speeds that boards can attain relative to dinghies. The ability to manoeuvre and to avoid collisions applies to board sailors as well as other water users.

In addition the following points needs to be addressed:

- Beginners should stay within sight of the clubhouse;
- Alert a responsible person on shore before going out;
- If you start to feel cold or tired come in immediately;
- Stay with your equipment;
- Know how to signal for help;
- Be aware of other water users. Windsurfers are fast, take extra care when changing course;
- Windsurfers have the same rights, and obligations under the "Collision Regulations" as any other water user. Study them and follow them. Racing dinghies do not have 'automatic rights of Way';
- Windsurfers converting to short boards must ensure that they are competent at upwind sailing, water starting and up hauling;
- Know how to self-rescue;
- Never sail unless your equipment is safe and sound;
- The golden rule is: if in doubt don't move.

5.6 Canoeing on Weston Water

The terms Canadian Canoe (Open Cockpit with a single paddle) and Kayak (Enclosed Cockpit with a double paddle) & derivatives & boards (For Paddling) to be taken to apply throughout this guideline. These guidelines of the above craft to apply to Weston Water only! Members should not take them to apply to other water bodies such as moving and white water, large lakes or sea conditions.

Canoeists/Paddlers should :

- Take into account conditions (Wind Direction & Force, Sun, Water Temperature, Water State, and Imminent Changes) relevant to their fitness and experience levels before and during their paddling.
- Wear suitable clothing and buoyancy- aid relevant to their fitness & experience levels & conditions on the day;
- Take into account other water users.
- Paddle in the area designated by the duty & /or Race Officer or Safety Boat Crew.
- Not paddle by themselves.

Canoeists/ Paddlers (unless under instruction) should be capable to:

- Exit from full capsize with or without a spray deck.
- Perform self-rescue to shore.
- Assist fellow paddlers if they are the only other craft on the water
- Perform forward & backwards motion, emergency stop, & steer craft.

Canoes should be:

- In a seaworthy state including repairs and all equipment;
- Buoyant enough to stay afloat when full of water either capsized or upright in a level state fore & aft with either fitted air tanks or fitted airbags or fitted close cell type foam;
- Fitted with fore & aft toggles to aid self-rescue & handling and if fitted with fore & aft deck lines these to be tight enough not to hinder capsize exit of paddler;
- Well maintained internally so as not to hinder / injure / hamper the paddlers when exiting from the craft in any situation with this applying to footrests & internal buoyancy also.

5.7 Swimming in Weston Water

The club recognises the value of swimming in the development of water confidence, particularly with respect to junior members.

The objective of this note is not to prohibit but to provide a framework within which swimming can take place safely in a controlled manner and in conjunction with sailing activities.

It is recognised that there are situations where swimming could be seen to be potentially hazardous i.e. in close proximity to powered craft operations.

Swimming shall only be allowed on the following conditions:

- Verbal permission from a Committee Member or the Duty Officer is required before swimming can take place;
- A safety boat shall be on the water, ready to provide immediate assistance if required, crewed by competent persons;
- Swimming shall be restricted to all area designated by a Committee Member or Duty Officer who shall give due consideration to other activities taking place in his/her absolute discretion;
- Adequate supervision shall be provided. A Committee Member or Duty Officer may need to delegate the supervision to a responsible person on the bank to control the swimming.
- Personal buoyancy must be worn at all times by swimmers;

Under no circumstances shall swimming be allowed unless all of the above criteria are complied with.

OSC has an agreement with the Leeds Triathlon Club to use Weston Water for swimming and training activities – the Triathlon Club are responsible for organising the safety of their activities within the framework of this policy.

6 TRAINING SAFETY PROCEDURES

6.1 Personal Safety

All people engaged in training (instructors and trainees) shall wear a buoyancy aid or lifejacket when on the water or on jetties and slipways.

All participants shall wear suitable clothing for sailing. Appropriate footwear shall be worn at all times in the dinghy park and in boats, such as sailing shoes or trainers.

During training, at least one member of the training staff shall be dressed to enter the water at any time.

6.2 Instructor Safety Guidelines

Instructors shall advise all trainees of the risks in sailing and boating and how to mitigate them.

Instructors shall correct any trainee whose actions pose a risk.

Instructors and safety boat operators shall carry a serrated knife at all times when on the water.

All training staff shall provide details of their qualifications to the Sailing Principal and the Sailing Principal shall maintain a record of all qualifications (Appendix 7).

All instructors shall be familiar with all safety equipment at Otley Sailing Club, including how to secure life jackets and buoyancy aids, the location of first aid kits and the use of safety boats.

All Instructors and Assistant Instructors shall familiarise themselves with this Manual and the following Training Guides:

- The Dinghy Coaching Handbook (RYA Publication: G14);
- RYA National Sailing Scheme Syllabus and Logbook (RYA Publication: G4/02);
- RYA Safety Boat Handbook (RYA Publication G16).

Instructors shall sign a declaration that they understand the manual and shall adhere to it at all times (Appendix 4).

Otley Sailing Club carries both Employer's Liability Insurance and Public Liability Insurance to cover club activities, which includes training.

6.3 Instructor Training

The Principal shall organise appropriate training courses and meetings for Instructors and Assistant instructors.

Members of Otley Sailing Club and Assistant Instructors will be encouraged to attain the RYA Instructor awards.

The Principal shall ensure all new Instructors and Assistant Instructors are given induction training and are familiarised with the Manual, equipment and storage arrangements.

Instructors should hold appropriate qualifications and maintain appropriate re-validation, including:

- RYA valid instructors award;

- RYA Powerboat level 2;
- First Aid certificate.

Assistant instructors should hold an assistant instructor certificate issued by the Principal.

6.4 Pre-Course Administration

All people undertaking a training course at Otley Sailing Club shall complete the course booking form (Appendix 1).

Course booking forms for minors (those under 18 years of age) shall be countersigned by a parent or guardian.

An emergency contact name and telephone number shall be given before bookings are accepted.

Existing medical conditions shall be disclosed on the booking form. In particular epilepsy, diabetes and heart conditions. The information shall be treated in strictest confidence by the training staff.

A register of all participants shall be kept and records made at the beginning of each training session in the course registration book.

6.5 Course Induction

The Principal or Senior Instructor nominated by him/her shall maintain a daily register of participants.

All courses will commence with general housekeeping and health and safety instructions. Participants will be briefed on evacuating the building in the event of a fire (Appendix 2). In addition, participants shall be briefed on the location of:

- Changing rooms;
- Toilet facilities;
- Kitchen;
- Telephone;
- Equipment store;
- First aid kit.

Participants should be briefed on:

- What to do in the event of fire- assemble in the dinghy park;
- What to do in event of medical emergency – inform an instructor;
- What to do in the event of an accident – inform an instructor;
- If the instructor blows a whistle and points to the student – student returns to shore;
- If the instructor blows a whistle twice – all students returns to shore;
- To attract help – drop mainsail and raise both arms up and down repeatedly.

6.6 On-Course Responsibilities

It is the responsibility of instructors to check the condition of the safety equipment of all craft before launching. They are also responsible for ensuring participants' clothing is appropriate and they are wearing lifejackets or buoyancy aids and that these are worn correctly.

The safety boats shall be on the water and the engines run before any water activity involving participants takes place. The safety boats shall remain on the water and ready whenever any course participants are on the water.

A registered First Aider must be on site at all times whenever training takes place. A list of registered First Aiders is on display in the clubhouse (Appendix 3).

6.7 Health and Safety Arrangements

The overall responsibility for authorisation of on-water activities lies with the Principal or the Senior Instructor nominated by him/her.

The nominated person must obtain a weather report and the conditions on the day must be taken into account before activities take place.

Instructors are responsible for ensuring their craft is safe before it is put on the water and that participants are properly clothed, including footwear and a lifejacket or buoyancy aid.

6.8 Incidents and Accidents

All incidents, accidents and near misses must be recorded in the Accident and Incident book in the Club House.

The procedure for notifying the emergency services is in display next to the telephone by the Galley in the Club House.

The first aid kit is kept in the clubhouse and in each safety boat.

The maintenance of the First Aid Kit is the responsibility of the Course Safety Officer.

A list of registered First Aiders is on display in the club house (Appendix 3).

6.9 Safety Boat

Care and maintenance of the safety boat is the responsibility of the Club Bosun.

The operation of the Course safety boat is the responsibility of the Course Safety Officer. The Course Safety Officer will be nominated by the Principal and shall hold as a minimum the RYA level 2 Powerboat Certificate.

The Course Safety Boat shall be used exclusively for use on the training course and shall be used for:

- Rescuing personnel;
- Rescuing capsized sailing dinghies;
- Recovery of grounded dinghies;
- On-water coaching and assessment.

All faults shall be reported in person, by telephone or writing to the Club Bosun. or Principal on the same day.

Equipment requiring attention shall be clearly marked do not use.

Fuel tanks shall be filled at the start of the training session at the island store.

The Safety Boat shall be warmed up prior to the start of the training session.

The Safety Boat shall be manned whenever a training boat is on the water.

The Course Safety Officer and any crew shall follow the RYA Safety Boat Handbook (RYA Publication G16) at all times.

The Safety Boat driver shall wear a kill cord at all times when the engine is in operation.

The Training Safety Boat (call sign: Safety 2) shall be in radio contact with the Sailing Principal (call sign: Base).

Smoking is not allowed when working on or near the safety boat or island fuel store.

6.10 Dinghies and Other Sailing Equipment

The care and maintenance of the training dinghies and all associated equipment, including lifejackets, is the joint responsibility of the Club Bosun and Principal.

OSC owns and makes available sailing equipment for training purposes, use by visiting groups and for hire by club members. This equipment includes:

- 3 x Wayfarer sailing dinghies – 16' four person;
- 1 x Enterprise sailing dinghies – 13' two person;
- 3 x Access sailing dinghies – 6' disability boats;
- 1 x Access 3 sailing dinghies – 10' disability boats;
- 3 x Pico sailing dinghies – 11' training boat;

The dinghies, equipment and lifejackets shall be inspected regularly and recorded on the appropriate forms (Appendices 5 & 6).

All defects shall be reported on the same day to the Bosun or Principal.

Equipment requiring attention shall be clearly marked "Do not use".

Defective Lifejackets that are beyond repair shall be disposed of by the Principal.

Instructors are responsible for ensuring all craft and equipment are stored correctly at the end of each training session.

Funding for the maintenance of equipment shall be made through the General Committee of Otley Sailing Club by the Principal.

A separate Training Account will be kept and managed by the Principal.

6.11 Equal Opportunities

No trainee or prospective trainee shall receive less favourable treatment on the grounds of gender, disability, race or ethnic origin.

Where practicable, people with disabilities shall train along side able-bodied people.

Any trainee may request an alternative instructor.

Any trainee may request a re-assessment.

6.12 Child Safety

All groups visiting the club to take part in sailing events shall be responsible for the supervision and safety of children in their care when arriving departing and in and around the club-house. Instructors shall be responsible for child safety when training in the dinghy park and on the water.

All instructors who are to work with Children (people under 16) should have completed a Criminal Records Bureau/ Police check (this may include checks which have been undertaken as part of their employment or other roles e.g.: as a teacher, social worker or foster parents etc).

As a transitional arrangement, where existing instructors and other training staff of Otley Sailing Club have not been police checked, they shall only instruct/ work with children under the supervision of instructors, or training staff who have been police checked or parents or guardians. All new instructors and training staff shall complete a CRB/Police check first before they work with Children.

All training staff shall familiarise themselves with and adhere to the Otley Sailing Club Child Protection Policy (Copy in Appendix 8).

APPENDIX 1 – COURSE BOOKING FORM

APPENDIX 2 – FIRE SAFETY AND EVACUATION PROCEDURES

APPENDIX 3 – FIRST AIDER LIST

This list is on display in the Otley Sailing Club- Club House.

APPENDIX 4 – INSTRUCTORS DECLARATION

APPENDIX 5 – REGULAR CRAFT INSPECTION FORM

APPENDIX 6 – REGULAR BOUYANCY AID INSPECTION

APPENDIX 7 – INSTRUCTORS TRAINING AND QUALIFICATION RECORDS

The following records shall be maintained by the Principal:

APPENDIX 8 – Otley Sailing Club: Child Protection Policy and Guidelines