



Chase Sailing Club

Pool Road Chasetown Walsall WS7 8QW Telephone: 01543 68639



The Chase Sailing Club -Training Section

An RYA Training Center

Safety Policy and Operating Procedures

April 2011

The recognition of the Training Center is vested in the Principal.

The standard of tuition and the safety of all staff and students are the responsibility of the Principal in conjunction with that carried by the Executive Committee.

The Aims of the Training Section are to:

Generate an interest in sailing and windsurfing particularly of young people.

Offer training and RYA qualifications to club members and to others, in order to encourage membership of the club.

Improve standards of sailing and windsurfing generally and provide a pathway to high levels of performance.

Give powerboat-handling training to improve safety boat operation in all club activities.

Provide training necessary for the development of the volunteer instructors, trainers and coaches so that the above will be achieved.

Administration

This safety policy and operating procedure is prepared using the relevant parts of the risk assessment produced for the club and from RYA publications and guidance.

All persons involved in the Training Section must undertake to adhere to this document.

Copies of the safety policy and operating procedures will be posted on the notice board, and be available in the Training room.

The club Executive Committee will arrange that a written health and safety policy statement for the club will be posted in the Clubhouse. This will be developed from a risk assessment that will be carried out and updated annually along with guidance from the RYA.

The Executive Committee will arrange insurance cover for third party liability.

Accident Books will be provided in the main clubhouse. Details of all accidents must be entered in the clubhouse book, the books will be reviewed monthly and action taken to prevent repetition of incidents and injuries.

All activities will be recorded and will include reference to course, activity and identity, weather, phone check of clubhouse phone (or mobile), first aid check, hazard check, sailing areas, instructor and student briefings and state of equipment.

Training Equipment Logbooks will be provided in the Training room. This is to be filled in to record boat or board and equipment damage, failure and losses and who has been informed for action to be taken for repair or replacement.

Training course booking forms should include information about pre-course requirements, emergency contacts and a declaration of health problems that may affect participation. Only booking forms approved by Principal should be used.

The Training Committee will carry out a system of receiving and reviewing course appraisal and feedback.

Relevant personal logbooks will be supplied to course members and they will be given information about other relevant RYA manuals.

The items of training identified in the logbook satisfactorily carried out by course members will be signed off by the Instructor.

Certificates will be issued only when persons have fully satisfied the standards set out in the relevant scheme and must be signed by the Principal as appropriate.

Certificates will be obtained from the Principal and issued in the name of The Chase Sailing Club.

Records relating to course members will be kept up to date by the Principal Training officer or Chief Instructor including name, address, an emergency contact number, register of attendance, course activities undertaken and successfully completed, Log Books issued and Certificate issued.

Tuition

All courses must be supervised at all times by an Instructor who will be, as a minimum RYA qualification; for dinghy sailing a Senior Instructor; for race training a Club Racing Coach, for power boating a Powerboat Instructor; and for windsurfing an Instructor of the appropriate level.

Maximum Student / Instructor ratios are given in the appropriate RYA publications as shown below and must be observed.

Type of Craft Student Instructor Ratio:-

- Crewed Dinghies 3:1 for beginners with instructor on board
- Max. 9:1 but no more than 6 boats per instructor

- Single Handed Dinghies 6:1 (applies only whilst the boats are used as single-handers)
- Powerboats
- Levels 1 & 2 – 3:1
- Safety Boat Course – 6:1 (2 Boats)
- Advanced Course – 6:1 (2 Boats)
- Windsurfing 6:1

Course programmes will be prepared which show that the syllabus for which certificates are granted is adequately covered.

A plan for Instructor / Helper training will be maintained to prompt volunteers to gain qualification and to keep all staff up to date with operating procedures, health and safety issues and RYA and Club matters that impinge on the activities of the Section.

The Chase Sailing Club Policy Statement on Child Protection will be followed and included in training of Instructors and Helpers as appropriate. Copies of this Policy Statement will be available for course staff to refer to.

Operating Procedures for Tuition

1. Both the lake and the creek will be used for training.
2. Boats, boards and all equipment will be maintained at a standard suitable for its duty.
3. Boats, boards and all equipment will be stored as planned in a tidy and safe manner. Security of boats and equipment must be given careful attention.
4. The wearing of buoyancy on or near the water for all persons is mandatory and the RYA guidelines will be followed.
5. Buoyancy Aids will carry the CE kite mark and will be inspected monthly for damage.
6. The Senior Instructor will make a hazard check prior to any activity and make entries as required in one of the Training Activity Logbooks for that activity provided in the Training room.
7. The Senior Instructor will brief the course staff on defined areas of training, the activities to be undertaken, and will discuss with them the session plans.
8. Course members will have a pre-briefing also at the end of the session, a de-brief.
9. Sailing boats should carry items suitable for the activity such as paddles and bailers.

10. Safety boats must carry equipment dependent on the operating area and conditions, such as paddles or oars, throwing line, a towing line and bridle and first aid kit. A kill cord must be used at all times on outboard powered craft.

11. Safety boat cover will be ready on the water before any 'on the water' course activity. The ratio of safety boats to other boats and boards on the water will follow the RYA guidelines as shown below.

- Activity Safety Boats
- Windsurfing 12:1 ratio
- Dinghies
- (single handed or crewed)
- Up to 6 dinghies – 1 safety boat
- 6 to 15 dinghies – 2 safety boats
- More than 15 dinghies – 3 safety boats

12. Simple signals will be arranged for attracting individuals' attention and for clearing the water. Students will be taught how to signal for assistance.

13. Course staff will advise students regarding suitable clothing and protection against cold and sun. Staff should maintain vigilance for signs of discomfort that could lead to hypothermia or sunburn.

14. Care should be taken that the launching area does not get so crowded that there is a risk of injury. The launching area should be clear of trolleys and other items once boats and boards are a float.

15. Re-fuelling Procedure

- Re-fuel in a well-ventilated area
- Remove fuel tank from vessel
- Make sure the correct type of Fire Extinguisher (Foam) is easily available
- Use funnel when de-canting the pre-mixed fuel to avoid spillages

Accidents

Deal with the situation as trained.

First Aid Boxes are located in:-

- The safety boats (when deployed)
- The storage Container
- The Club House

If emergency services are required:

1. The telephone is in the Clubhouse (or use a mobile phone).

2. Send a person to the phone with the bare details of the situation and instruction to report back after giving the message to the emergency service.

Full address of the club is:

Aldridge Sailing Club
Barns Lane
Aldridge
West Midlands
WS9 8BQ
01922 453505

3 Send a person, if possible; up to sailing club entrance to direct the emergency service.

4 Make arrangements to ensure that the gates are left open for the emergency services.

5 Give details and any recorded note of the changes in the condition of the casualty to the emergency service.

Instructions regarding emergency procedures can be found in the foyer.

The Aftermath:

6 Complete the Accident Report Book.

7 Get witness (es) to describe the situation and record it in their words in the accident book with their name(s).

8 If a serious incident has occurred as soon as possible inform an Officer of the Club i.e. Secretary and the Principal. (See “Dealing with a Major Incident”, advice to Principals of RYA Training Centers).

9 The Club Officer will set in motion the reporting procedure to the relevant bodies.

10 Replenish First Aid box, or ensure it is replenished.

11 Clear up any debris.

Organizational Structure of the Training Section

Training Committee

Members:

- Principal Training Officer
- Chief Instructor
- Senior Instructors
- Instructors
- Assistant Instructors
- Volunteer Helpers

Organizing Groups

Groups:

- Youth Sailing @ Chase
- T15 Windsurfing
- Adult Sailing Courses
- Adult Windsurfing Courses
- Power Boat Courses

Senior Instructors / Instructor

Responsibility: Principal Training Officer / Chief instructor

- Policy on training matters
- Annual plan for training
- Updating from RYA and elsewhere
- Issue Certificates

Responsibility: Senior Instructor

- Detailed plan of courses
- Conduct course appraisal
- Guidance as require to Instructor

Responsibility: Instructor

- Administration of the course
- Prepare equipment for the course
- Run the course
- Recommend level of certificate
- Conduct course appraisal