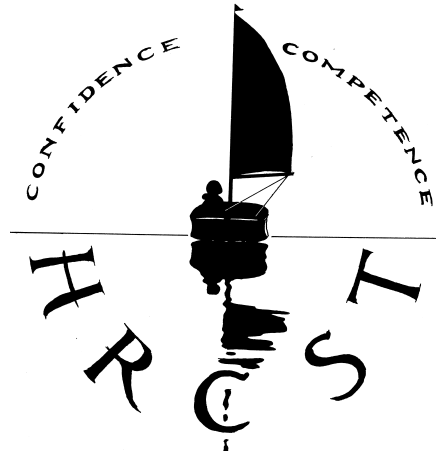


# HELFDORD RIVER CHILDREN'S SAILING TRUST



## SAFETY POLICY

### RESPONSIBILITIES

The overall and final responsibility rests with the Principal, Alison Collins. When she is absent it shall rest with her nominated person.

The Senior Instructor is responsible for the day to day management of the centre, in particular, of ensuring the implementation and maintenance of HRCST policies and procedures, in order to minimise risk and provide a controlled environment as far as is possible, at all times.

The Assistant Senior Instructor is responsible for providing adequate support to the Senior Instructor, in order to enable them to fulfil their responsibilities.

Every volunteer and member of staff has a responsibility to co-operate with the Senior Instructor and the Assistant Senior Instructor in the implementation and maintenance of HRCST policies and procedures.

### ADDITIONAL RESPONSIBILITIES

Maintenance of the Boathouse, Communications board and Information line: Mike Comyn  
 Maintenance of the Boathouse, Facilities and Radios: Mike Comyn  
 Maintenance of the Moorings, Site and Refuelling: Mike Comyn  
 Maintenance of Sailing dinghies, Rowing dinghies, and Power boats, and their equipment: Mike Comyn.  
 Maintenance of Teaching equipment: Mike Comyn.

### ACCIDENTS AND INCIDENTS

The First Aid kits are situated in the Safety Pots (the yellow containers in Dory 2 - 7, the Rib and the large white container on the Ferry), and on the right of the door to the Boathouse.

It is the responsibility of Mike Comyn to check and replenish First Aid kits and Safety Pots.

All First Aid trained volunteers are listed in 'Today's Sailing', a copy of which is carried by the Senior Instructor and the School Co-ordinator. All HRCST staff and RYA Dinghy Instructors are First Aid trained.

Medical Information and Emergency Contact information for volunteers and students is kept in the Ferry Safety Bin, and held by the School Co-ordinator. In the event of a serious accident either the Senior Instructor or School Co-ordinator will contact the next of kin.

If a minor incident occurs:

1. The Senior Instructor and School Co-ordinator should be informed.
2. A full report must be entered in the Accident Book (located in the large white container on the Ferry).

If a major incident occurs

At incident location:

1. Assess immediate danger to the casualty, group and self.
2. If safe to do so, remove casualty from danger and take action to ensure the safety of the rest of the group.
3. Apply relevant First Aid, and monitor the condition of the casualty.
4. Inform the Senior Instructor. If the Senior Instructor is incapacitated then inform the Assistant Senior Instructor. S/he will assume control of the situation.
5. The Senior Instructor will assess the incident and determine whether any external assistance is required.
6. The Senior Instructor will request a head count, and that anyone remaining afloat be brought ashore.
7. If necessary and safe to do so, the Senior Instructor will request that the casualty and a person witnessing the incident proceed to the Ferry Boat Inn beach.

Upon return to shore:

1. A nominated person should collect witness statements from all involved.
2. Those involved should fill out a report in the Accident Book (located in the large white container on the Ferry), and check the RIDDOR guidelines.
3. No one should discuss the incident with the media, or comment publicly.

If an incident occurs where no one was injured, but it is considered to be a near miss

1. The Senior Instructor should be informed
2. A full report should be entered in the 'Near Miss' Book (located in the large white container on the Ferry), in order to help enable the prevention of an accident in the future.

If damage to kit or equipment occurs, or it is found to be faulty:

1. The Senior Instructor or Assistant Senior Instructor should be informed.
2. A full report should be entered in the 'Breakages' Book (located in the large white container on the Ferry). A brief explanation should be noted on the white board beneath the white board in the Boathouse.
3. When the damage or fault has been rectified, the person responsible should sign and date the report, with a brief account of what has been done.

## **ALL ACTIVITIES AFLOAT**

Other than in the case of recreational volunteer sailing, power boating or rowing, the Senior Instructor must be present for all activities taking place afloat. No persons should go afloat until it has been authorised by the Senior Instructor, who will take into account the actual and forecast weather conditions. The operating areas, recall signal, and planned duration should be clearly defined by the Senior Instructor, and known by all afloat.

All participants must wear a Bouyancy Aid complying with the CE 50 Newton standard when on, in, or near the water. It is the responsibility of all volunteers and staff to ensure that every child is wearing a correctly fitting Bouyancy Aid. All HRCST Bouyancy Aids are numbered. It is recommended that every volunteer and child selects a correctly fitting HRCST Bouyancy Aid, notes its number, and continues to wear it throughout the season unless it is lost or develops a fault.

No person shall go afloat without first completing an enrolment form containing a Health Declaration, and details of an Emergency Contact. In the case of children under 18 this shall be completed by the parent or guardian.

Communication afloat shall be by centre radio, channel 1 (located in each Safety Boat) or by mobile phone. In the case of an emergency, a VHF radio is carried by the Senior Instructor and Assistant Senior Instructor, and flares are located in Safety Pots 2, 4 and Ferry.

## SAILING

For every six sailors (six single handers or three double handers) there shall be a Safety Boat that is crewed ideally by two people. The Helmsman shall hold a minimum qualification of RYA Powerboat Level 2. This applies to both taught and recreational sailing activities.

## ROWING

Each group of a maximum of twelve rowers shall be supervised by a Safety Boat that is crewed by two people. The Helmsman shall hold a minimum qualification of RYA Powerboat Level 2. This applies to both taught and recreational rowing activities.

## POWER BOATING

Kill cords should be worn by the helmsman at all times when the engine is running, around the leg, or secure part of clothing. Power Boats should not be loaded with more than four children and two adults, or five children and one adult. Power Boats should not be used without the Safety Pot, paddle, anchor, and centre radio aboard (unless they are being returned to the mooring in full sight of another).

## RECREATIONAL SAILING, ROWING AND POWER BOATING

Volunteers who wish to use the HRCST facilities outside of organised training time must adhere to the following guidelines:

1. Check availability with the Senior Instructor.
2. Ensure that for every six people afloat, two people that hold an RYA Power Boat Level 2 certificate are in a Safety Boat that is equipped with Safety Pot 2 or 4. Please also take two mobile phones, and a handheld VHF radio.
3. Ensure that at least two people are First Aid trained.
4. Stay within sight of each other at all times when afloat, and agree on start and finish times, and an operating area.
5. Put a list of names of everyone who has gone afloat on the whiteboard with. Also include your sailing area, equipment taken, start and finish times, and the mobile phone number of two people afloat.
6. Have available to each other your emergency contact information, and any health information.
7. Anyone who wishes to sail must have their RYA Level 2, or have approval from Mike. Anyone who wishes to Powerboat must have their RYA Level 2, or have done a Power Boat Level 2 course and need a bit of practice (in this case they cannot be the Safety boat, and need approval from Mike). Anyone who wishes to row must have a basic knowledge of rowing.
8. A sensible decision must be reached on the wind, tide and weather conditions. You may wish to nominate a particular person to make the final decisions. However, if the Safety Boat crew are in doubt about the conditions at any point, you must review the session.
9. Everything must be cleaned and put away ready for use next time. Any incidents must be reported in the relevant book (accident, near miss or breakage) and you should inform Mike or Alison as soon as possible.

## INSTRUCTIONAL PERSONNEL

Every HRCST volunteer or contractor should provide a photocopy of any relevant qualifications (including First Aid) they hold that were not issued by HRCST, or were issued by HRCST prior to 2006. These will be stored in the Boathouse.

HRCST will offer RYA courses in Sailing and Power boating, and HRCST specific training, to volunteers. Details of courses, and any associated presentations or handouts will be available on the website and at the Boathouse. Attendees of all courses will be recorded, and stored at the Boathouse.

## **ASSESSMENT OF STUDENT VULNERABILITY**

Volunteers are asked to provide information of previous experience and qualifications on their enrolment forms, and will undergo a dynamic assessment by their instructor at the beginning of each course, or upon the commencement of a new volunteer role, to ascertain their suitability and competence. Volunteers are encouraged to discuss their performance, and may be asked to keep a brief record of their training. Instructors may keep a brief record of their training, which is available to them.

Children will initially be asked to sail or row a simple course to ascertain their ability, if they are not deemed to be beginners. They will be encouraged to discuss their feelings about their performance and progression. Instructors may keep a brief record of their training, which is available to them.

## **PROVISION OF INFORMATION**

The Communications Board on the door of the Boathouse will be kept up to date with relevant information, including policies and procedures. All volunteers are encouraged to familiarize themselves with its contents and regularly check it. The website will be updated to contain the same information.

For all enquiries regarding schools sailing, volunteers and parents should contact their Schools Co-ordinator. For enquiries regarding volunteer training, volunteers should first contact their School Co-ordinator, who may refer them to the Senior Instructor. For all other enquiries volunteers and parents should first visit the website [www.hrcst.org.uk](http://www.hrcst.org.uk), and if this is not sufficient they should contact their School Co-ordinator, who may refer them to the Senior Instructor.

Information on weekday activities can be obtained by calling 01324 340663 after 0900 on the day in question.

## **FEEDBACK**

All volunteers are asked to complete a feedback form at the end of each training course, and are encouraged to comment to the Senior Instructor or Assistant Senior Instructor on any aspects of HRCST that they feel need attention. If volunteers or parents wish to discuss anything in confidence they may contact either Alison Collins (Chief Instructor) or Roger McDonald (Deputy Chief Instructor). Their contact details can be found on the Communications Board.

At the end of each season there is a Volunteer Consultation Evening, and a Co-ordinators and Head Teachers Consultation Evening with a third party. The purpose of this is to allow all those involved with HRCST to express their opinions at the end of season, so that HRCST can address any issues over the winter.