



Nottinghamshire County Sailing Club
Training Section
An RYA Training Centre



Safety Policy and Operating Procedures

Amended March 2005

- The recognition of the Training Centre 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.
- Offer training to the disabled through the RYA Sailability Scheme.
- 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 Cabin & Race Control.

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.

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

Accident forms will be provided in the main clubhouse and in the Training port-a-cabin. Details of all accidents must be entered. The accident details will be collated by the member of the executive responsible for insurance, and, as necessary, action will be taken to prevent repetition of incidents and injuries.

A Training Equipment Logbooks also will be provided in the Training Cabin. This is to be filled in to record boat 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 course manager and stamped with the official stamp.

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 or Chief Instructor or Course Manager (Senior Instructor) as appropriate.

Certificates will be obtained from the Principal and issued in the name of NCSC.

Records relating to course members will be kept up to date by course managers 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 a course manager 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. An RYA Senior Instructor should be on site whenever RYA courses are held.

Maximum Student / Instructor ratios are given in the appropriate RYA publications as shown below and should 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)
Keelboats	Dayboats/keelboats max 4 students per boat 1 instructor for no more than 9 persons (e.g. 3 boats with 3 students in each boat)
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 Nottingham County 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 to which the course staff may refer.

Operating Procedures for Tuition at the Establishment

1. Both main and training lakes 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 except that for adult windsurfers, the RYA guidelines will be followed.
5. Buoyancy Aids will carry the CE kitemark and will be sample tested annually for compliance with the EC 50 Newton standard.
6. The course manager will make a hazard check prior to any activity to ensure that the training area is suitable for the course being undertaken.
7. The course manager 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, and 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 killcord 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
Keelboats	Communication with the shore or safety boat

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. The RYA recommend that windsurfing students wear wet-suits. However, it is not the policy of NCSC to provide such items of clothing. This must be made clear on the course application forms.
15. 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 afloat.

Manual Handling

Boats and equipment frequently need to be moved, and whilst there is no such thing as completely safe manual handling care should be taken to reduce the risk of injury. Particular attention must be paid to moving and handling sailors with special requirements. Puffing, sweating, excessive fatigue, bad posture, awkward or heavy loads being moved, especially in cramped areas indicate the risk of injury especially to those with a history of back problems.

Good load handling techniques include :-

- Thinking before lifting or handling heavy objects
- Keeping loads close to the chest
- Adopting a stable posture
- Getting a good hold
- Starting in a good posture
- Keeping the head up when carrying
- Moving smoothly
- Avoiding twisting or flexing when carrying loads
- Do not attempt to handle more than can be easily managed.

Further information on lifting techniques can be obtained by reference to the booklet Getting to Grips with Manual Handling kept in the training porta-cabin.

Accidents

Should any accident occur the instructor or course manager should deal with the situation as trained, First Aid booklets are kept in First Aid Boxes

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:

Nottinghamshire County Sailing Club
Near Hoveringham
Nottinghamshire NG14 7JX

past Tarmac and Westpile works

O.S.Grid Reference: SK 708472

- 3 Send a person, in a car if possible; up the access road to the Tarmac works turn off 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.

The Aftermath:

- 6 Complete an Accident Report Form.

Organisational Structure of the Training Section

The Training Committee

Consists of :-

- Principal
- Chief Instructor
- Chief Club Racing Coach
- Chief Instructor Windsurfing
- Chief Instructor Powerboating
- Manager Instructor Training and Development
- Manager Sailability Programme
- Training Section Accountant
- Training Section Boatswain
- Training Section Secretary

It has responsibility for :-

- Policy on Training matters
- The Annual Plan of Training activities
- Accounts
- Updating procedures plans etc and implementing RYA policies as appropriate.

Groups Organising Training

Have the responsibilities for :-

- Producing detailed plans of the Course
- Arranging instructors, coaches and helpers
- Preparing equipment for the course
- Recruiting course members

Courses concerned include :- :

1. National: Start Sailing, Basic Skills, Seamanship Skills, Day Sailing, Sailing with Spinnakers.
2. National: Start Racing, Performance Sailing
3. Youth Sailing: Stages 1,2 & 3.
4. Youth Sailing Racing: Learn to Race
5. National Windsurfing: Levels 1, 2, 3, & 4
6. Youth Windsurfing: Levels 1, 2 & 3
7. Powerboating: Club Safety Boat and RYA Levels 1 & 2, Safetyboat & PB Instructor
8. Instructor Training and Development
9. Shore based Day Skipper
10. Sailability

Course Managers

Have responsibility for :-

- Administration of the course
- Running the course
- Recommending levels of certification
- Issuing Certificates and undertaking course appraisals

First Draft June 1998, Amended: January 2003, January 2004, September 2004, March 2005.