

# Tony Cavey Training Centre at St Catherine's Sailing Club

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## STANDARD OPERATING PROCEDURES

Version date: 10<sup>th</sup> June 2019



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## CONTACTS

RYA Centre Principal: Will Carnegie	07700 719755
RYA Training coordinator: Karen Roworth	07797 839867
Chief Instructor – Power Boats: Will Carnegie	07700 719755
Senior Instructor – Sailing Dinghies: Cameron Carnegie	07829 845997
SCSC Commodore: David Jones	07797 729647

## GENERAL SAFETY REQUIREMENTS FOR TEACHING

These operating procedures are to be followed in addition to the Club Rules and Byelaws, available separately and displayed in the clubhouse.

### Instructor / Student Ratios

When sessions are organised under the RYA Training Centre and are training towards an RYA certificate, the instructor/student ratios for courses must be at least:

#### Powerboat Courses

Level 1 and 2 courses	3:1 with instructor on board
Safety boat courses (per boat)	6:1 in two boats (no more than 3 students per boat)

#### Dinghy Sailing Courses

Crewed dinghies	3:1 for beginners with instructor on board Max 9:1 but no more than 6 boats / instructor.
Single handers	Max 6: 1

For clarity, an instructor cannot supervise more than 9 students or more than 6 boats.

## INSTRUCTOR DUTIES

### All instructors must:

- Arrive at least 30mins before start time
- Wear closed footwear
- Tie up long hair
- Wear correct uniform
- Wear sun cream and remind students to do the same.
- Carry a whistle, rope, shackles, knife/multi-tool in buoyancy aid.
- Buoyancy Aids must be must be worn
- Have equipment and clothing accessible for any weather situation.
- Be prepared to get wet
- Have fun - if you enjoy it the children are more likely to enjoy it!
- No more than one rib on the slipway if longer than 30mins.
- Be professional and a good role model.

### When you arrive at the club

1. Unlock all the doors. If you open toilets - you turn on water pump.
2. Check club room is tidy and fit for teaching
3. Turn over the required number of boats
4. Prepare rib as per checklist
5. Talk with SI to decide lesson plan etc

6. Launch the Ribs/ bring in from moorings - empty any water in the boats - possibly lay course
7. Return to club house promptly and to assist / check over the rigged boats
8. Check correct rudders (Oppie) and ensure masts are tied down

### **Preparing for lessons**

- Register to be taken at the beginning of every session
- Brief students on the proposed activity
- Session safety rules including importance of collision avoidance and dangers of gybing accidentally
- Wind strength and direction
- Hazards
- Identification of instructors leading session
- Rigging procedure
- Launch procedure
- What to do in the event of capsizing
- Procedure for coming back to shore
- Aims and objectives of session
- Methods of communication between boats i.e. hand signals or whistle
- De-rigging and tidying up procedures

### **Before going afloat Instructors must check**

- That all students are registered, have completed medical forms and receive an appropriate safety briefing.
- Weather forecast is checked.
- Radios are checked to confirm that they are fully charged.
- Safety boat has sufficient fuel and equipment for the session
- First aid kits are complete and available.
- Telephone is accessible / available.

- Safety briefings have been conducted and responsibilities understood.
- Sailing course and flags have been put out before the group launches so that students can identify sailing area and sail to it when leaving slipway.
- The session plan has been agreed with the Training Centre Manager or Senior Instructor on duty.
- Each instructor must carry a sharp safety knife, a watch and whistle at all times whilst afloat.
- Instructors must wear suitable shoes (not flip-flops) at all times and be prepared to enter the water if necessary.
- Instructors will not be allowed to teach if they are under the influence of alcohol or drugs.

## Students must

- Be properly registered.
- Have a completed medical form with the register for the session.
- Notify Instructors if they have any health problems and/or are on prescribed medication.
- Be in possession of any necessary medication (e.g. inhalers etc).
- Wear correctly fitting buoyancy aids, at all times, (on top of clothing) when on or near the water i.e. when on slipway.
- Wear suitable shoes (not flip-flops) and clothing (+hats, gloves, sunscreen, if necessary).
- Tie up long hair (prevents it being caught in blocks etc.)
- Attend briefings and de-briefings.
- Not go afloat unless authorised to do so.
- Not to swim or paddle in the vicinity of the launching area (i.e. slipway).
- Assist with the rigging, de-rigging, washing and putting away of sails and equipment.
- Notify the Instructor of any accidents or injuries.
- Notify the Instructor of any damage or breakages.

## Launching the boats

- Ensure that masthead floats are attached to two person dinghies.
- We encourage all levels to be able to launch their own boats by the end of their course.
- There must be at least one person in the water to offer direction to the students
- Ensure PICO rudders are clipped on and clip on PICO and Optimist dagger boards.

## Following the session/lesson Instructors must:

- Debrief students
- De brief instructors
- Ensure all dinghies and safety boats are put away correctly
- Ensure VHF radios are replaced in their chargers and any losses/damage reported to the SI.
- Breakages reported to the Senior Instructor, recorded in the book and by whatsapp to Dinghy Maintenance Officer
- Complete end of session reports on registers and progress charts and note any certificates given out.
- Check changing rooms after group has finished for lost property and tidiness.
- Wait for all students to be collected and depart.
- Fill out the Powerboat logbooks



## TCTC rules

- No Swimming on slipway.
- Students are not allowed on the rocks.
- Students are not to cross the road between the club and the dinghy park.
- Be sensible in the RIBS. Remember – two feet on the deck, bums on seats and two hands holding on.

*Safety is of paramount importance. If you feel that there is anything amiss you have a responsibility to report your concerns to the Senior Instructor or the Centre Principal.*

## COMMUNICATION AFLOAT

### Numbers on the water

Before going afloat, numbers of students and instructors must be communicated to the SI or duty instructor ashore and noted on the operations board.

### Single session/group afloat

Where a group or session is operating afloat individually then they must be capable of communicating somebody on the shore by VHF radio that could call emergency services in the event of an emergency. Our VHF Operating Channel is 37

In the event of an emergency the emergency services must be summoned and the Training Centre Principal notified immediately. Jersey Coastguard operates on Channel 82.

### Multiple groups afloat

When there is more than one group operating afloat they should be in communication between each other by VHF radio in order that they can

provide assistance to each other in the event of an emergency.-  
Operating channel is 37

## **MISSING PERSONS**

A senior member of staff must be informed immediately if a group is overdue or a member of a group is unaccounted for.

If at any time a group or member of a group is unaccounted for, this is an emergency situation. Refer to Emergency procedures at the back of this manual.

## DINGHY SAILING INSTRUCTION

In addition to the above guidelines the following measures must be followed for dinghy sailing instruction

- Masthead floatation must be used on all double-handed dinghies. Extra Mast Head floats are available for use on members own boats used for tuition.
- Students in single handed boats must be thoroughly briefed on the risk of inversion in the event of capsize and instructed on what action to take in the event of capsize before going afloat.
- Only children 8 years and over will be allowed onto organised courses.
- All participants must be able to swim 50 metres in light clothing as an indication of water confidence.
- Member's own boats may be used for tuition provided the SI or Principal has inspected the boat to ensure that it is seaworthy, rigged correctly and meet the minimum standards set out by the RYA in the guidelines for inspection.

## POWERBOAT INSTRUCTION

In addition to the above guidelines the following measures must be followed for Powerboat Instruction

- All participants in powerboat tuition must be over 12 years old. All participants under 16 years old will have their certificate endorsed according to RYA guidelines.
- Children between who are 12 to 13 years old may take part in RYA PB1 tuition.
- Only students 14 and over may take part in RYA PB2 boat tuition.
- Only students over 16 years may take part in safety boat tuition
- Children less than 12 years old must have a double kill cord fitted when at the helm.

- Students must be made fully aware of the dangers associated with sitting on the side while the boat is moving and the importance of holding on, particularly at planing speed.
- Planing speed instruction should be carried out away from other activities taking part on the sea.
- All students on RYA Level PB1 or PB2 courses must be under the immediate supervision of an instructor
- Only 'U' Turns and 'S' turns are to be practiced during planing speed sessions – no 360° donuts or tight turns where the safety of those sat on the side is compromised
- No racing/time trials or similar activities which can encourage reckless driving
- No pacing (driving side by side) or following in other boats wake at planing speed
- In the bay, the bay the speed restriction of 5knots marked by the harbour yellow limit marks must be adhered to at all times except if responding to an emergency.

### Checks prior to going afloat

- Petrol tanks are full- spare petrol stored in fuel store by Gents changing room
- Collect together all items on the **RIB CHECKLIST** – posted by the key board.
- Be aware of weather and state of tide. Water is off the slip below 3.3m so refer to **Time on Slip Tides** for approx. times.

### RIBS on Land

Each RIB has a person in charge going afloat who is responsible for filling out the **RIB form** found in the folder by the door.

Ensure all empty of water- tubes properly inflated and trailers unlocked.

Visual check of slip to ensure it is safe to launch and to run the planned event.

Wear appropriate clothing- you may get wet- and ensure you have all personal safety kit-buoyancy aid, hand held radio (check before launching it is functional) Normal operating channel is 37 (M1/P1)

Take appropriate kill cords/keys.

Place all kit into the RIB- boat gear first-boat anchor and warp- secure end of warp to bow and stow anchor.

Paddles and grab bag.

Secure the Petrol tank – connect petrol hose to engine with arrow on bulb facing engine. Ensure there is sufficient fuel

Fuel for the boats is kept in the fuel storage locker. The boats will be refuelled as and when needed by trained personnel only. It is the operators' responsibility to ensure the boat has sufficient fuel at the start of each session.

### **Moving RIBS between SCSC and the slipway**

Move the RIB's manually or tow down the slipway.

If towing the trailer **must** be secured to the vehicle with a safety chain or cable.

Students and Instructors must never ride in the RIB when it is being towed or manoeuvred on land.

Park the RIB at an angle behind the white line up to the sea wall at the bottom of the slip.

Launch when ready, checking it is safe to do so. Students can assist in the launching and recovering of RIBS but not manoeuvring when ashore.

### **If RIBS are left afloat**

As above :

All boat/safety /fuel /keys/radio/killcords/grab bags to be taken down the slip in a tender.

Launch tender and row out to the mooring.

Transfer to RIB and bring into the slip. Note the maximum loading numbers on the transom of the RIB.

## OPERATING AREA

This is clearly defined on the chart up in the clubhouse, in these SOP's and on the SCSC website.

Dinghies under instruction are only allowed in area A

Powerboats under instruction are only allowed in areas A,B,C.

For Club only events – racing may take place in areas A to B depending on conditions and is up to the OOD.

Please observe the **5knot** speed limit in the bay – as marked by the yellow cones at all times UNLESS responding to an emergency.

Whilst afloat RIBS acting as safety boats must follow:

There must be at least one safety boat available for each group.

The number of rescue boats in attendance must be increased and the ratio of dinghies / rescue boat should be reduced depending on the age/experience of pupils and weather conditions.

- Safety boat crew responsibilities do not end until all pupils are ashore.
- The drivers must be qualified to RYA Powerboat Level 2.
- Safety Boats must not be operated under the influence of alcohol.
- There must be no smoking while on board or in vicinity of fuel tanks.
- Personal buoyancy must be worn at all times.
- **Kill cords must be used at all times when the engine is running.**
- Engine should be switched off if in the immediate vicinity of anyone in the water. Approach from downwind.
- Remember 'people before property' and 'count heads'.
- Look out for the safety of other boats in the group or zone, while dealing with any individual incident.

All operational staff must carry a suitable knife when teaching afloat to enable the escape of students from an entrapment situation. There must always be a suitable knife on board the safety boat

### **Ferrying passengers**

RIB loading must reflect max loading rules as displayed on the RIB's transom.

### **Leaving RIBS afloat & recovery contingencies**

RIBS maybe left on the club mooring if there is not a forecast of more than Force 5 in a North East to South direction or more than 6 in all other directions.

The Jersey Met Forecast is the reference point. Exceptions will only be made with consent of a member of the General Committee and confirmed by email.

Each RIB must be secured with two lines.

If recovery on the slip is not possible safely then RIBS maybe recovered at the lifeboat slip or on high tide at the slip in Gorey Harbour.

On returning to the clubhouse ensure all equipment is properly stowed in the relevant place, radios left on charge, and RIBS and Trailers locked.

**PLEASE COMPLETE THE RIB FORM FOR EACH RIB** – located by the key board.

### **EMERGENCY SITUATIONS**

Refer to the relevant flow chart in case of an emergency.

Jersey Coastguard is on channel 82.

## Watersports Operating Areas

**A** End of St Catherine breakwater to Farah rock to Archirondel beach.

**B** line between Archirondel Beach and Farah rock to Gorey Harbour.

**C** End of St Catherine's breakwater to Rozel Harbour .

Dinghies only to operate in area A

Powerboats are able to operate within areas A, B and C

NOTE that within area A there are yellow cones demarcating the harbour boundary and all vessels must observe the 5knot limit.

The ONLY exception is in responding to an emergency.



## WEATHER CONSIDERATIONS

It is recognised that the forecast and the actual weather on the day can affect the operational limits of water-based activities. Instructors should refer their plans to the Senior Instructor for approval.

Instructors must bear in mind the nature of the activity, its objectives and the age of the participants together with wind direction, as this may necessitate an earlier return to shore.

Check with Senior Instructor as to alternative suitable operating areas with shelter from prevailing winds if wind strength reaches advised limits.

AREA	OPERATING LIMIT
A	<p><b>FORCE 4</b> (max 16 knots) – all <b>dinghies</b> if the direction is between East and South (as viewed clockwise)</p> <p><b>FORCE 5</b> (max 21 knots) – all <b>dinghies</b> in any other wind direction</p> <p><b>FORCE 4</b> (max 16 knots) – <b>powerboats</b> if the direction is between East and South (as viewed clockwise)</p> <p><b>FORCE 6</b> (max 27 knots) – <b>powerboats</b> in any other wind direction</p>
B	FORCE 5 ( max 21 knots)
C	FORCE 5 ( max 21 knots)
ALL	<p>If lightning appears around the activity area groups should pack up and return to the shore. If you are unable to return to base in time – sailors either capsize the dinghies or anchor up and remove students to the nearest land.</p> <p>NB – to estimate how far away lightning is, the time difference between the thunder and lightning is 5 miles per second at sea level.</p>

## REDUCED VISIBILITY/FOG

In the event of forecast reduced visibility, extreme caution should be exercised and careful consideration must be given as to whether it is safe to go afloat. **If in doubt, stay ashore.**

If you decide to go afloat then consider reducing the sailing area, increasing the ratio of safety boats to sailing dinghies and remaining close to a recovery point.

In the event of encountering reduced visibility whilst at sea, action should be taken to bring all dinghies and personnel ashore. If visibility is reducing rapidly you should consider moving sailors from dinghies into safety boats leaving dinghies attached to a buoy.

In the event of losing all visibility while at sea you should consider gathering all personnel in safety boats, anchoring or mooring in a safe place and using the VHF radio to seek further assistance.

## BULLYING

Bullying, either physical or verbal is not acceptable. Any staff member being informed of or observing an incident of bullying should at the earliest opportunity discuss the matter with the individuals concerned and any witnesses. Staff should be sensitive to the possibility of intimidation if interviewing both parties together. It may be more appropriate to interview separately.

### Action

If it is felt that bullying has occurred the person or persons responsible should be made aware that this is unacceptable behaviour. They should also be made aware of actions that will be taken if the behaviour continues.

These actions may include some or all of the following:

- Discuss the matter with those involved and agree a course of action
- Provide closer supervision for the individuals during the remainder of the course.
- Inform the parents or responsible adult of the persons involved.
- Remove the person or persons involved in bullying from the course and either have the parents or responsible adults remove the person from the premises either for a limited time or permanently.
- No refund will be given to any student asked to leave a course as a result of unacceptable behaviour.

## SCSC/TCC CHILD PROTECTION POLICY STATEMENT

As defined in the Children Act 1989, 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.

It is the policy of this club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. We will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

St Catherine's sailing Club actively seeks to:

Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.

Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.

Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.

Ensure that RYA-organised training and events are run to the highest possible safety standards.

Be prepared to review its ways of working to incorporate best practice.

### **We will:**

Treat all children with respect and celebrate their achievements.

Carefully recruit and select all employees, contractors and volunteers.

Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

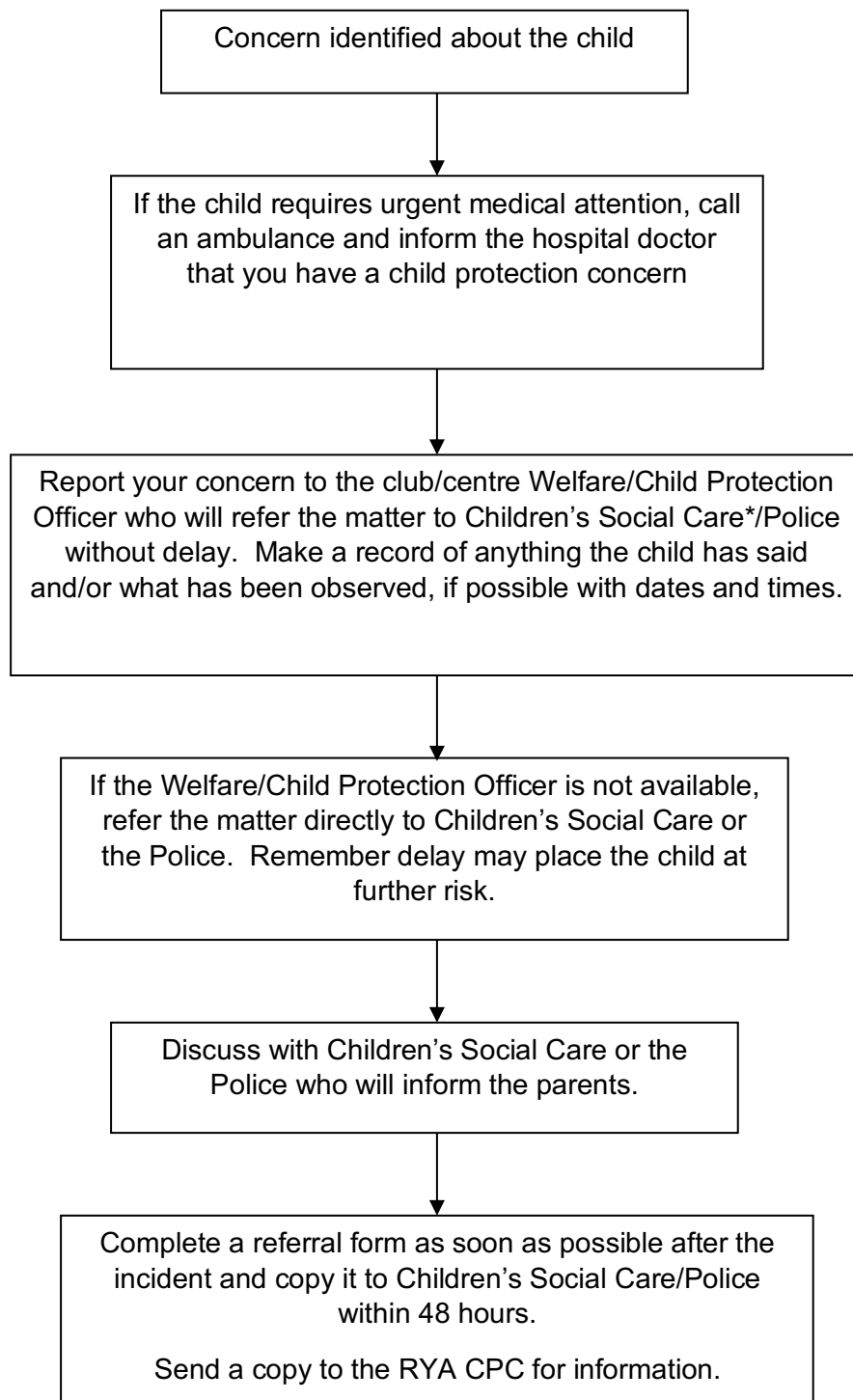
This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the Child Protection Co-ordinator.

### **Conacts**

The designated Child protection Co-Ordinator at this centre is Justin Horton- SCSC Commodore - 07797 728587.

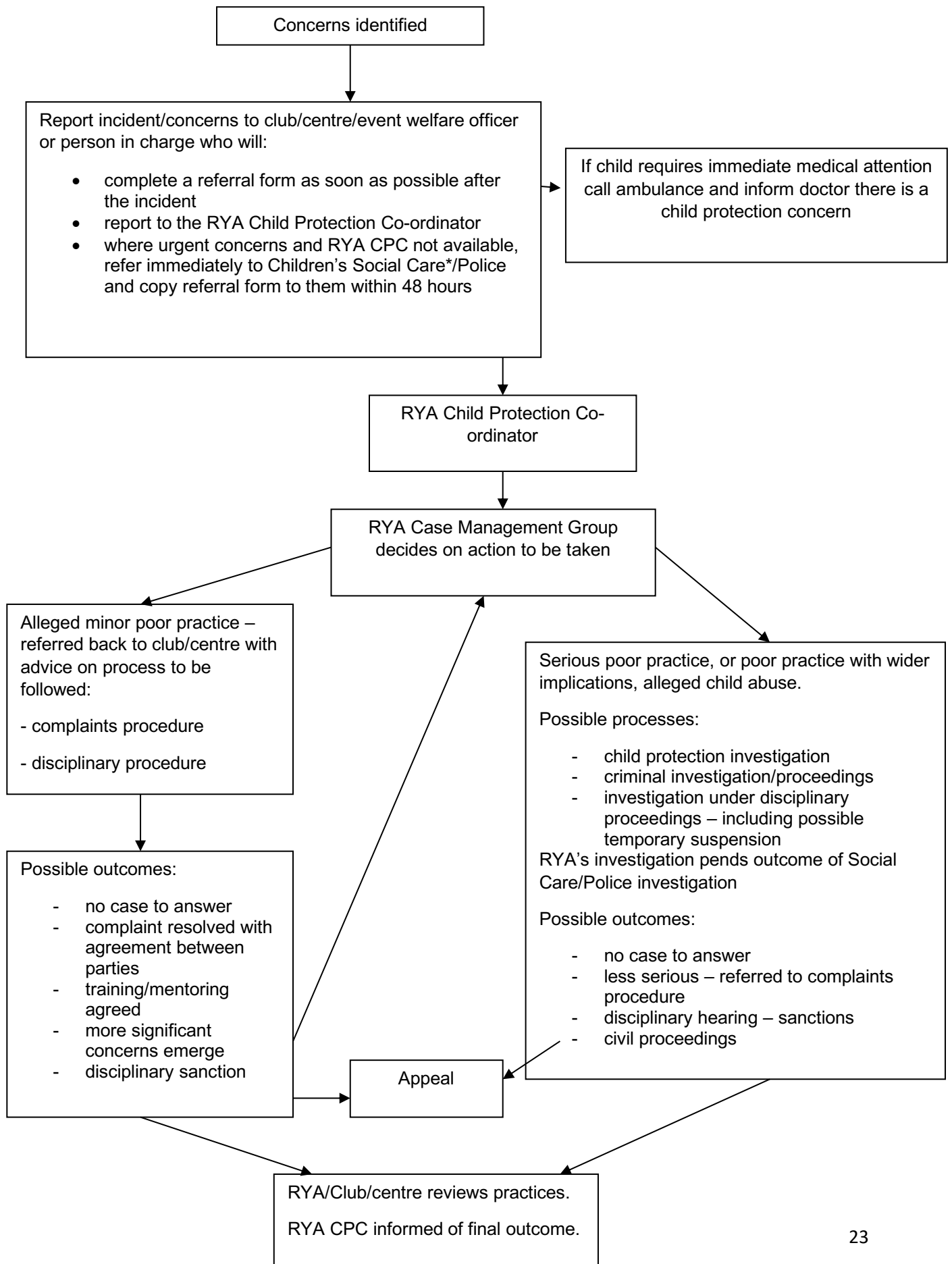
The Jersey Safeguarding Officer can be contacted on 01534 444440.

Flowchart 1 – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)



If you are uncertain what to do at any stage, contact the RYA’s Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation



## CODE OF ETHICS AND CONDUCT FOR INSTRUCTORS, TRAINERS AND COACHES

Revised March 12

Sports training and coaching helps the development of individuals through improving their performance

This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

1. If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk)
2. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover (provided by SCSC).
4. Develop an appropriate working relationship with students (especially children), based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish



or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.

5. Encourage and guide students to accept responsibility for their own behaviour and performance.
6. Hold relevant up to date and nationally recognised governing body qualifications.
7. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
9. Always promote the positive aspects of their sport (eg. courtesy to other water users).
10. Consistently display high standards of behaviour and appearance.

## WORKING WITH CHILDREN - TCTC Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

## You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

## **CHILD PROTECTION - Useful Contacts**

Justin Horton- SCSC Commodore - 07797 728587

The Jersey Safeguarding Officer can be contacted on 01534 444440.

### **Royal Yachting Association Child Protection Co-ordinator**

Jackie Reid, HR and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104. E-mail: [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk) . Website:

[www.rya.org.uk](http://www.rya.org.uk)

Community text phone (for people with a hearing impairment): 07823 559018

### **Child Protection in Sport Unit (CPSU)**

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **NSPCC Helpline**

0808 800 5000

### **Childline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

**ESC Jersey – provide child protection training**

# APPENDIX A

TCC

Emergency

Procedures & Emergency

Action Plan

## INTRODUCTION

Despite planning and good intentions, emergencies will arise, especially in a club such as this, where water activities are carried out in a potentially hostile environment. Good design, understandable systems, maintenance of equipment, vigilance, and continuous training for the clubs volunteers and employees and the clubs clients help prevent situations escalating into an emergency.

*An accident is an undesired event that results in personal injury, damage or loss.*

It should be remembered that by their very nature accidents are not expected, however everybody at the club should be prepared to respond to an emergency at all times.

## FIRE PROCEDURES

### Fire Alarm

There is no fire alarm fitted in the club house. In the event of a fire the alarm should be raised by shouting 'FIRE

### Use of Portable Fire Extinguishers

- Water or Carbon Dioxide extinguishers are situated in club house behind the main door.
- Dry powder extinguishers are in the gents toilets
- All staff should be familiar with the whereabouts and operation of the fire extinguishers provided in the club house and fuel store. However the main priority when discovering a fire is the safe evacuation of all personnel.
- No person should place him / herself at risk by attempting to extinguish any fire.
- All fire extinguishers will be checked and maintained annually by service contract.

## Fire Extinguisher applications

### Types of Fires

#### Class A

Solids: Wood, Cloth, Plastics, etc

#### Class B

Liquids: Grease, petrol,

### Water Extinguishers (Red label)

Only use on **Class A** fires. N.B. Do not use on LIVE electrical appliances.

### CO2 Extinguishers (Black Label)

Use on **Class B** fires. Also can be used on small Class A fires. Safe to use on live electrical equipment.

### Dry Powder Extinguishers (Blue Label)

Effective on Class B fires. Safe on live electrical equipment. N.B. fire may re-ignite due to lack of penetration.

## ACTION TO BE TAKEN IN THE EVENT OF A FIRE

- The first priority is to evacuate the building in a safe and orderly manner by the nearest exit
- No time must be wasted in checking whether this is a drill or not
- If you discover a fire raise the alarm by shouting 'FIRE'
- Evacuate all buildings and the surrounding areas.

- Call the fire brigade using mobile telephone or the payphone in the club house or at any of the nearby houses. The nearest Public telephone is at the beginning of the breakwater
- Meet at the far end of the dinghy park and await the emergency services
- Do not re-enter any building until told it is safe to do so by the fire officer in charge.
- Contact club officers if they are not present



## ACCIDENTS AND NEAR MISSES

Any situation requiring administration of first aid is an accident, and must be dealt with in the correct manner. See attached flow chart for procedure for dealing with serious injuries

The safety of the rest of the group must be considered when dealing with and incident. If necessary arrange cover by another suitable person or bring the whole group ashore.

The Commodore and Training Centre Principal must be informed, and a report filled out, on an accident form. All completed accident forms should be given to the Training Centre Principal for review.

In the event that a student cannot go back afloat their emergency contact from their medical form should be contacted and asked to collect them.

If a near miss happens an incident report must also be filled on the same forms as accidents and also in the club serious incident log.

If in the event of an accident or injury to a child but the child is alright to carry on with the session, their parent or teacher must be informed when they come and collect them and briefed on what happened and what action was taken or first aid administered. Forms are available in the first aid box to record this information and pass onto the parent/guardian.

If an Ambulance is required dial 999.

Should hospital treatment be required give: -

Casualty's name.

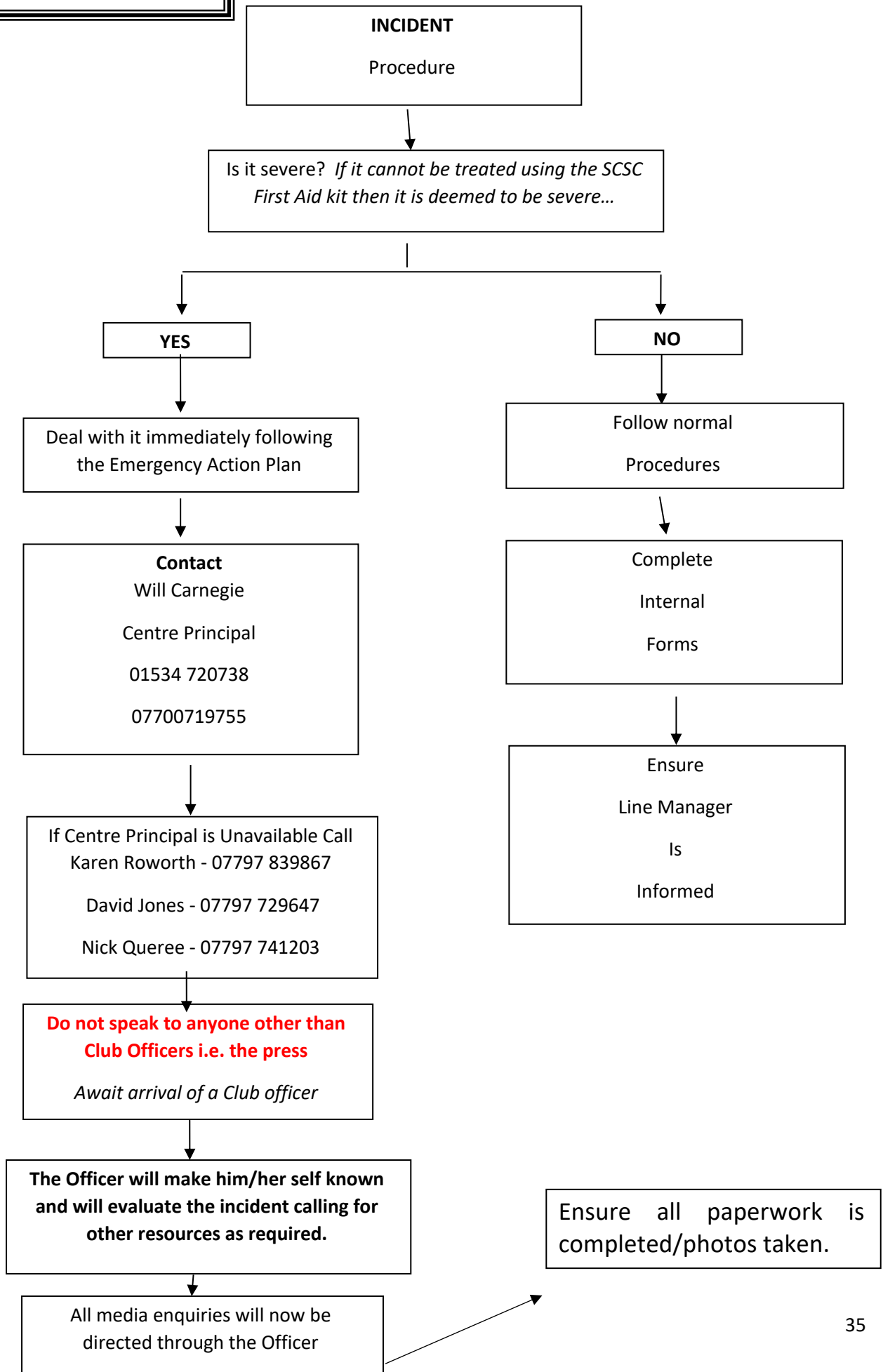
Address.

Details of incident.

Any medical conditions. (if known).

...and inform next of kin.

# INCIDENT FLOW CHART



# EMERGENCY ACTION PLAN

**STOP**  
**ASSESS**  
**ENSURE YOUR OWN SAFETY**  
**AND REST OF GROUP**

Stabilise Casualty(s): Follow Training as per First aid course. Check ABC (note AVPU). Body check for concealed injuries – DO NOT RUSH. Check forms for special medical conditions, especially if emergency is illness not accident.  
**STAY CALM**

**IS EVAC POSSIBLE WITHOUT EXTERNAL HELP?**

**YES** →

**EVACUATE CASUALTY**  
Consider using both St Catherine's slipway or the lifeboat station slipway.

**NOTIFY Principal ASAP ON:**  
**07700 719755 or Karen on 07797 839867** Complete accident/incident reporting procedure.

**N**  
**O** ↓

**SUMMON HELP BY BEST AVAILABLE MEANS**  
Send assistant, or use VHF 16, phone 999 ask for coastguard/police/ambulance. Consider using both St Catherine's slipway or the lifeboat station slipway.

## **In The Event of a Serious Accident or Fatality.**

- a) Carry out first aid as necessary
- b) . Inform emergency services (999) and club officers

Call in the following order-

Will Carnegie, Principal: 07700 719755

David Jones, Commodore: 07797 729647

Ben Rogers, Vice Commodore: 07797 756887

- c) Say nothing to anyone not involved in the incident.
- d) Attempt to get names and addresses of any witnesses or people involved in the incident.
- e) Make no statements to the press and avoid casual conversation.
- f) Club officers will give direction either in person or by phone
- g) Keep a record of all incident and conversations on the following form

### **SERIOUS INCIDENT - Action by the Principal**

It is the personal responsibility of the Principal to ensure that serious accidents resulting in fatality or injury are reported to the authorities named below and to ensure that Next of Kin are given accurate and timely information in the most suitable manner. Involvement of the local Police Force is always to be considered in passing confirmed news to Next of Kin in the event of a fatality or serious injury.

**Jersey Coastguard**

**01534 447705**

**Fax: 023 8023 2459**

And also reported to:

- Training Department  
Royal Yachting Association  
  
RYA House  
  
Ensign Way  
  
Hamble  
  
Hampshire  
  
SO31 4YA  
  
Tel: 023 8060 4190

Email: [training@rya.org.uk](mailto:training@rya.org.uk)

In the event of a serious accident the Principal will contact the relevant member of the RYA training department by mobile phone.

#### INCIDENT REPORTING PROCEDURE

Following initial incident management (First Aid etc.) and when safe to do so, the following steps should be observed:

1. Principal or a SCSC Flag Officer notified by phone.
2. Incident report form completed within 6 hours. *A hard copy of the incident report form is located at SCSC in the folder stand. A soft copy is available in the Google drive.*
3. Incident report form scanned and e-mailed to Principal and SCSC Flag Officers.
4. As soon as safe to do so, post incident de brief conducted by Principal (or FO if Principal not available) - *incident report form should be made available.*
5. De brief findings communicated to training team (and CC'd to the FO's) electronically to include lessons learned and suggested actions.
6. FO's to raise incident details, lessons learned and suggested actions at monthly committee meeting.
7. Any further actions added to Centre SOP's and communicated to all Centre staff.

## RIDDOR Requirements (Fatal and Major Injury Accidents)

A fatal injury accident is one where an incident occurs arising out of or connected with, work resulting in death of any person.

A major injury accident is one where an incident occurs resulting in serious injury or life threatening situation.

In most cases these accidents will involve more than one person.

Such instances are covered by **RIDDOR**, which stipulates a statutory obligation on the club to report certain specified incidents to the Health and Safety Executive. These are defined as:-

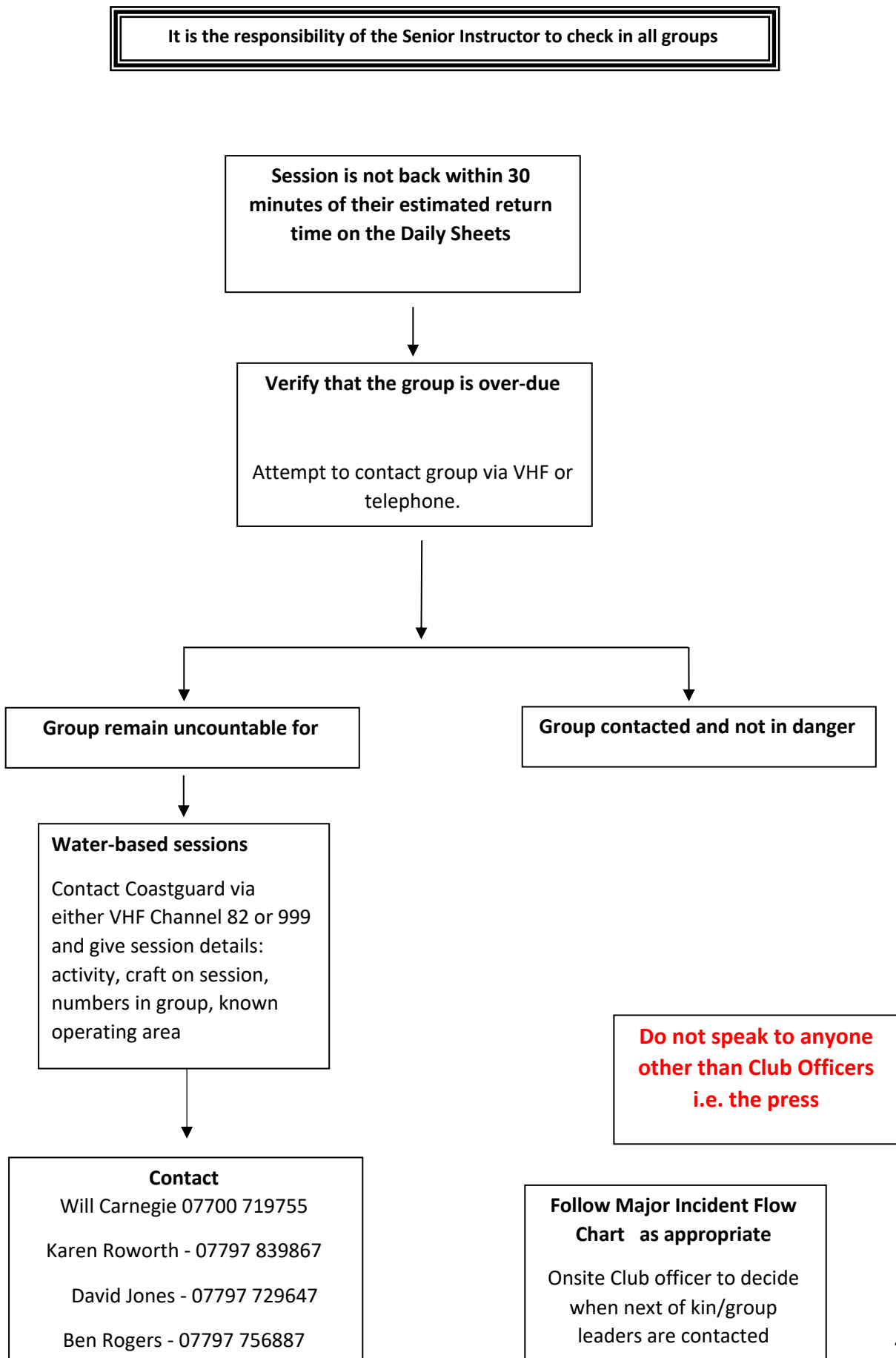
1. Results in the death or serious injury of a person.
2. Fracture or suspected fracture.
3. Any injury causing a person to be admitted to hospital for more than 24 hours.
4. Causes a person to be incapable from normal work for more than three days.
5. Resulting in the death of an employee within one year of an accident report.
6. Any dangerous occurrence, which is listed in the RIDDOR booklet.
7. When a person who does a specific type of work is known to be suffering from a reportable disease.
8. Acts of violence.
9. Where an injured person is taken from activity site to hospital.

If necessary the secretary will follow the correct procedure to report the incident to the HSE in order to comply with these guidelines. Guidance can be sort from the RYA training and legal departments.





## APPENDIX C OVERDUE PROCEDURE



## APPENDIX D ST CATHERINE'S SLIP TIMES

L.W.	L.W.	Time at top of steps before low water	Time to top of steps after low water
ft	m	h:m	h:m
1.0	0.33	02:18	01:54
2.0	0.66	02:13	01:51
3.0	0.98	02:08	01:46
4.0	1.31	02:02	01:41
5.0	1.64	01:55	01:36
5.5	1.80	01:51	01:32
6.0	1.97	01:47	01:28
6.5	2.13	01:42	01:25
7.0	2.30	01:37	01:21
7.5	2.46	01:31	01:17
8.0	2.62	01:25	01:11
8.5	2.79	01:18	01:05
9.0	2.95	01:10	00:59
9.5	3.12	01:01	00:51
10.0	3.28	00:50	00:42
10.5	3.44	00:34	00:30

## APPENDIX E - SAFEGUARDING AND CHILD PROTECTION INCIDENT REFERRAL FORM

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
<p>Nature of incident, complaint or allegation</p> <p>(continue on separate page if necessary)</p>	
<p>Action taken</p> <p>(continue on separate page if necessary)</p>	

If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

## APPENDIX F SCSC RIB Checklist – minimum requirements for RYA PB2

Item	RIB	Notes
Paddles		
Bucket or bailer		
Towline		
Throw line		
Thermal Protective Aid or Thermal Blanket		
Waterproof first aid kit (minimum of 2 large wound dressings, 2 medium wound dressings, 2 triangular bandages)		
Anchor, chain and warp		
Flares 2 Orange smoke 2 pinpoint red		
Sharp knife		
Spare kill cord		
Fire extinguisher (5A/34B)		
VHF		
Radio Emergency procedure card		
Fog horn		
Laminated chart of operating area		
Tide tables		
Hand held compass		
Hand held GPS		

## APPENDIX G

### Self-disclosure form for applicants for posts involving Contact with children and/or vulnerable adults

St Catherine's Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name .....

1. Have you ever been convicted of any criminal offences?

YES

NO

If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?

YES

NO

If yes, please supply details.

3. Have you ever had any disciplinary sanction relating to child abuse?

YES

NO

If yes, please supply details.

Declaration I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Name: .....

Signed: .....

Date: .....

Note: if the applicant is aged under 18, this form must be counter-signed by a parent or guardian

Name: .....

Relationship: .....

Signed: .....

Date: .....

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