



# Otley Sailing Club Sailfree / Sailability Policy and Procedures Manual 2020

To be used in conjunction with  
Otley Sailing Club Safety Policy and Procedures Manual 2020  
Incorporating  
The Training Safety Procedures and Emergency Procedures

Otley Sailing Club  
Weston Water  
Bridge End Quarry  
Otley  
West Yorkshire  
[www.otley-sailingclub.co.uk](http://www.otley-sailingclub.co.uk)  
Tel: 01943 850391

Version 1.1: 18<sup>th</sup> August 2019.



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## Version control

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Version number	Changes	Changes made by	Approved by / date
1, August 2019	New document	Written by: Sally Moore, Magnus Mc Donald and Norman Stephens Reviewed by James Wheeldon RYA DDO North	
1.1	Audit mechanism for if DI runs session, changes to 'sailfree session management' guidance	Feedback from RYA Principal and Club committee	OSC management committee 2 <sup>nd</sup> September 2019

## Document Sign-Off

Version 1.1, dated 18<sup>th</sup> August 2019 has been reviewed and approved by:

OSC Commodore, on behalf of the OSC Committee	
<i>Signature</i>	<i>Date</i>

## 1. Introduction:

### 1.1. Contact details

Martin Mumford. [mmmartinmumford151@gmail.com](mailto:mmmartinmumford151@gmail.com)

Magnus McDonald, Club Commodore. [Guzzimag7@gmail.com](mailto:Guzzimag7@gmail.com)

Martyn Maynard, Tuesday Sailability coordinator.

[Martyn\\_maynard@hotmail.com](mailto:Martyn_maynard@hotmail.com)

### 1.2. Purpose and aims

Otley Sailing Club is a RYA Sailability Centre of Excellence; this means that we support everyone, no matter what their ability or disability to enjoy sailing on Weston Water. In order to deliver this, regular sessions are run for both schools and charities.

To ensure that these activities and the volunteers that run the sessions are safe this policy and procedures manual outlines the safe practice and management of Sailfree and Sailability sailing for all involved.

All club RYA training activity is accessible to anyone with the ability to fulfill the course requirements. The regular Sailfree / Sailability activity offered by the club and delivered according to this policy is classed as sailing experience and not training. The RYA Sailability Scheme is used for Schools sessions, the school sessions are managed by a Senior instructor (SI)

Otley Sailing Clubs Sailfree / Sailability scheme uses Hansa access boats that have a heavy keel for extra stability and safety. They are designed to be harder to capsize than a conventional dinghy, making them perfect for beginners and less mobile sailors.

This policy must be used in conjunction with the Club Safety Policies and Procedures Manual. Where there are contradictions between the two documents, then this policy takes precedence for Sailfree and Sailability activity only.

### 1.3. Audience

This manual should be read by all members of Otley Sailing Club involved in Sailfree / Sailability activities, including volunteer members. As a condition of being part of the Sailfree / Sailability team, members and volunteers agree to reading and abiding by the contents.



## 2. Volunteers

In order to run the Sailfree / Sailability scheme, the club relies heavily on volunteers.

- 2.1. In order to be covered by the club liability insurance all volunteers must become volunteer members of the club.
- 2.2. All volunteers must sign a 'volunteer declaration' at the beginning of the volunteering year.
- 2.3. All volunteers / schools and charities who take part in Sailfree / Sailability activity at the club must be given a copy of this document and updated on any changes. They are required to sign to say that they have received and read a copy of this document (appendix 1).
- 2.4. The Sailfree / Sailability scheme works within the OSC safeguarding policies, (need ref) All volunteers involved in regularly delivering the Sailfree / Sailability scheme must be DBS checked before they start volunteering on a regular basis.
- 2.5. In order to safeguard the volunteers, it is their responsibility to inform the day coordinator of any limitations they might have so duties are allocated fairly and safely
- 2.6. Any volunteers coming with schools or charities are the responsibility of the school or charity to which they belong.
- 2.7. It is the club's responsibility to ensure that all volunteers are trained or suitable qualified to operate / prepare equipment before they use it.
  - 2.7.1. All club volunteers and school / charity staff / volunteers will be encouraged to attend a pre-season Sailfree / Sailability training session (appendix 2 for training outline).

## 3. Club membership

All organisations attending on a regular basis must hold corporate membership of the club and all attendees (sailors and their support) must be signed in (appendix 3) on each visit. All organisations are expected to bring enough staff to support their sailors plus extra help (if all their staff are unable to be released to help) to get boats on and off the water.

## 4. Non-member sailors

Ad hoc visits by non-corporate members will be supported only if the club can manage to find volunteers to support the visit, these sailors and their support must be signed into the club as visitors. Anyone coming to sail more than four times per year must hold a club membership.

## 5. RYA returns

All Sailability footfall will be included in the RYA returns for the club.

## 6. Schools sailing sessions

### 6.1. Session management.

Schools Sailfree / Sailability sessions operate according to the RYA training centre guidance. These sessions must be organised and supervised on-site by a SI, who will be known as the 'Day Coordinator'. In exceptional circumstances this role may be fulfilled by an experienced dinghy instructor (DI). In the event of a DI having to act as 'Day Coordinator, this must be recorded with an explanation of the circumstances on the duty roster. All exceptions must be reported to the committee via the club commodore.

To ensure that all risks are considered when allocating duties to volunteers, setting sailing areas and supervising on water activities. A check list (appendix 4) and allocation sheet (appendix 5) is available to support session management.

#### 6.1.1 Sessions with up to 6 Sailfree / Sailability boats on the water

The minimum number of volunteers for a Sailfree / Sailability session to run with 6 boats is:

- 1x Day Coordinator (SI)
- 1x Patrol Boat helm
- 1x Patrol Boat crew
- 1x Beach Master
- 1 x nominated First Aider( all SIs and DIs hold a current first aid certificate)

#### 6.1.2 Sessions with between 7 and 15 Sailfree / Sailability boats on the water

The minimum number of volunteers for a Sailfree / Sailability session to run with between 7 and 15 boats is:

- 1x Day Coordinator (SI)
- 1x DI
- 2x Patrol Boat helms

- 2x Patrol Boat support crew
- 1x Beach Master
- 1x Shore Crew
- 1 x nominated First Aider( all SIs and DIs hold a current first aid certificate)

If non-access dinghies are to be used in a Sailfree / Sailability session, additional qualifications are required. See section 7.4 for details.

## 6.2. Volunteer roles / duties

This section describes each role.

### 6.2.1. Day co ordinator

1. To organise and run the sailing session safely, as per these guidelines.
2. To decide if it is safe to run a session (based on the conditions and the skills of the volunteers available on the day).
3. Supporting the volunteers and sailors to get the most out of the day's activities.
4. Manages student numbers and timings to ensure everyone gets a chance to sail, rest breaks as needed, a lunch break and are able to depart on time.
5. Ensure all paperwork / checklists are completed for each session and safely filed for audit purposes.

### 6.2.2. Beach master

1. Is in charge of activity on the jetties.
2. Ensures all activity close to the water is safe. This includes getting in and out of boats and protection of limbs.
3. Communicates with the Day Coordinator and patrol boats regarding the numbers of boats on the water.
4. Takes part in and supervises launching, recovery, rigging and de rigging of the boats, encouraging students to participate at a level that meets their needs.
5. Manages running repairs to boats if required.
6. To let the Day Co-ordinator know if anyone achieves a log book activity.

### 6.2.3. Shore Crew

1. To work with the beach master and help launching, recovery, rigging and de rigging of the boats, encouraging students to participate at a level that meets their needs.
2. To let the Day Coordinator know if anyone achieves a log book activity.

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### 6.2.4. Patrol Boat helm

1. To prepare and check the power boat:
  - i. Keys
  - ii. Kill cord + spare kill cord appropriate to the boat
  - iii. Fuel
  - iv. Radio
  - v. Alternative means of propulsion
  - vi. Anchor or mud weight
  - vii. Throwing line
  - viii. Basic first aid kit
  - ix. Rope to tie up access sails if it is necessary to de rig on water
  - x. Pioneer only; check the ramp is working
2. To maintain VHF communication with the second PB if more than one is in use ensuring that all boats can be seen
3. To know how many boats are on the water
4. Should communicate with the Day Coordinator and club house as needed
5. Provide safe assistance to boats as required, this includes towing, adjustments to rigging and on very rare occasions might include a rescue from the water
6. Ensure that all sailors are safe when near the powerboat:
  - i. Safe use of the kill cord
  - ii. Making sure all limbs are inside the boats whenever they are in the vicinity of another boat or powerboat

### 6.2.5. Patrol boat crew

1. To assist the driver at all times
2. Follow instructions when providing support to boats
3. Understand how to safely tow a boat or pull it off a lee shore without damaging themselves, the sailors or the boat
4. Make sure they are fully aware of how all the equipment on the boats works (including the drop front on the pioneer)
5. Know how the boats are rigged and how to de rig the sail on the water
6. To be prepared to enter the water in an emergency

#### 6.2.6. First aider

1. To hold a valid RYA approved first aid certificate
2. Be aware of the location of the first aid bag and defibrillator
3. Provide immediate first aid as required
4. To ensure an incident form is completed and posted in the red box in the club house for review by the Committee

#### 6.2.7. Galley / club house crew (Optional)

1. To help with / check the fit of buoyancy aids / life jackets.
2. Supply weather proof clothing and glasses retainers if needed.
3. To help with covering / uncovering boats.
4. To help with sail storage.
5. Show people round the club.
6. Provide warm / cold drinks drinks.
7. Maintain radio contact with patrol boats / day co-ordinator.
8. To provide an 'extra pair of eyes' on the lake when the patrol boats are busy and communicate any problems.
9. To check paper work (register and visitors book) and Sailability log books are completed.
10. To check changing rooms (cleanliness, toilet paper, soap, bins etc..).
11. To empty rubbish at the end of a session and arrange for it to be taken to the red Biffa skip on the club house road.

All volunteers are expected to have some knowledge of the RYA Sailability Scheme logs books so that activities can be designed to support achievement. The club also subscribes to the RYA volunteer log

book scheme; any volunteer wishing to take part in the scheme or wanting further information should contact Martyn Moore.

#### 6.2.8. School staff

School staff are responsible for their students at all times, they must ensure that their pupils behave in a safe manner whilst on or around the water, however, volunteers have the right to ask staff to intervene if they observe bad or unsafe behavior at any time on or off the water. School staff should arrange pairings if students are to sail together.

School staff also have a commitment to help with the volunteer duties as shore and patrol boat crew unless they have the qualifications / knowledge to act in other roles.

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### 7. On water safety

Annual risk assessments for Sailfree / Sailability must be performed and adhered to (appendix 6). The Otley Sailing Club Safety Policy and Procedures Manual is the document that supports safe on water activities:

“Dinghy sailing is a water sport that can be enjoyed by people of all abilities and ages in a wide range of environments. As with any sport there is an element of danger, however small, if the sport is to retain its attraction for participants. If the risks are properly assessed and managed, dinghy sailing 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 and experience in a wide range of conditions is the most important single factor in achieving adequate safety standards. Otley Sailing Club (OSC) has an excellent safety record and the following document [OTLEY SAILING CLUB Safety Policy and Procedures Manual 20120 lays down the fundamental safety policy and procedures that all Club members shall abide by as a condition of membership.”

The day coordinator must assess conditions and risk throughout a Sailfree / Sailability session, taking into account reports from the on water team and where any doubt exist as to safety not put boats out onto the lake and / or bring all boats off the water.

#### 7.1 Team briefing

The day coordinator is responsible for allocating duties to the team, taking into account the skills, knowledge and training requirements of the volunteers on the day.

At the start of the session a day list (appendix 7) should be completed and all team members should be briefed as to their roles and the planned activities and sailing area for the day. A change of roles at lunch time should be considered to avoid overtiring team members where possible. The team should be re briefed following any changes. If the number of boats expected to be on the water is known, then this should be shared at this briefing, if not then the day co-ordinator and beach master must work with the schools to calculate boat numbers and communicate this to the support craft, updating them as changes occur.

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It is good practice to reflect on what went well and where things could have gone better at the end of a session if time allows.

## 7.2 Powerboat (patrol boat) support

RYA power boat to sailing boat ratios of 1 boat to 6 sailing boats, and 2 boats for up to 15 sailing boats.

All drivers must have a minimum of PB level 2 and have undertaken an annual refresher. If dinghies are being used as part of a session that has a risk of capsize (Comets, Picos, or Hartley's) the power boat helm must possess a safety boat qualification.

All power boats must have a crew who is competent to use the equipment on the powerboats (including the ramp on the pioneer) and be able to de rig and rescue an Access dingy, the crew must always be prepared to enter the water if necessary.

Wheel chairs and passengers can only be carried if there are only boats with a low capsize risk (access dinghies) being used as part of the session.

## 7.3 Buoyancy aids

Everyone beyond the club house and patio area must wear a buoyancy aid; it is the responsibility of the school staff / careers to make sure these are of a good fit. All volunteers have a right to challenge the fit of a buoyancy aid with the staff if in doubt.

## 7.4 Sailing in non-access dinghies

- Where comets or other double handed training boats are to be used for Sailfree / Sailability sessions (both school and adhoc sessions) they must be helmed by a RYA instructor (SI/DI or AI)
- When there is no instructor in the boat (single handed dinghies), all sailors must have demonstrated that they are confident in the water and that they can right a capsized dinghy.
- If schools students are sailing non-access sailing dinghies, the patrol boat helm(s) must possess a safety boat qualification.

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## 7.5 The hoists

The fixed pontoon hoist must only be used to hoist a person by volunteers if they are fully trained in its use. As a general rule, if a sailor requires hoisting into a boat then they must bring their own sling with them and carers / school staff are responsible for supervising the hoisting of them in / out of the boat.

- Servicing

The hoists must be serviced by an approved contractor every 6 months.

- Centre boards on access dinghies

Centre board must be raised and lowered using either the fixed or a portable hoist. This can be undertaken by anyone who has been shown how to use the equipment safely or who is being supervised by a trained member of the team. All centre boards must be fixed into the down position using the rod supplied for the purpose.

## 7.6 On water activity

For schools sessions organised activity to support the achievements in the RYA Sailability scheme will give structure to a sailing session and make it easier to safely manage on water activity. For other sessions the day coordinator must agree a safe sailing area that can be covered by the support boat/boats with all sailors before they go onto the water. This must be continually assessed and can be changed and communicated to sailors from the support craft as conditions change.

It is the responsibility of the school staff to decide who is sailing with whom, and who is capable of sailing without an adult in the boat; this must be agreed before leaving the club house.

- RYA Sailability scheme

If schools wish to take part in the Sailability log book scheme, it is their responsibility to ensure that pupils are supported to achieve the off water elements of the scheme and that achievements and sailing activity is logged on a weekly basis.

The day co-ordinators have responsibility for final sign off.

## 8. Other sailfree sailing sessions

8.1 Organisations or individuals using the club equipment to 'sailfree' are responsible for their own safety on and off the water. They use the club equipment at their own risk but must follow the guidance set out in the Otley Sailing Club Safety Policy and Procedures Manual 2020.

A named person must be designated as day co-ordinator when a designated 'sailfree' session is being run. Only individuals with a minimum powerboat level 2 qualification and current OSC power boat annual assessment can operate the power boats.

The numbers of volunteers and patrol boat to dinghy ratio must be decided by the day co-ordinator for the session taking into consideration the weather, the ability of the sailors, the sailing area and any special needs the sailors might have for urgent assistance. However the minimum numbers detailed in section 6.11 and 6.12 above must not be breached under any circumstances'

8.2 Adhoc sailing for groups of individuals with special needs can be arranged through the club sailfree contact. The volunteer requirements for these sessions should be assessed according to the needs of the sailors, but the volunteer requirements for the schools sessions provide a good guide for any session.

## 9. Review



This manual aims to ensure safe and enjoyable sailing for all on Weston Water. In order to maintain safety; it will be reviewed on an annual basis, then agreed and ratified by the OSC committee and the RYA.

## Appendix 1: Volunteer manual sign off sheet (including code of conduct)



### Sailfree / Sailability Manual: Sailfree declaration and code of conduct 2020

All active Sailfree volunteers and club members are required to comply with and accept the following:

#### Mandatory Declaration

##### 1. Manual

I confirm that I have read the **Otley Sailing Club Sailfree / Sailability Manual 2020** and agree to adhere to the requirements set out in the Manual when involved in any Sailability / Sailfree activity at Otley Sailing Club.

##### 2. Sailfree Code of Conduct

I confirm that I have read the **Sailfree Code of Conduct** (overleaf) and agree to adhere to the requirements set out in the code when involved in any Sailability / Sailfree activity at Otley Sailing Club.

Signed ..... Date .....

Name (Print) .....

Address .....

Postcode .....

Version 1 SM 1/2019 to compliment new RYA Safeguarding guidance / updated safety manual



Otley Sailing Club, Bridge End Quarry, Otley, LS21 2SU





## Sailfree Code of Conduct

### Sailfree Code of Conduct for volunteers and club members involved in Sailfree and Sailability activities

This document outlines the code of conduct under which all volunteers and club members involved in Sailfree and Sailability activities are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform.

All Sailfree volunteers must:

- Read and understand the Child and Adult Protection Policy as detailed on the club website
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the sailor above the development of performance or delivery of the activity.
- Be registered as a club member, either volunteer or sailing member.
- Not develop inappropriate working relationships with sailors (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide sailors to accept responsibility for their own behaviour and performance.
- At the outset, clarify with sailors (and where appropriate their parents / guardians / carers) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the club into disrepute.
- Not carry out any duties whilst under the influence of alcohol or drugs.

Failure to adhere to this Code of Conduct may result in the suspension or withdrawal of club membership.



## Appendix 2: Annual training / refresher outline

- Club layout and fire evacuation process (including meeting point)
- Actions in the event of an emergency
- How to rig an access dinghy (presentation and practical demonstration, including trouble shooting and centre board fixing)
- How to launch and recover an access dinghy safely (including the use of the hoist for center boards)
- How to right an access dinghy in the event of a capsize
- General safety when using the pontoons and getting people in and out of boats
- Power boat refresher (if qualified)
- Sailing refresher or introductory session if needed



## Appendix 4: Check list



### Otley Sailing Club: Sailability Session Leader Check List

Activity - Set up	Tick / Notes
<b>1. Club house</b> <b>1.1.Changing rooms</b> <ul style="list-style-type: none"> <li>● Clean and tidy</li> <li>● Toilet roll and paper towel</li> <li>● Milk</li> </ul>	
<b>1.2.Main room</b> <ul style="list-style-type: none"> <li>● Turn hot water boiler on</li> <li>● Turn VHF radio on</li> <li>● Heating if needed</li> </ul>	
<b>1.3.Outside</b> <ul style="list-style-type: none"> <li>● Flags</li> <li>● Unlock <u>genny</u> house</li> <li>● Unlock training room</li> <li>● Unlock <u>sailability</u> buoyancy aid cupboard</li> </ul>	
<b>1.4.Paper work</b> <ul style="list-style-type: none"> <li>● Allocation sheet</li> <li>● Staff leave list</li> <li>● Signing in sheet</li> <li>● Sailability scheme books</li> </ul>	
<b>2. Shore side</b> <b>2.1.Team allocation</b> <ul style="list-style-type: none"> <li>● Team brief before sailors arrive (shore and safety boat)</li> <li>● Team brief at any changes in plans or team</li> <li>● Consider rotating team at lunch time</li> <li>● Ask team to inform of any limitations to allocation (privately if required)</li> </ul>	
<b>2.2.Radios</b> <ul style="list-style-type: none"> <li>● Club house</li> <li>● Day leader</li> <li>● Beach master</li> <li>● Power boats</li> <li>● Carer of any participant with potential acute medical needs</li> <li>● Any other key team member as required</li> <li>● Radio check</li> </ul>	
<b>2.3.Buoyancy aids (school responsibility to fit)</b> <ul style="list-style-type: none"> <li>● Allocate a team member to check fit</li> <li>● Check glasses are secure</li> </ul>	

Activity - Set up	Tick / Notes
<p>2.4. Safety boats</p> <ul style="list-style-type: none"> <li>• Drivers have a minimum L2 qualification</li> <li>• Drivers have undertaken refresher for the year</li> <li>• Crew has been trained to provide safety boat support</li> <li>• 2 people to collect and put away boats</li> <li>• Up to 6 craft: 1 safety boat</li> <li>• 7 to 15 craft: 2 safety boats</li> </ul>	
<p>2.5. Breaks and busses</p> <ul style="list-style-type: none"> <li>• Check lunch times for schools</li> <li>• Check leaving time and time off water (remember they need to help put the boats away)</li> </ul>	



Activity - Sailing	Tick / Notes
<p>3. On water</p> <p>3.1. Set sailing area according to:</p> <ul style="list-style-type: none"> <li>• The conditions</li> <li>• The ability of the sailors</li> <li>• The safety boat cover available</li> <li>• The support team available</li> </ul>	
<p>3.2. Set a course or exercise</p> <ul style="list-style-type: none"> <li>• According to ability</li> <li>• The conditions</li> <li>• Brief the staff &amp; students</li> <li>• Brief the safety and support team before they go onto station</li> </ul>	
<p>3.3. Who sails with who</p> <ul style="list-style-type: none"> <li>• Always let the schools decide on student ability to sail independently</li> <li>• Always let the schools decide who sails with who</li> <li>• Ask the school to sort out pairings before they get onto the jetty</li> <li>• Send sailors down to jetty in small manageable numbers</li> </ul>	
<p>3.4. Too many sailors for boats</p> <ul style="list-style-type: none"> <li>• Set time limits and rotate at intervals</li> <li>• Remember breaks for volunteers</li> </ul>	



Activity - Close up	Tick / Notes
4. At the end of the day 4.1.Team <ul style="list-style-type: none"> <li>● De brief</li> <li>● Confirm volunteer availability for next session</li> </ul>	
4.2.Schools <ul style="list-style-type: none"> <li>● Confirm attendance for next week</li> </ul>	
4.3.Club house <ul style="list-style-type: none"> <li>● Clean and tidy</li> <li>● Mop floor if needed</li> <li>● Toilet roll and paper towels</li> <li>● Turn hot water boiler off</li> <li>● Remove rubbish</li> <li>● Turn off all heating</li> <li>● Turn off gas</li> <li>● Turn off VHF radio</li> <li>● Flags down</li> </ul>	
4.4.Paper work <ul style="list-style-type: none"> <li>● Lock a way in the <u>sailability</u> cabinet</li> </ul>	
4.5.Genny house <ul style="list-style-type: none"> <li>● All power boat equipment stored safely</li> <li>● All radios on charge</li> </ul>	
4.6.Training room <ul style="list-style-type: none"> <li>● Buoyancy aids hung up</li> <li>● Cupboard locked</li> <li>● Room and outed door locked</li> </ul>	
4.7.Boats <ul style="list-style-type: none"> <li>● Report any damage to the <u>bosun</u></li> <li>● Phone.....</li> </ul>	
4.8.Fuel <ul style="list-style-type: none"> <li>● Check supplies for next session</li> <li>● Arrange to fill a tank and return if needed</li> </ul>	
4.9.Finally <ul style="list-style-type: none"> <li>● Check all lights and equipment switched off</li> <li>● Lock all doors</li> <li>● Lock club house gates</li> <li>● If a club member is sailing make sure they know to close up when they leave</li> <li>● Sign this sheet and post in the Sailability key safe</li> <li>● Return keys to key safe</li> </ul>	



Notes for following team

Session leader –

Date:

Name:

Signature:

In the event of an emergency refer to club protocol on the notice board

Directions to Otley Sailing Club

Leave Otley following signs to Pateley Bridge (Bridge Street)

Cross river and turn left immediately after bridge- sign posted Otley Sailing Club. (Green sign)

Follow road for one mile to Clubhouse

Map Reference

Longitude 1'43'01 West

Latitude 53'54'27 North

TELEPHONE NUMBER OF CLUBHOUSE

01943850391

## Appendix 5: Annual risk assessment (current copy available on OSC website)

### SAILING RISK ASSESSMENT

Sailfree / Sailability 2020

Date undertaken: 9/1/2020

Prepared / Supervision: Sailfree committee

HAZARDS/possible outcomes				RISK
Hazard	Person at Risk	Severity	Control	Likelihood
Slips trips and falls	Trainee/volunteer	Medium	Briefing/appropriate support ratio	Low
Fall collision from wheelchair	Trainee	High	Briefing/appropriate support ratio	Low
Moving & Transferring	Trainee/volunteer	High	Briefing/use of trained staff/volunteers	Low
Hoist collapse/misuse	Trainee/volunteer	High	Staff training Hoist certification Hoist maintained to industry standards	Low
Boom hitting heads (crewed boats)	Trainee	High	Briefing/helmets (helmets not required in access dinghies)	Low
Inversion/Entrapment	Trainee	High	-Instructor or approved helm only /briefing -Mast head buoyancy -centre board fixed with pin in down position on all access dinghies -Automatic inflation gas lifejackets not to be worn -competent Support Boat Crew	Low
Capsize	Trainee	Low	Briefing	Low
Rope burns	Trainee	Low/med	Briefing	Low
Slipway accidents	Trainee/volunteer	Med/high	Briefing	Low
Powerboat injuries	Trainee/volunteer	Med/high	Training	Low
Person overboard.	Trainee	Low	Briefing	Low
Hypothermia	Trainee	High	Briefing & awareness	Low
Sun stroke/burn	Trainee	Med	Briefing, cream & clothes (school staff responsible for sun cream)	Low
Entangled hair	Trainee	Low/med	Briefing, hair tied back	Low
Lost glasses/personal belongings	Trainee	Low/med	Briefing /glasses retainers (school staff responsibility)	Low

#### Essential Controls:

- All volunteers follow OSC Sailability / Sailfree manual.
- All regular volunteers to be DBS checked, only those with DBS checks to sail with trainees / Sailfree sailors
- For schools events, all Instructors hold a current First Aid Qualification
- All instructors/volunteers to have read Otley Sailing Club Safety Policy and Procedures Manual 2020 and OSC Sailability / Sailfree manual.
- Boats are not allowed on the water without Support Boat cover in place.
- Support Boats helmed by RYA PBL2 qualified helm and crewed by experienced and competent crew. Briefed before going on water.
- All support boats to operate according to Otley Sailing Club Safety Policy and Procedures Manual 2020 and OSC Sailability / Sailfree manual.
- All instructors/volunteers/trainees to be briefed on safety procedures before being allowed near the water.
- Buoyancy Aids must be worn on the slipway, banks or jetties and on water.
- In the event of a capsize causing possible injury or cold, trainees will be removed from the water by Support Boats and returned to the Club House for recovery
- Trainees to be offered safety helmet whilst sailing. Compulsory for children and young people to Level 2.

## Appendix 6: Volunteer day list



# SAILFREE DUTY ROSTER

DATE:	MORNING	AFTERNOON
SENIOR INSTRUCTOR		
If in exceptional circumstances a SI is not present to coordinate and this role is filled by a DI please describe the circumstances overleaf, along with any mitigating actions taken and inform the club committee via the commodore		
DINGHY INSTRUCTOR (more than 6 boats)		
BEACHMASTER:		
SHORE CREW:		
GALLEY/CLUBHOUSE CREW:		
FIRST AIDER:		

**PATROL BOAT**

	MORNING	AFTERNOON
RIB HELM:		
RIB CREW:		
PIONEER HELM:		
PIONEER CREW:		

SLIPWAY CHECK:	START	FINISH
FUEL:	START	FINISH

EXCEPTION REPORTING: