

WELSH HARP SAILING CLUB



CLUB BRIEFING HEALTH & SAFETY OPERATING PROCEDURES MANUAL



RYA TRAINING CENTRE

MARCH 2015

WHSC OPERATIONS MANUAL

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Latest Version

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SECTION ONE

POLICY DOCUMENTS

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SECTION ONE – POLICY DOCUMENTS

Document 1.1 - Equal Opportunity Statement

WHSC is committed to a policy of open access.

By 'open access' the club means that membership is open to everyone whatever their age, religion, ability, ethnicity. Gender or sexual orientation – subject only to acceptance of the club rules, the WHSA Constitution and Bye-laws and to payment of the relevant dues.

The club actively seeks to promote equality among its membership in its premises, practices and its activities.

The only restrictions that will be applied in respect of use of the club boats and boards will be on the basis of club rules and members' competence (in accordance with the club's established procedures for 'check-out'). Safety considerations will at all times be paramount.

Any member who believes that their right to equal treatment has been compromised should in the first instance speak to the Commodore or to any other Committee member.

WHSC Committee

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SECTION ONE – POLICY DOCUMENTS

Document 1.2- Child Protection and Vulnerable Adult Policy

Policy Statement:

It is the policy of WHSC to safeguard children and vulnerable adults taking part in club activities from physical, emotional and sexual abuse.

The club will take all reasonable steps to ensure that through appropriate procedures individuals do so in a safe environment.

The club recognises that the safety and welfare of children and vulnerable adults is paramount and that everyone regardless of age, race, gender, culture, disability, ethnicity or religion has a right to protection from abuse.

For the purposes of this document as defined in the Children's Act 1989 anyone under the age of 18 is to be considered a child.

The Club adopts the principles of the RYA Safeguarding and Child Protection Policy 2012

The Club Welfare Officer is Harry Mackie 07930 252 310

Volunteers:

All club volunteers whose role brings them in contact with children may be asked to provide references and/or to apply for an Enhanced Criminal Records Disclosure. The Club Welfare Officer must have one.

Good Practice:

All members of the club should be aware of and follow the good practice guidelines in the RYA Child Protection Policy. A copy will be kept in the Bar.

Those working with children should make themselves aware of the guidance on recognising abuse.

Adults should not enter the shower/changing area alone when children are changing and in any case should change discreetly. If it is unavoidable make sure another adult is present.

Parents are responsible for their children at all times and should remain on the premises when their children are taking part in club activities unless they specifically designate another adult who should be made known to the training officer.

16 plus age may take part without parental presence but should leave a contact number and information about any relevant medical issues.

Written consent should be sought from parents if photography or videoing of activities is to take place.

Any concerns about inappropriate or unauthorised photography should be reported to the welfare officer, who will then follow the RYA procedures as set out in the RYA policy document.

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SECTION ONE – POLICY DOCUMENTS

Document 1.3 - Health and Safety Policy

Welsh Harp Sailing Club is committed to provide facilities and procedures for safe and enjoyable sailing and windsurfing to all its members and guests within a safe and secure environment.

This is to be achieved by identifying significant risks in a Risk Assessment and minimising them to As Low as Reasonably Practicable.

The risk assessment will be reviewed annually by the committee and updated as required. All “Existing Controls” shall be addressed in the Operating Manual or other suitable notices or documentation. All “Further Action Required” should be addressed within the next 12 months, if not sooner.

The Principal and Commodore are responsible for the implementation of this policy.

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SECTION ONE – POLICY DOCUMENTS

Document 1.4 - Training Policy

General Policy:

Our policy is to offer affordable training to all ages and levels of experience. The only provisos are that they should be confident in the water and that young people should be 8+ (10+ for windsurfing) and accompanied by their parent/guardian.

Membership Fees are discounted for seniors, youth, families, disabled and unemployed. Special late summer and autumn deals may also be arranged.

Advertising and Promotion takes place at the Dinghy Show, through leaflets, promotions (eg the Sail London initiative), by press releases, articles for the local Council sports magazine, an annual Push the Boat Out Day and an annual youth regatta. We use the websites, Facebook and Twitter.

Tasters are allowed up to a maximum of two evenings. Taster evenings cost £10 each and this is deducted from the membership fee on joining.

WHSC OPERATIONS MANUAL

SECTION FIVE – APPENDICES

Document 1.5 – WHSA Bylaws

WELSH HARP SAILING ASSOCIATION: BYE-LAWS: November 2014

1 Constituent Bodies of the Association

These are:

Welsh Harp Sailing Club (WHSC) (incl. University of London Sailing Club)
Wembley Sailing Club (WSC) (including Imperial College Sailing Club)
Sea Cadets

2. Distribution of minutes

Minutes of Council and Executive meetings shall be distributed to the Constituent Bodies and members of the Executive. Minutes of Committee meetings shall be distributed to the Executive. Constituent bodies shall ensure that all members receive a copy of the minutes.

3. Licences

- a) Annual boat licences shall be displayed either on masts above cover level or, on boats with unstayed masts, on the transom.
- b) The owner of every boat/trailer on site from April 1st of any year shall be liable for an annual licence fee at the current rate. It is the responsibility of each owner to make payment to the relevant Constituent Body on this date and to display a licence(s) on their boat(s)/trailer(s). The owner of any boat/trailer not displaying a licence 14 days after notice in writing (e-mail or letter) to the Constituent Body shall incur an additional charge equal to the current applicable licence fee. The owner of any boat/trailer not complying with the Byelaw shall remove the boat/trailer from site, failing which Byelaw 7 (d) will apply. Where the owner of a boat/trailer cannot be identified Byelaw 7 (d) shall apply without notice. Power boat trailers are exempted.

4 Permitted Boats

Only boats authorised by the WHSA are allowed on site. These are:

a) Sailing Craft:

i) Racing Classes: (Those that have a WHSA start in open or WHSA events)

Fireflies, GP14s, Merlin Rockets, Lasers and RS200s, RSFevas, RSTeras, Laser Picos. At the discretion of the Executive Committee they may be granted an open meeting with A-day status and a class start at WHSA internal events.

ii) Club Classes (Those that are used for racing or any other purpose within the constituent body. Where race courses are shared they shall participate only with the agreement of all participating bodies)

Sea Cadets

Topper, Bosun, Trinity 500.

Welsh Harp Sailing Club

GP14, Laser, Firefly, Challenger, RS Feva RSTera

North Circular Sailing Club

GP14, RSFeva, RSTera

Wembley Sailing Club

Merlin Rocket, GP14, RS200, MRX, Firefly, Laser, Laser Pico RS Vision, RSFeva, RSTera

All Clubs

Windsurf boards

iii) Training Classes

(All clubs) Cadet, Mirror, Optimist and look-alikes, Topper, Laser Pico, RS Vision, RSFeva and RSTera.

(WHSC) Challenger.

(Sea Cadets) Laser Stratos, Laser 2, Laser 2000.

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Document 1.5 – WHSA Bylaws

iv) Permission for other craft may be granted, to constituent and non-constituent bodies by application, on a licensed basis, at the discretion of the WHSA. This currently includes the restricted licensed use granted to the Sea Cadets in the use of kayaks paddleboards and pulling boats; Phoenix Canoe Club and Phoenix Outdoor Centre's use of Kayaks, Paddleboards, Laser Pico's, RSFeva, RSTera and RSVision; and WHSC's King Alfred Classboat.

b) Power Boats:

Every power boat shall be individually approved by the WHSA and used only for safety purposes or other official business. Users of WHSA boats shall comply with rules for their operation and with Byelaw 8 (g).

5. Access to premises and vehicles on site.

- a) Owners bring their vehicles on site at their own risk. Owners are responsible for any damage to person or property caused by their vehicles.
- b) Unless otherwise authorised, vehicles shall only be brought in through the Birchen Grove entrance and only for the purpose of transporting boats or delivering or collecting of heavy goods or tools.
- c) The Vehicular gates shall be kept locked except when being used.
- d) Vehicles shall only be parked on the forecourts of Constituent Clubs: three vehicles to park outside the former Seahorse building, three vehicles outside the Sea Cadet Building, two cars outside Wembley Sailing Club, one car outside WHSA boatshed and one car outside the former University of London building, with the permission of the WHSA. No other vehicles are allowed to park on site at any time.

6. Prohibited Area

Members shall not pass the Canals and Rivers Trust boundary gate on the headbank.

7. Use of harbour and berths

- a) Boats shall only be parked on berths allocated to them by club berth masters under the authority of the Harbour Master.
- b) Boats shall be tied down on their berths, and sailboards secured only on the racks provided or stored in their owners' Club premises.
- c) To accommodate site works Trailers maybe temporarily be left on allocated berths subject to the berth space being adequate, the boats being set Stern to the access path, and byelaw 7(e) obeyed. They may also be stored in the trailer park. Both options are on payment of the current fee. A current licence shall be displayed on all trailers on site and the owner clearly identified, failing which 7(d) shall apply). The Executive may move, immobilise, make safe or search any boat, board or trailer without being liable for any loss or damage, howsoever caused.
- d) Constituent bodies shall be responsible for the purchase and display of licences for all boats and boards belonging to themselves and their members. They shall remove boats and boards of ex-members at the earliest opportunity.
- e) Access paths shall be kept clear.
- f) Boats left overnight on trailers shall be parked only on the area near the Birchen Grove gate (accessed through the first gap in the dam wall from the main gate, or as directed by the Harbour Master).
- g) Refits and repairs shall only be done on berths if club premises are not available for this purpose. Tools and boat parts or equipment shall not be left on the ground in the berthing area.
- h) Boats may be careened on the grass provided that others, especially children, are not endangered.

8. Safety

a) Persons disregarding normal safe practice in watersports shall be deemed to be doing so on their sole responsibility and at their own risk.

Normal safe practice on the Harp includes (without exclusion of other general rules and advice):

- (i) No sailing unless others are willing and able to render assistance are in the vicinity.

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SECTION FIVE – APPENDICES

Document 1.5 – WHSA Bylaws

- (ii) Personal buoyancy should be worn when on the water or on a pontoon;
 - (iii) Wet or dry suits should be worn when appropriate
 - (iv) Craft should not pass between any blue or yellow buoy and its nearest shore;(near Buoy No. 6)
 - (v) Craft should not enter the boom area by the dam wall/slucice gate.
- b)** Adequate buoyancy should be worn by children under fourteen years old on the water side of the yellow line.
- c)** Boats should have buoyancy as prescribed by their class association, or in the absence of such prescription shall have their design buoyancy correctly maintained.
- d)** Swimming for pleasure is prohibited.
- e)** Pontoons shall be used only for sailing and training and not for spectating.
- f)** All craft shall have third party insurance.
- g)** Kill cords shall be used on ALL outboard engines
- h)** Members shall obey the instructions of rescue boat operators when being given assistance.
- i)** Provision of safety equipment by the WHSA is neither a guarantee of assistance nor an acceptance of responsibility for rescue. Should assistance be given to any person, no liability for any loss, damage or injury to them, their crew and/or craft and its equipment is accepted by the WHSA or the crew of such rescue craft.
- j)** All power equipment owned by the WHSA shall be used according to manufacturers; recommendations, and protective clothing used where necessary.
- k)** All dinghies with deck-or hog-stepped stayed masts shall be fitted with permanent fixed forestays unless an alternative permanent restraining device is fitted to avoid the mast falling.
- l)** Lowered masts must not overhang pedestrian areas. Lowered mast ends must be made visible by the attachment of a brightly coloured and noticeable marker.

9. General conduct

- a)** Boats shall leave and approach jetties and pontoons at a speed and in a manner so as to minimise damage to other boats, pontoons or the foreshore.
- b)** Dinghies left unattended on jetties or pontoons shall have rudder removed, centreplate raised, mainsail lowered and jib rolled or lowered.
- c)** Boats when launched shall be taken along the pontoons as far as possible.
- d)** Launching trolleys shall not be left unattended in the water by the beach or on slipways.
- e)** Dogs are brought onto the site at their owners' risk and at the discretion of the WHSA (with the exception of guide and assistance dogs).
- f)** Dogs shall be kept on leads and under control. Any fouling shall be cleared up immediately by the person in charge of them.
- g)** Dog owners are liable for any damage to persons or property caused by their dogs.
- h)** The WHSA reserves the right to ask any member to remove either their car or dog from the site.
- i)** Audio equipment shall only be played through headphones or inside clubhouses and at a volume which does not disturb others
- j)** Cycling on WHSA premises is forbidden.
- k)** The WHSA reserves the right to ask any member to leave who brings the WHSA or any of its Constituent Bodies into disrepute or who either fails to abide by the bye-laws on a persistent basis or who prejudices the finances and/or safety of other members.

10. Sailing

- a)** All craft shall observe ISAF/RYA Rules regarding rights of way and the requirements that a boat not racing shall not interfere with a boat that is racing and that any boat shall give all possible help to any person or vessel in danger.
- b)** Members may sail at any time subject to the following:
Category D events are listed for information only.
On category C days the relevant club has the right to organise starts and decide the course, after which all others, if using the same marks, shall round them in the same direction.

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Document 1.5 – WHSA Bylaws

On category B days no other racing is allowed.

On category A days no other craft are allowed on the water until racing is finished. On occasion this restriction may be in a designated zoned area of the lake (AZ)

Sailboards Use of sailboards on the water is subject to the discretion of the race or training officer of the day.

11. Sailing days (Category C)

Monday	evening	Sea Cadets
Tuesday	evening	WHSC
Wednesday	afternoon	WHSC/WSC (Incorporated University SC's)
	evening	WSC
Thursday	evening	Training for beginners No racing (other than for training)
Friday	evening	Sailboards
Saturday	morning	Training, sailboards, WHSC/WSC (Incorporated University SC's)
	afternoon	WHSC
Sunday	morning	WSC
	afternoon	All Clubs & Organisations Youth Fleet Racing

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SECTION TWO

USE OF BUILDINGS AND EQUIPMENT

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

2.1.1 INFORMATION ABOUT THE BTYC BUILDING

Emergency Information:

- **Gas** isolating cock in cupboard in the Bar Store
- **Electrical switches** in the cupboard in the Utility Room downstairs- the main supply comes from a brick shed behind the Sea Cadets building.
- **Water** isolating cock in the Old Basement behind the wet suits on the right hand side.

Safety Matters:

- Smoke alarms and emergency lights are situated throughout the building.
- The noise of the alarms closes the double doors between the main area and the stairwell. (To hold open, press gently down on the black foot-latches)
- The fire escape route is downstairs through the buoyancy aid and rig stores.
- There are fire extinguishers in each area and a fire blanket in the kitchen.
- First Aid kits - on the wall opposite the Ladies changing room, with the accident book, and another in the kitchen by the fridge.

The phone can be used for 999 calls. Direct emergency vehicles to the main gate. Keys can be found on a hook at the bottom of the stairs in the Seahorse building and in the bar storage area in the BTYC building – on a key-ring with a large red fob.

Security:

- Lock the front door when you are on the water and no-one is in the building.
- Last one out check:
 - All lights out – including old basement
 - All windows closed especially those over the old building
 - All doors properly closed i.e. the bar, far end door in the old basement and the front door.
 - Boatshed locked

Heating and Hot Water:

- Heating is controlled by a programmer in the heating cupboard – only use the over-ride buttons. Hot water should be automatic - do not interfere - the programmer does not control the Hot Water

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

Keys:

Our aim is to make everything that members need easily available, so keys to locked areas and equipment are generally accessible. That can also mean that they are easily lost or misused.

Keys are kept in two main areas:

- Powerboat keys and killcords are inside the front door.
- Keys to the boatshed, vehicle gates, trailer park, fuel cupboard, windsurf cage and startbox, and the side door to the rig store are on the wall in the bar store.

Facilities:

Ground Floor

Table opposite the door:

- Phone – incoming calls and 999 only
- Visitors Book – it is a legal requirement to sign all guests in
- State Board – on the wall behind the table – record all damage to club boats and check this before taking out a club boat
- Boat Diary – to be filled in every time you take out a club boat
- Drawers – these contain the paperwork you need, including Accident Report Forms.

Main Area and Training Area

- The area to the right of the entrance can be screened off when other activity is going on
- The main social area is available to all members at all times.
- Please don't sit on blue-grey chairs and benches in wet gear.

Kitchen

- The kitchen is available to all. DIY tea and coffee are free to members and guests.
- The microwave and cooker can be used; please leave them clean.
- Clear up after yourselves – mugs etc in the dishwasher (our cleaner runs and empties it when she comes).
- Instructions for the cooker and dishwasher are in the bottom drawer in the kitchen.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

Bar

- The bar is only available if an authorised member is present.
- The Bar Store has two big cupboards to store bar stock. Toilet rolls etc are in the small cupboard. Vacuum cleaner, brooms, dustpan and brush in the tall cupboard
- The Gas Meter is in the cupboard on the left, as is the gas isolating cock.

Disabled Access Toilet and Lift

- The wheelchair-access toilet/changing room is for people who cannot use the other facilities.
- Baby-changing facilities are available here
- The lift is not currently available – do NOT try to operate it

Women's changing room

- All lights and fans work off the one switch in the 'lobby' area
- Be gentle with the shower doors, and keep them closed when showering
- Use the mops to clear up excess water from the floor (the building is wooden; we don't want it rotting).

UPPER FLOOR

Men's changing room:

- Be gentle with the shower doors, and keep them closed when showering.
- Use the mops to clear up excess water from the floor.

Office:

- The router for the wi-fi is here, plus printer/photocopier.
- As the law requires, there is a full membership list in the office
- Do not turn off the power switch above the lift.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

LOWER FLOOR

Store/boiler room:

- For safety reasons, please keep the door to this room shut.
- The heating is controlled by a programmer. If you need heating outside these times, use the override switch to the right of the main boiler (in the cupboard). The programmer does not control the hot water which is an on-demand system.
- Please turn off the override when you leave
- Do not try to control the other boilers
- If you need access to the tool-boxes, ask an authorised member for the padlock combination.

Buoyancy aid, wetsuit and locker room:

- Keys to the downstairs lockers are upstairs near the door. They are for short-term use only.
- Use upstairs lockers for small valuables
- Buoyancy aids and wetsuits are freely available for members and guests. Make sure anyone you are responsible for is properly fitted.
- Return all kit to its place after use.
- Dip all wetsuits on Training evenings in the green 'dunk bin'. At other times, rinse under the shower
- We have no footwear for general use.

Windsurf Rig Store:

This is for private members' kit. Please do not disturb other people's stuff. The door to the outside is a fire exit and should be kept clear at all times. It must also, for security reasons, be kept locked at all times (even when it is locked you can get out from inside).

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SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

GENERAL POINTS

- There are a number of manuals in a box file in the office marked *Manuals*
- Report any broken light bulbs or other fittings to the Facilities Manager.
- Check the shower areas are mopped up before leaving
- Check all keys you have used are back in place before leaving
- Write up boat damage on the 'state board' on the wall over the telephone table. Fill in accident books or boat damage forms when appropriate.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

2.1.2 INFORMATION ABOUT THE SEAHORSE BUILDING

Emergency Information:

- **Gas** isolating cock is in the Ladies changing room
- **Electrical switches** are above the round sink in the galley - the main supply comes from a brick shed behind the Sea Cadets building, where you will find the reset switch if the electricity cuts out.
- **Water** stopcock is in the ladies changing room.

Safety:

- There are fire extinguishers on each floor and a fire blanket in the kitchen.
- First Aid kits – on the wall downstairs; the other one is on the wall in the galley, with the accident book.
- Keep children supervised and do not allow them on the chairs by the windows or to play on the stair rails.

Security:

- Lock the front door when you are on the water and no-one is in the building.
- Last one out check:
- All lights out
- All windows closed especially those in the toilets
- Door and garage door secure

Heating and Hot Water:

- Heating is provided by timed central heating.

Keys:

- Keys are kept on hooks at the bottom of the stairs – please replace after use.

Radios:

- Radios are stored in their charger in a box in the workshop.
- Please make sure radios are turned off before replacing in the chargers.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

Workshop:

- The workshop is the Bosun's responsibility – no member should undertake work in that area without asking permission to do so.
- No work may be undertaken in the workshop without reference to the health and Safety Policy Document and Risk Assessment.
- The requirements of the policy must be adhered to at all times in this high risk area.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

2.1.3 WHSC OUTSIDE AREA

The site is managed by the Welsh Harp Sailing Association. Problems should be reported to the Harbour Master: 07710 244 323.

Site Access:

- There are two pedestrian gates, one from the car park, which is secured with a combination lock (known to all club members), the other a wooden gate near the main vehicular gate from Birchen Grove.
- Please always make sure gates are secured.

There are Two Vehicular Gates:

- Main gate beyond the last of the club buildings
- Car park gate
- Keys are available for bringing boats in or out. The key for the main gate is the blue key on a big red piece of plastic hanging with the other keys in the bar store area. Or at the bottom of the stairs in the Seahorse building.

Road and Car Parking:

- Vehicle access to the site is limited to people with legitimate need
- Parking is available in the car park or on the road, except on Wembley event days
- If parking near the Birchen Grove gate, ensure fire vehicles have room to turn into the site
- There is a speed limit of 5mph
- Parking is restricted and must not block access to clubs or the dam. The site is leased from the Canal and Rivers Trust who could at any time require access to the dam and sluice, via the gate just beyond the BTYC clubhouse.

Boat Shed:

- Make sure the shed door is either held shut or hooked open when in use, to stop it banging in the wind.
- The function of the boat shed is mainly to store sails and rigging for the boats. Anyone who wishes to work on their boat must get prior permission from the Bosun and may not stay longer than 4 weeks.

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SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.1 - Site Information

Fuel Cupboard:

- The fuel cupboards for all our boats are next to each other. All engines use plain unleaded fuel, so when refuelling, use anything from any can.
- The exception to this is the University Rib. Do not use this unless you have been briefed.

Hose:

- There are two power-hoses in the shed. Use them to clean mud off tracks and sails before it sets hard.

Yellow Line:

- Children must ALWAYS wear buoyancy aids on the water side of the line, as should everyone when courses are being run.

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SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.2 – Storage of Club Boats and Kit

2.2.1 DINGHIES

GP14s

- **Boats** are on berths in Row A. They are numbered 1-10 on the prow and stern.
- **Pigs** Inflatable masthead buoyancy bags are in the boatshed. They must always be used for the club boats.
- **Reefing:** The Mainsails have slab reefing; storm jibs are in bags in the boatshed. Tie the storm jib bag in the boat while sailing, shake out reef and return jib to boatshed after use.
- **Spinnakers** sails, sheets and poles are kept in the boatshed. Take the bag in the boat with you, de-rig after use and return kit to the boatshed.
- **Trolleys** are (mostly) marked with blue and yellow stripes. Many of them have a karabiner clip which must be attached to the prow to prevent the boat tilting backwards when on the trolley.
- **Trailers:** ask the boat manager if you wish to borrow a road trailer.

Lasers

- **Boats** are on berths. They are numbered WHSC 1-10 on the stern.
- **Sails, spars and foils** are kept on the boats. Racing sails are kept in the boatshed.
- **Radials and 4.7s:** sails and mast feet are in the boatshed. There are three sets of each. Some sails are kept high up in the roof – take care when lowering the storage contraption.

Toppers and Picos

- **Boats** are on berths. There are four Picos and 12 Toppers.
- **Pico sails, masts, booms and foils** are kept in the boatshed.
- **Topper sails, masts, booms and foils** are divided between the boatshed and the SSC workshop.

Oppies

- **Boats** are berthed by the wall opposite the Sea Cadet building. They are marked BTYC or SSC 1 & 2 on the stern.
- **Sails, masts, booms and foils** are in the boatshed.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.2 – Storage of Club Boats and Kit

2.2.2 WINDSURFING KIT

- All club kit is on the board-racks or in sail cage.
- 27 boards ranging from beginner to intermediate, plus a range of rigs from 2.5m up to 7.5m.
- 2 beginner simulators and a fast forward simulator for intermediate training
- a selection of harnesses and wetsuits.

2.2.3 POWERBOATS AND EQUIPMENT

- Kill cords are near the main door in the BTYC building; bottom of the stairs in Seahorse.
- Paddles, anchors, fire extinguishers, towing and throw lines and should be in the boats (check). First Aid kits (which also include spare kill-cords) are stored in the Bar Lobby in the BTYC Building. Boat hooks and ladders are in the boatshed.

2.2.4 RADIOS

- These are stored in their chargers in the BTYC Bar Store and the Seahorse workshop area and should be plugged in again after use – make sure they are turned off. Use Channel 1.

2.2.5 BUOYANCY AIDS AND WETSUITS

- These are stored downstairs in the BTYC building and under the stairs in Seahorse.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.2 – Storage of Club Boats and Kit

2.2.1 DINGHIES

GP14s

- **Boats** are on berths in Row A. They are numbered 1-10 on the prow and stern.
- **Pigs** Inflatable masthead buoyancy bags are in the boatshed. They must always be used for the club boats.
- **Reefing:** The Mainsails have slab reefing; storm jibs are in bags in the boatshed. Tie the storm jib bag in the boat while sailing, shake out reef and return jib to boatshed after use.
- **Spinnakers** sails, sheets and poles are kept in the boatshed. Take the bag in the boat with you, de-rig after use and return kit to the boatshed.
- **Trolleys** are (mostly) marked with blue and yellow stripes. Many of them have a karabiner clip which must be attached to the prow to prevent the boat tilting backwards when on the trolley.
- **Trailers:** ask the boat manager if you wish to borrow a road trailer.

Lasers

- **Boats** are on berths. They are numbered WHSC 1-10 on the stern.
- **Sails, spars and foils** are kept on the boats. Racing sails are kept in the boatshed.
- **Radials and 4.7s:** sails and mast feet are in the boatshed. There are three sets of each. Some sails are kept high up in the roof – take care when lowering the storage contraption.

Toppers and Picos

- **Boats** are on berths. There are four Picos and 12 Toppers.
- **Pico sails, masts, booms and foils** are kept in the boatshed.
- **Topper sails, masts, booms and foils** are divided between the boatshed and the SSC workshop.

Oppies

- **Boats** are berthed by the wall opposite the Sea Cadet building. They are marked BTYC or SSC 1 & 2 on the stern.
- **Sails, masts, booms and foils** are in the boatshed.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.2 – Storage of Club Boats and Kit

2.2.2 WINDSURFING KIT

- All club kit is on the board-racks or in sail cage.
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- Kill cords are near the main door in the BTYC building; bottom of the stairs in Seahorse.
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- These are stored downstairs in the BTYC building and under the stairs in Seahorse.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.3 – Use of Boats, Boards and Equipment

2.3.1 UNSUPERVISED USE of BOATS

- Members must be '**checked out**' as competent before using club equipment unsupervised.
Details of this procedure are under 'Training'
- There are separate formal checkouts for each class of boat, though Toppers and Picos may be sailed by anyone checked out on GP14s
- Buoyancy Aids should be worn and masthead buoyancy bags used
- Oppies must be used under parental supervision. They may be borrowed by any club member for their children's use when they are not being used for formal training session.
- Members take total responsibility for their children

2.3.2 UNSUPERVISED USE of BOARDS

- Members may not sail independently until they are checked out by the Windsurfing instructor
- Guests may not use club windsurf boards or equipment
- Any kit not on racks or in cage needs permission for use
- Some boards require additional check-out by an instructor
- Harnesses are only available if permission is given by an instructor
- All breakages must be reported immediately

2.3.3 RESTRICTIONS on the USE of CLUB BOATS and BOARDS

- GP14s may not be sailed in winds over 17 knots
- Lasers may not be sailed in winds over 21 knots
- Club kit must not be used in winds above 20 knots
- Members are advised not to take out any other club equipment in strong winds, and to avoid sailing when there is no-one around. If in doubt, take advice from other members
- Please note that safety boat cover is only available during racing and official training
- Sailing after dusk is prohibited

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.3 – Use of Boats, Boards and Equipment

2.3.4 RECORD KEEPING

- All club boats and windsurf kit must be logged into the relevant club diary by the telephone in the BTYC building whenever they are taken out. Please enter your name and the boat/board type and number
- Boats may be booked out no more than 2 weeks in advance: cancel if you can't come
- Training sessions will have priority for use of boats

We would be grateful for your care in logging the use of club boats, as these statistics are required by the RYA and other organisations who have helped fund our building and equipment.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.3 – Use of Boats, Boards and Equipment

2.3.5 DAMAGE OR LOSS

- Check the board above the phone before taking out a club boat
- Record any damage to GP14s and Lasers on the board and let the boat manager know by phone or email.
- Record damage to other boats and to boards in the club diary

2.3.6 REPORTING ACCIDENTS

- Report personal injury in the Accident Book (under the First Aid box in each clubhouse)
- Report accidents to club boats/boards in the Boat Accident report book (in a drawer under the phone)
- If you borrow club equipment you may be asked to pay up to £50 for any damage

2.3.7 RIGGING

- Don't alter the rigging except for reefing. If you have to, restore it afterwards.
- Sails, rudder and centreboard are not to be used on private boats and vice versa

2.3.8 AWAYDAYS AND OPEN MEETINGS

Club boats and boards may be taken away to Open Meetings and on coastal trips so long as:

- The sailors involved are 'checked out' and competent
- The trip is made in the company of other experienced sailors

2.3.9 RIGGING/DE-RIGGING CHECKLIST

GP14s:

- Bungs and hatches – in before you go out; out when you pack up.
- Do not remove the stern hatch (which is designed for access only)
- Self-bailers – open on the berth, closed before you launch and retrieve
- Mainsails left unreefed after sailing
- Spinnakers/poles/storm jibs, buoyancy bags – back in boat shed after use; store tidily
- Boats tied down to berth

Lasers:

- Laser kit/radial sails/masts in boatshed
- Racing sails (in boatshed) are not available for casual sailing or training.
- Use the right kit for the boat (it is all numbered)
- Rigs to be left as found
- Boats should be tied down to berth

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.3 – Use of Boats, Boards and Equipment

2.3.10 ON THE PONTOON AND BEACH

- Boats left on the pontoon should have sails dropped or furled, centreboards raised and rudders removed. Trollies should be removed from the water and stored considerately.

2.3.11 CLOTHING

- There is a range of wetsuits and buoyancy aids, and some windproofs, available for club members to use. These may be borrowed from downstairs in the BTYC building.
- Please wear underwear or a swimsuit under wetsuits
- Dip your used wetsuit in the bin of disinfectant provided outside the BTYC building
- Footwear must be appropriate – no sandals, hard shoes, or bare feet

2.3.12 POWERBOATS (more details in the Training Section)

- These are for use for formal racing and training sessions only.
- Drivers must have been approved by WHSC's powerboat instructors, and should normally be a qualified Safety Boat driver. Crews should ideally be Level 2 drivers. Children under 16 should normally be carried only for the purposes of transfer during training, but may be used as crew after assessment of their physical ability and of the weather.
- Except for the University RIB, all boats use the same fuel.
- All boats have tilting engines. Please avoid driving in the shallows near the shore, and tilt the engines if you have to.
- Check the telltales and clear with wire if not running. Do not use the boat if the telltale is not running strongly – return *slowly* to shore if already on the water.
- When putting the boats away, tilt the engines, put the seats down and put the covers on.

2.3.13 GUESTS

- You are welcome to bring an occasional guest to sail with you. They must be signed into the Guest Book (by the phone in the BTYC building) and leave an emergency phone number. A guest may not take out a club Laser but may helm a GP14 only if they are with a checked out member. A guest may not use club windsurfing kit. A more than occasional guest should join the Club.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.3 – Use of Boats, Boards and Equipment

2.3.14 GUIDELINES FOR THE USE OF THE CHALLENGERS

The experts on use of the Challengers in 2014 are Harry Mackie, Mick Printemps and Helen Allen. Please contact them for help and advice.

The Challengers have been given for the purpose of providing sailing opportunities for disabled sailors. Their main use must, therefore, be by people who, for reasons of disability, would find them a more suitable boat to sail than a GP14 or a Laser.

Anyone wishing to help out with Sailability is welcome to sail the Challengers at times when they are not being used by disabled sailors, for the purpose of familiarisation.

The following points need to be observed:

1. There are three bungs in each boat, which must be secured before launching and removed after recovery.
2. Care should be taken to ensure that the sail does not go too far forward of the mast and damage the kicker. It is therefore advisable that a knot is tied in the main sheet to prevent this from happening.
3. As with all dinghies launched from the beach, trolleys should never be left in the water because of the danger to other beach users.
4. Grit can very easily get into the centreboard slot, making raising and lowering of the centreboard difficult. Care should therefore be taken to reduce this risk by ensuring that the soles of the feet are free from grit.
5. When returning to the beach, it is easy to slow the boat down by releasing the sail and pointing into the wind. The centreboard and rudder should be raised to prevent damage.
6. The boats should be tied down to their trolleys as well as to the ground stakes while on their berths.
7. The sails should be rolled around the battens from the top down, and stored in the sail bags. The rudder and sails are kept in the boatshed.
8. All damages should be recorded on the white board in the clubhouse.

While challengers can withstand fairly strong winds without the danger of capsizing, it is important that all users take reasonable care and consideration of their own ability and the conditions at the time.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.4 – Use of the Water and Racing

The water is used by the various constituent bodies which make up the Welsh Harp Sailing Association (WHSA). A list of the days when they sail is to be found in the WHSA Byelaws (see Document 1.5).

2.4.1 WHSC RACING

Racing series take place throughout the year on Saturdays and during the spring and summer months on Tuesday evenings.

- GP14's and Lasers have separate starts with Lasers going first if there are three or more Lasers sailing.
- In summer, three races are held each Saturday and two on Tuesday. Anyone may sail all races, but points will only be awarded for Gold and Silver Helms in the first and third race. Scores in the second race will be awarded for Bronze Fleet sailors only. In the winter there are two races on a Saturday.
- All races are run by the OOD (Officer of the Day) aboard a committee boat, who sets the course using the eight permanent racing marks on the Harp. Club members are expected to do regular OOD and safety duty for Saturday and Tuesday racing.
- You will be allocated your duty in advance by the 'dutyman' system. If you cannot make the date allocated, please arrange a swap.
- There must be a properly manned safety boat on duty during racing. A second safety is used at the discretion of the OOD and sailing captains based on wind conditions. RACING MAY NOT START UNTIL A PROPERLY MANNED SAFETY BOAT(S) IS ON THE WATER.

2.4.2 LAUNCH AND RECOVERY

- GP14s launch from the pontoons and jetty, Oppies from the jetty; other single-handers launch from the beach which is shared with the windsurfers. Do not leave boat trolleys in the water.

2.4.3 RESTRICTED AREAS

- Danger areas are marked by blue buoys at the end of the lake and the dam sluice is cordoned off by a yellow boom.
- The Harp is a Site of Special Scientific Interest. Be especially careful not to disturb nesting birds and not to approach the nesting rafts at the far end of the lake.

WHSC OPERATIONS MANUAL

SECTION TWO – USE OF BUILDINGS AND EQUIPMENT

Document 2.4 – Use of the Water and Racing

2.4.4 KEEPING CLEAR OF RACES

- Except for A-Days (when no other sailing is allowed) there is no formal restriction on when non-racing boats can be on the water for recreational use.
- Similarly, except for A-Days, there is no formal restriction on when windsurfers may sail, but traditionally they have avoided sailing before 1.30pm on Sundays or on Wednesday evenings, when Wembley SC is racing.
- The important thing is to keep clear of all racing, especially start lines. This may mean consulting with the race organiser on the day.

WHSC OPERATIONS MANUAL

SECTION THREE

HEALTH AND SAFETY

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.1 – Cleanliness and Hygiene

The Committee shall ensure that both Clubhouses, the kitchens, the Bars, the toilets and showers are kept clean and tidy. Hot water (temperature regulated) and soap shall always be available, towels and Hot Air Hand Driers provided. A cleaner will be employed weekly and work parties organised for special cleaning as required.

Galleys and Bars:

- Modern equipment with adequate safety features is provided and will be updated as necessary – dishwashers, glasswashers, refrigerators (with temperature gauges), microwave ovens, kettles and cookers with safety taps, extractor hoods.
- Fridges will be cleaned regularly and out-of-date food removed.
- Tea towels will be laundered regularly.
- Galleys will be subject to regular inspection by Brent Council.

Food Preparation:

- Guidelines for the safe preparation of food will be displayed in the galleys.
- Children will not be allowed in the galleys when food is being prepared.
- Handling money should be kept separate from handling food.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.2 – Weil's Disease & Blue-Green Algae

3.2.1 PRECAUTIONS AGAINST WEIL'S DISEASE AND BLUE-GREEN ALGAE

In order to minimise risk of these common water-borne organisms causing harm to sailors or visitors, notices will be posted warning of the dangers and giving advice about simple precautions to be taken, viz:

- Wear shoes, particularly when windsurfing.
- Cover any cuts with waterproof plaster before going on the water. If you injure yourself on the shore or in the water, go in at once and wash wound.
- Do not swallow the water.
- Avoid patches of algae which may appear in hot weather.
- Wash hands with soap after sailing and use the showers.
- Report any flu-like symptoms to your GP

3.2.2 CLEANING WETSUITS

A dip-bucket of dilute disinfectant will be provided for the cleaning of wetsuits after use.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.3 – Clubhouse Safety

- The Committee shall ensure that the buildings are safe and that the lighting, heating and plumbing are in good working order.
- Tests on Electrical Equipment and Fire Extinguishers will be organised annually and on Smoke Alarms as recommended by the manufacturers.
- The steps down to the BTYC building windsurf store must be kept in good condition and well lit.
- The Fire Exit through the windsurf store must be kept unobstructed.

3.3.1 SEAHORSE BUILDING WORKSHOP

No work should be done in the workshop area during training sessions. Children should be kept out.

- Only experienced members shall be allowed to use the workshop area.
- Any member wishing to use the workshop area must apply for permission to the Bosun.
- Tools used must be fit for purpose, in good condition, used correctly following the manufacturers' instructions and stored carefully after use.
- Protective clothing must be worn as appropriate – e.g. goggles, gloves, earmuffs.
- Machinery must not be operated in damp conditions, nor with wet hands or feet; the appropriate safety devices must be fitted. Cables should not trail across public areas.
- Hazardous materials, including glass fibre, resin, white spirit, acetone, inter bond, epoxy systems and varnish must be used according to manufacturers' safety advice. Protective clothing should be worn, working areas should be well ventilated and all materials must be secured safely when not in use.
- Help should be sought for lifting heavy loads, such as boats, which should be well supported, so as not to be in danger of falling.

3.3.2 BTYC BOATSHED

- The points above apply equally to the boatshed,
- Permission from the Bosun is required to use it for personal boat repair.
- A time limit may be imposed on private use.
- Children should not be allowed to go into the boatshed unsupervised.
- **The floor is to be kept clear of obstacles that obstruct easy passage to the sails, spars and other boating equipment.**

The Committee will enforce the above rules.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.4 – Safety of the Site

This is generally covered by the Welsh Harp Sailing Association (WHSA) Byelaws, which all new members will be asked to read.

General upkeep of the site is the responsibility of the WHSA Harbour Master and problems should be reported to him on 07710 244 323 or by email to brianjefferies53@gmail.com.

3.4.1 VEHICLES

All members will be asked:

- to avoid bringing their car onto the site
- to obey the 5mph speed limit if they have to drive in
- to park considerately
- to keep the main gate locked
- not to park in Birchen Grove in such a manner as to obstruct emergency vehicles turning into the main gate

3.4.2 SITE HAZARDS

All instructors will brief newcomers and trainees on:

- the dangers of the slipways and pontoons
- of trip hazards on the berthing area
- of slippery grass near the beach
- to keep clear of roped off areas

3.4.3 YELLOW LINE

- During training sessions, everyone must wear a buoyancy aid on the water side of the yellow line.
- Children must ALWAYS wear a buoyancy aid on the water side of the yellow line, and preferably throughout the site.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.5 - Fire Precautions and Fire Emergency Plan

3.5.1 FIRE PRECAUTIONS

Appropriate fire extinguishers shall be provided in the kitchens, the clubhouses, the boat shed and workshop area. The Committee shall ensure that these are serviced yearly.

3.5.2 THE FIRE EMERGENCY PLAN

- All personnel should make their way to one of the fire exits on the ground floor or (in BTYC building) basement
- The Fire Brigade should be called giving location as Welsh Harp Sailing Club, Birchen Grove, NW9
- Keys to the main gate are available in various places:
 - at side of entrance to the bar in the bar store
 - in a glass box by the main entrance door in the BTYC building
 - in a glass key box by the front door of the Seahorse building
 - on hooks at the bottom of the stairs in the Seahorse building
- A key should be taken to the gate and someone should remain there to direct the fire service in
- If safe and appropriate, fire-fighting by use of extinguishers/fire blanket should be used
- The assembly point is outside the Sea Cadets building

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.6 - Emergencies

3.6.1 FIRST AID

- Two First Aid Boxes will be provided in each clubhouse.
- Accident Books will also be provided.
- The Training Officer and Principal shall be responsible for replenishing the First Aid Boxes (in the Clubhouses and in the safety boats)
- The whereabouts of the Phone and the First Aid Boxes shall be advertised, and a list of First Aiders shall be displayed. The Principal will ensure that Instructors keep their First Aid certificates up to date.
Accidents or injuries must be reported in an Accident Book kept near the First Aid Box.
- A list of First Aiders is provided in Appendix 6.2.

3.6.2 EMERGENCY PROCEDURES

- **ON SHORE ACCIDENT**
One of the first aiders will take charge. They will delegate someone to phone for an ambulance, if necessary. In this case someone must also be dispatched to the main gate with the key (on a large red fob on the wall in the BTYC bar store area, at the bottom of the stairs in Seahorse or if this is not available break the glass in one of the emergency boxes). They should wait by the gate to direct ambulance to incident.
- **ON WATER ACCIDENT**
The safety boat in attendance will take charge. The teaching boat should be used as backup where necessary. **Get back to the shore as soon as possible.**
If help is needed from the shore, it will be signalled either by making a continuous tone on the hooter/whistle or by waving arms or flag above head. On returning to the shore procedure will continue as above.
- **CLEARING THE WATER**
If it is necessary to clear the water, a flag will be flown from the post near BTYC and a series of hoots made by the hooter (kept in the race box in the BYC bar store).

3.6.3 NEAREST HOSPITAL

Northwick Park Hospital
Watford Road
Harrow HA1 3UJ
Telephone: 020 8864 3232

If an ambulance is called and a casualty is taken to hospital, they should be accompanied by a club member.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.6 - Emergencies

3.6.4 MAJOR INCIDENT

Major incidents

Before:

Make sure you know how to call for help

- Know what the address and postcode of the club is
- Know where the relevant keys are
- Know the procedure for letting emergency services in
- Be clear about what has happened when you make the call
- Be prepared to take charge

If a major incident happens:

Make sure everyone is safe

- Check that everyone you are responsible for is safe – both instructors & participants.
- If members of other clubs are present, tell a responsible person at each who from BTYC is dealing with the situation, and make sure that they understand to refer any enquiry to that person.

Organise a strategy to deal with the authorities and the press

- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the press
- Produce a written statement for the press including very brief details: What happened, when, where – and say exactly when and how a full statement will be issued (next day preferably, to give time to collect information).
- Don't hold a press conference, but decide who will speak to the press
- Ask everyone else not to speak to the press
- Try to keep a record of whom you have spoken to, who has contacted you etc;
- Inform RYA Training (023 8060 4180) who can assist with compiling the statement to the press
- If the emergency services have been involved the press may have obtained some information from them
- If there has been a fatality the police will contact the centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is
- Keep any relevant equipment such as lifejackets, logbooks etc
- Let the appropriate club officers know if they are not present.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.6 - Emergencies

3.6.5 LIST OF FIRST AIDERS

Mike	Abbott
Penny	Abbott
Dennis	Adams
Jeremy	Allen
Tony	Barton
Ricardo	Chacon
Nuno	Chuvas
Richard	Connett
Serena	Connett
Tinu	Cornish
Martyn	Davies
Jim	Dimond
Jacek	Gorecki
Mike	Green
Daphne	Grey
Louise	Hinshelwood
Bob	Jack
Liz	Jack
Andy	King
Alistair	Lambert
Peter	Law
Mike	Morley
Edward	Parks
Philippa	Parks
David	Rose
Joel	Schrire
Ruslan	Scutelnic
Hamzah	Shah
Ziggy	Shah
James	Stafford
Manfred	Starkl
Keith	Street
Sarah	Street
Fran	Talboys
Jack	Talboys
Philip	Taylor
Daniel	Thieman
Brian	Turgoose
Karen	Wilson
David	Woodcock

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.7 - Boat/Board Safety and Upkeep of Safety Equipment

The Principal and the Training Officer shall arrange to check and test the buoyancy aids and wetsuits regularly.

The club boats/boards and powerboats will also be inspected regularly for damage and the Bosun is responsible for repairs. Members are advised to report any damage to boats on the white board by the galley and to check this board before taking out a Club boat.

No member shall be allowed to take out a Club boat or board unsupervised until he has been passed out as a competent sailor in moderate winds. The SIs are responsible for checking out members. A list of "passed out" members shall be displayed in the training area in the BTYC building.

Passed out members must be warned about sailing when no-one is around.

Safety of boats on the pontoon, boards on the beach and the site generally is covered by the WHSA Bye-laws.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.8 – Power Boat Procedures

The WHSA Harbour Master is responsible for the maintenance and use of any WHSA powered craft. The WHSC Boat Manager is responsible for the maintenance and use of the club powerboats.

- Powerboats shall be put on the water on Training Evenings or when courses are run, to provide instruction and safety cover. There should be no more than 6 boats or boards to 1 safety boat.
- Powerboats must be manned in training sessions by holders of RYA Safety Boat certificate or above.
- Holders of Powerboat Level Two shall be given as much opportunity as possible to act as crew to more experienced/qualified powerboat operators in order to prepare for doing more advanced courses.
- A list of authorised powerboat drivers shall be displayed on the Notice Board.
- The boats must be fully equipped and ready before sailing begins.
- Buoyancy Aids must be worn by safety boat drivers/crew and kill-cords used at all times.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.9 - Safety Boat Operation

3.9.1 BOAT AND ENGINE MANAGEMENT

These tasks can be split, with Driver performing engine checks and Crew checking equipment.

- **At Start Up**
 - **Kill cord**—check correct type and working. Attach to driver, around upper leg.
 - Attach kill cord to boat controls, start engine and let engine run for a few minutes (to check for fuel blockage). Check steering.
 - **Water tell-tale - do not use engine if not good flow** - check regularly - if blocked return to shore slowly to avoid seizing up engine. You may be able to clear it with short (5 cms) piece of wire but no longer as you will damage the outlet tube.
 - **Beeping** from the controller means that the engine is overheating or low oil pressure— turn engine off – allow to cool and then return /paddle to shore as soon as possible to avoid seizing the engine.
 - **Care of gears** - only touch clutch lever when engaging, otherwise flat of hand on throttle lever. Positive engagement of controls. Always listen or feel for the click when going into neutral to make sure you are not still in gear & pause before going from ahead to astern or vice versa.
- **In Operation**
 - Before a manoeuvre: **engage brain – steer, then engage gear!**
 - Communications—do a radio check. Use correct radio etiquette. Inform crew before all operations, especially high speed manoeuvres.
 - Crew seated – driver to give clear instructions where crew is to sit, especially at high speed.
 - Shallow water - Stop and tilt engine - paddle out to deep water.
 - Escape route – always plan for when things go wrong
- **After use**
 - Check fuel (refuel).
 - Tilt the engine until the water intake is clear of the water (to prevent snails blocking cooling system) and turn the steering wheel fully left (to protect steering rod).
 - Put out fenders, put control handle fully forward, fold down seat and tie down cover
 - Return all kit except anchor, rope & paddles. Put back key in correct place.
 - Report any defects to Brian Jefferies (07710 244 323) and on white defect board in clubhouse.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.9 - Safety Boat Operation

3.9.2 GUIDANCE TO SAFETY BOAT CREWS

The over-riding priority is the safety of people, including you. You must wear a Buoyancy Aid or Life Jacket and use a kill cord at all times when afloat.

Preparation: Check that the boat and its equipment is complete. Boats should be manned by **two people** - one should be prepared to go into the water.

Each powerboat should contain::

- (a) Paddles
- (b) Bucket or Bailer
- (c) Towline
- (d) Throw line
- (e) Tool Kit
- (f) Survival Bag or Thermo Protective Aid
- (g) First Aid Kit (min 2 large and 2 medium wound dressings and triangular bandages)
- (h) Anchor and chain or warp
- (j) Sharp Knife
- (k) Spare Kill cord
- (l) Fire extinguisher
- (m) Radio
- (n) Radio emergency procedure card
- (q) Laminated map of operating area
- (u) Bridle secured to suitable strong points

On the Water

- Position yourself where you can see all the fleet. The crew should keep a lookout behind.
- Be alert to the general situation - communicate with the OOD and any other Safety boat.
- Approaching a capsized boat, get close enough to see all the crew and that they are not in distress. Look out for anyone who has fallen out of the boat and become detached from it.
- If a number of boats all capsize at once then look at the boats where you cannot see the people, as that is the one you need to go to first.
- You should take charge of the rescue – tell the other safety boat crew and the crew of the capsized boat what you intend to do. If you decide to take them off and they refuse, then as long as they are not in danger, leave them. Be aware that hypothermia can affect people's judgement. Be firm when you speak to them - they might be disorientated.
- Be aware that you have a lethal weapon on the back of the power boat. If there is anybody in the water, turn the engine off until you are certain that they are well clear of the engine. Always approach from downwind so that the wind does not blow you onto a casualty or boat.
- Be aware not to put yourself in a position where you need to be rescued by another safety boat.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.9 - Safety Boat Operation

3.9.3 PROVIDING SAFETY COVER FOR A RACE

You should be prepared to stop a race if lives are in danger

Remember that you are in charge. Your primary role is to rescue people, not boats - if in doubt take the people off and leave the boat.

- Make sure you are ready on the water before racing starts and remain there until all boats are back on shore.
- Do not speed in the harbour area, nor through the fleet, except in emergencies.
- Boats used for training will have a masthead float which prevents the mast sinking but boats racing will not have a masthead float so extra precautions are necessary.
- If people are trapped under the hull (which can happen in the centre of the lake or near the dam where the water is deep) do not let others swim under to rescue them as they could also get trapped. Get a line over the boat to the opposite shroud and back to pull the boat up. (“Unscrewing” tends to cause more mast damage if it is in the mud); your aim is to break the suction of the water and pull the boat up to place the mast on the water.
- Once the mast is horizontal, pull the capsized boat round until it is head to wind. Once upright, it may be desirable to hold the boat head to wind until the crew have settled themselves - this is not according to the rules but can prevent a series of capsizes with the crew getting weaker.
- **If a dinghy is to carry on racing without disqualification, then the crew should right the boat themselves once the mast is no longer below water level. However, do not allow them to become tired and disorientated.**
- Laser sailors usually rescue themselves but sometimes they end up tired so you need to watch them.

For more information how to upright boats etc, read the RYA Safety Boat Handbook

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.9 - Safety Boat Operation

3.9.4 PERSONS PERMITTED TO DRIVE SAFETY BOATS

Persons may drive the safety boats if they are:

currently approved by WHSC as a powerboat driver

AND

16 years old or over OR under the supervision of a qualified adult

The person in charge of the safety boat during RYA training sessions should hold an RYA Safety Boat qualification. A list of qualified drivers is displayed on the wall in both clubhouses and is attached as Appendix 6.3.

Note that WHSC approval of powerboat or safety boat drivers can only be by WHSC (RYA-qualified) powerboat instructors who will inform the WHSC Training Officer who holds copies of certificates. A separate procedure applies for approval of drivers with RYA certificates not issued at the Welsh Harp.

Unqualified persons may drive only if they are under the supervision of a qualified adult for training purposes.

Drivers may use as crew anyone over 16 who is physically able, or under-16s if physically able and mature enough to follow instructions and after assessment of the day's conditions and requirements.

Permission must be given by a parent or guardian for an under-16 to be used as a crew. You should avoid having a minor in the safety boat longer than is necessary for rescue or training purposes, without parental permission.

Safety boat drivers are advised to maintain their skills by practise at organised training or racing events.

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.10 - Risk Assessment

3.10.1 ON WATER

Hazards	People at Risk	Existing Controls	Further Action Required	Risk
Drowning	Children	All children to wear buoyancy aids beyond yellow line		M
	All on water, especially beginners	Safety Cover. Lifebuoys on jetties, Buoyancy aids available for all. Information and warnings in: Rules, bye-laws.		L
Hypothermia (Cold)	Everyone	Wetsuits available, oral advice, instructors aware - First Aid Training is essential for instructors.		M
Contaminated water	Everyone	BW tests water. Warning notices on notice boards. Wetsuit dip.		M
Hit by power boat	All on water	All power boat drivers to be assessed to appropriate level. Kill cords to be used – all of them of the ‘cored’ variety		M
Propeller, falling out of power boat	Powerboat drivers and passengers	Use of kill cords, drivers to be trained to RYA standards.		L
Underwater obstructions	All users, especially novices /occasional sailors	Blue buoy marks obstruction, sluice gates are boomed. Advertised by maps and notices, bye-laws, website.		L
Trapped after capsize	All dinghy sailors, especially beginners	Capsize training. Carry safety knives. Advice to safety crews. Safety knives available in First Aid box carried in Safety boats.		L
Unable to return to launch site	All users especially novice board sailors	Safety cover. Self-rescue training, oral warning, advice to use buddy system. Paddles in powerboats and training boats, to be checked regularly by the Bosun.		L
Mast stuck in mud	Dinghy sailors	Mast head flotation compulsory on training boats. Safety cover. Practical advice on sailing within their capabilities & advise not to sail alone or without safety cover in heavy weather. Ongoing training in techniques for extracting masts.		M

WHSC OPERATIONS MANUAL
SECTION THREE – HEALTH AND SAFETY
Document 3.10 - Risk Assessment

Hazards	People at Risk	Existing Controls	Further Action Required	Risk
Lightning	All on water	Warning flag raised and siren used to clear water. Return to shore immediately leaving dinghies on the pontoon until the danger has passed.		L

3.10.2 PREPARATIONS AND LAUNCH/RECOVERY

Hazards	People at Risk	Existing Controls	Further Action Required	Risk
Lifting injuries	All sailors, esp dinghy novice sailors	Practical advice in rigging sessions.		M
Hand injuries when rigging	All sailors, especially beginners	Rigging demonstrations. Bosun maintains boats, check for hazards.		M
Slipping on jetties and slipways	Dinghy sailors, especially beginners	Launching instruction and oral warnings. SI to check before training sessions.		M
Beach/shore underwater hazards	Board, single handed sailors	Advice to wear appropriate footwear.		M
Boards & board racks	Board sailors	Training & lifting demos.		L

WHSC OPERATIONS MANUAL

SECTION THREE – HEALTH AND SAFETY

Document 3.10 - Risk Assessment

3.10.3 CLUB HOUSE AND BOATSHED

Hazards	People at Risk	Existing Controls	Further Action Required	Risk
Fire in clubhouse or boatshed	Everyone, esp those working on boats	Fire extinguishers & blankets. Care handling chemicals. Smoke alarms tested routinely. See fire risk assessment.		M
Food poisoning	Everyone	Notice in galley / kitchen.		L
Outside steps down to store	Club members	Automatic lights. Steps to be kept clear of slime and litter.		L
	Partially sighted	Advised to seek support.		M
Lift operation	All members	Annual testing.		L

3.10.4 OTHER ONSHORE

Hazards	People at Risk	Existing Controls	Further Action Required	Risk
Path lighting	Everyone, after dark	Path lights maintained by WHSA.		L
Shoreline access	Everyone	Shoreline and harbour demarcated with yellow line. Buoyancy aids should be worn beyond this, compulsory during training sessions and for children at all times.		L
Weed boat & slope above it	Everyone	Area cordoned off by chain. Authorised WHSA personnel only		L
Fuel storage	Powerboat operators	Kept in secure cabinets away from buildings and shoreline.		L
Fuel filling	Powerboat operators	Care when lifting cans - seek help if needed.		L

WHSC OPERATIONS MANUAL
SECTION THREE – HEALTH AND SAFETY
Document 3.10 - Risk Assessment

3.10.5 AT ALL TIMES

Hazards	People at Risk	Existing Controls	Further Action Required	Risk
Child abuse	Unaccompanied children	All children under 17 years must be supervised by a parent or guardian.		L

Key to Risk: H=High, M=Medium, L=Low

Signed by:

Penny Abbott - Commodore2014

Philippa Parks - Principal2014

WHSC OPERATIONS MANUAL

SECTION FOUR

TRAINING

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.1 – Training Structure

4.1.1 PRE-SEASON BRIEFING

Those helping on Thursdays in any capacity will meet at the beginning of the season. At the meeting, which will be run by the Training Officer:

- The Training Log system will be gone through and the land drills demonstrated.
- This H & S Policy Statement will be read through so all are aware of procedures etc.
- The Risk Assessment will be reviewed by all and amended if necessary.
- Enrolment and Training Procedures on Thursday evenings will be read through by everyone and amended if necessary.
- A Rota will be drawn up by the Training Captain (or Asst) indicating:
 - Senior Instructor (or his/her deputy in case of absence)
 - Shore-based administrators
 - Bar supervisor and general shore help
 - Qualified safety boat drivers and back-up drivers
 - Up to 10 instructors for GPs
 - 1 Laser instructor
 - 2 Youth Instructors

4.1.2 TRAINING PATH FOR DINGHY SAILORS

- **Thursday Evenings:**
Basic entry level tuition in sailing for adults, with the aim to get the trainee to a level where they are 'checked out' as competent to use the club boats. This tuition is free to members and given by volunteers in GP14s.
- **Single-Handers:**
The primary training boats are the GP14s, but some people may be allowed to carry on their tuition in Lasers and Picos, if they are considered competent.
- **'Plain Sailing' Sessions:**
On Saturday mornings are open to those considered sufficiently competent (normally they will be able to tack and gybe, bring a boat in safely to the pontoon/shore and have done a capsized drill. Sessions take place in GP14s and Lasers and are overseen by a Dinghy Instructor, with one or two safety boats. Windsurfers also have Saturday morning practice sessions. They are free to members.
- **Novice Racing:**
Takes over from Plain Sailing at the beginning of Autumn. Also free to members, it is run by an SI with DI helpers.
- **Coaching Clinics and Weekend RYA Courses:**
These are moderately priced and designed to build on the skills of both new sailors and of more experienced ones.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.1 – Training Structure

4.1.3 TRAINING PATH FOR WINDSURFERS

- **Thursday Evenings:**

Windsurf adults and children (10+) are welcomed on Thursday evening. Tuition is given by RYA qualified volunteers and is free to members. The aim on Thursdays is to offer basic training so that members can be signed off to use club boards in reasonable wind conditions.

Learning is done on a variety of boards and the 2 simulators, with a selection of rigs appropriate for the trainee and the conditions.

- **Coaching Clinics:**

Subsequent coaching clinics are arranged at weekends, and Away Trips to coastal venues.

4.1.4 TRAINING PATH FOR CHILDREN

Children are encouraged to join, either as family members or cadets.

Parents and guardians must be with their children at all times. On Thursday evenings, taster sessions for children will be in a GP14; it is up to the SI to decide whether it is appropriate for them to join the single-hander group in Toppers and Picos, or for smaller children Oppies.

Thursday evening beginner training for children in Oppies offers minimal tuition. It is principally for habituation with boats and gaining confidence on the water. Children are encouraged to join HYS, an inter-club organisation which meets on Sunday afternoons and also runs week-long holiday courses.

4.1.5 PATH FOR CLUB MEMBERS PERSONAL DEVELOPMENT

- **Volunteering:**

All members should be encouraged to help run the club in whatever way they can, beginning with shore duties on Thursday evenings. All club activities are run by volunteers and offer many opportunities to learn skills – from running the bar to running a race.

- **Racing Skills:**

The racing system has for years worked on the very successful system where the helm and crew swap round for the second race on Saturdays or Tuesdays.

- **RYA Courses:**

These are offered in Seamanship, Spinnaker Handling and Race Techniques as sailors become more experienced. A suitable selection of courses should be arranged each season.

- **Instructor Training:**

Suitable sailors should be encouraged to become Assistant Instructors and later to take RYA courses (plus First Aid and Powerboat course) to become qualified instructors. The committee will be asked to subsidise approx. 50% of their course costs if they promise to help with training for 2 years or more.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.1 – Training Structure

Suitable candidates should be invited to enhance their instructional skills by doing further RYA instructor training, and by helping to run courses at the Harp.

- **GP14 Association:**
Sailors should be encouraged to become members of this Association and to compete in Open meeting series. This gives them experience of sea sailing among other things.
- **Trips to the Coast:** these are organised each year by dinghy sailors and windsurfers – especially to Poole, Plymouth and Brightlingsea.
- **Yachting:** members who have yachts are pleased to take crew from among our members.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.2 – Thursday Evening Training

Aims

To provide basic level training in sailing and windsurfing on Thursday evenings.

- **Venue**

Training will be organised from the BTYC building with the Seahorse building used for food and drinks afterwards.

- **Boats**

Boats used – club GP14s, Lasers, Picos, Toppers and Oppies. Also windsurf boards. Private boats can be used by agreement with the SI's and owner's permission, but they **MUST** sign in as they count in the ratios of dinghies to safety boat. Private teaching will not be allowed except by special arrangement.

- **Personnel**

All personnel will be volunteers. Instruction for both dinghies and windsurfing will be given by RYA qualified Instructors and Assistant Instructors. Unqualified personnel may be used at the discretion of the SI having regard to conditions on the day. They will also be encouraged to help with admin, the bar and food at the end of the evening.

- **Log Books**

Each student has a personal log sheet that charts their progress from being introduced to a task through to being reasonably confident and competent. The aim is to complete the log sheet to enable assessment for club check out. Club check out does not require all items to be achieved beforehand however. Checked out students are given a check out card and an 'aide memoire' leaflet to offer guidance on the use of club boats, sailing and safety tips.

- **Desk and Paperwork**

This should be set up by 5.30pm.

All paperwork is kept in the Office in the BTYC building. This includes clip boards and sign-on sheets, blank training diary; dinghy training log sheets; windsurf sign-on sheets and log sheets, the note-book.

- **Boat Rigging**

In April, May and late in the season – have the boats ready rigged and on the pontoon by 6. Trainees who arrive early can help. All GP14s should have masthead buoyancy. On windy evenings, the genoa should be exchanged for a jib and the sails reefed (at the discretion of the SI on duty).

- **Supervision**

The SI nominated for the evening will have overall authority. The windsurfers will be supervised by a windsurf SI. Responsibility for safety lies with the SI in charge on the night. It is possible for SIs to do something else on the night (such as instruction) so long as they are keeping an eye out. The windsurfers need a separate SI, except on occasional evenings when no windsurf SI is available - when a Dinghy SI ('appropriately trained' in windsurfing) may take charge.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.2 – Thursday Evening Training

- **Zoning**

The water will be zoned. Special buoys will be placed between 1&3 and 2&4 and dinghies will sail beyond these buoys, leaving an area for windsurfers opposite the beach. Dinghies should not go much further than 3 and 4. Oppies will be in the harbour area: youth boats such as Toppers/Picos will use open water over towards no 2 buoy, sharing space with the windsurfers. Lasers will be with the GPs.

- **Safety Boats**

No-one may go sailing until a properly manned safety boat is on the water. Safety personnel's duty of care is to people not boats.

The ratios must be observed: 6:1 for dinghies, 12:1 for windsurfers, 10:1 for Lasers. Five Safety boats are available and 4 SB drivers (and their crews) will be rostered every week. One boat to be stationed just beyond 3&4, one for the windsurfers, one tied to the pontoon covering the Oppies, one with the single-handers. No PBs should operate in the harbour area. All boats to be fully manned, and equipped with radios. Where possible boats to keep their stations. Wind direction can affect the positioning of boats and it is up to the SI to brief SB drivers on the night.

- **Sign On**

All people are asked to sign on as they arrive. There are separate sheets for:

- Helpers
- Tasters
- GP14 sailors
- Single handed sailors
- Children. Parents must sign children in and out. Their activity or boat should be indicated
- Windsurfers

Once people have signed in, tell them to get a buoyancy aid and be ready to go out. Offer advice on clothing, valuables (in lockers), jewellery, spectacles, footwear and so on.

- **First Time Visitors**

All first time visitors must fill in a Taster Application Form. This gives their name, address, emergency contact details and gives them an opportunity to state any medical conditions. Parents must sign consent for their children and must be advised they are responsible for them at all times.

People must pay £10 for their taster session. This should be noted in the Note-Book and a receipt given if requested. Use the receipt book in the training box. Money should be taken home and banked, with an email to the Treasurer.

- **Windsurf Tasters**

The windsurf beginners' class will be at 6.30 each Thursday. Depending on the weather, six is the optimum number. Other tasters may be accepted if they already have experience. Taster. All windsurfers should sign in at the desk but there will also be a diary kept on the beach. The desk must communicate with the beach.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.2 – Thursday Evening Training

- **Taster Application Form/Training Log**

The reverse of the form acts as a log to record trainee's progress.

The logs are available for instructors to see at a glance the experience of the person they are taking out. The logs are left out, so that at the end of a session they can be filled in by the instructor. Then they are re-filed. Log sheets of tasters will be kept separate until they join the club.

- **Training Diary**

At the end of the evening, the sign-on sheets will be collected into the training diary in the various sections – GP14, Laser/Pico, Children and Windsurfers. The details should also be entered into a spreadsheet each evening to collect numbers of those sailing.

- **The SIs will sort people out into boats.**

- Note names of helms, numbers of the boats (for GPs), times of departure and when they return. Normally there will be two trainees per helm.
- Allow approx. 40 mins on water and 10mins talking, rigging etc. Longer if the boats are not on the water already. Use the radio to ask the safety boat to bring boats in if necessary.
- Ask parents to come and sign off their children.

- **Children**

Youth training on Thursday evenings will be limited to providing on-water experience for children who come along with their parents. Children over 8 might go out in GPs with parents for a ride. Children will be directed to Harp Young Sailors for more formal learning. Parents should be asked to keep an eye on their children, even if they have come to sail. Two people to be rota'd on to look after children and their minimum qualifications must be Assistant Instructor.

- **Membership**

Suggest that people join online. Taster money paid can be refunded online.

If you need to accept a cheque, staple it to the Membership Application Form and post it into the Membership locker in the Bar Lobby.

If you need to accept cash, put the membership form in the same place, but take the cash home to bank, having given the member a receipt. Use the receipt book in the training box.

- **Courses and Sailing Booklets**

Please try to sell these.2

- **After Sailing**

Leave out the training logs until the helms have all signed off their trainees.

Please return box to the office when helms have finished filling in all the logs

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.3 – Basic Teaching Guide for Instructors

CLOTHING/ LIFEJACKETS/ GEAR

- Names, shoes, gloves, buoyancy aid fit, medical conditions.

RIG/ LAUNCH

- Rig boat quickly; involve students.
- Explain what you are doing briefly. Call ropes ropes and seats seats etc. - introduce sailing jargon gradually.
- Do not waste time. Reef if necessary.
- Ask students to indicate wind direction. Explain which side of pontoon and why.

FAMILIARISATION/ JOYRIDE (SHORT)

- Interesting enthusiastic and enjoyable - Students given tasks/occupied and involved.
- Balance the boat. Jib sail setting. Use of cleats. Wind direction. All calm relaxed and controlled.
- At this point sail close to the pontoon to demonstrate that the craft can be brought back to land safely

ORIENTATION/ BASIC CONTROLS

- Wind direction. How to slow down - Lying-to.
- Notice when lying-to that if you pull the jib in the boat turns away from the wind but if you pull in the mainsail it turns towards the wind. (The boat pivots about the mast)
- Demonstrate the effect of balance. If boat heels to leeward it turns towards the wind; if it heels to windward it turns away from the wind - i.e steering is not just controlled by the rudder.
- Demonstrate going about - beam reach to beam reach.
- Put student on helm keep on a beam reach, with plenty of room on the water. Talk through going about, get them to continue sailing a figure of eight
- If two pupils in the boat the instructor should be sitting on the leeward side. The student crewing is therefore in charge of balance - sail setting - centreboard - lookout etc. After 20 minutes reverse students roles.

LAND DRILL: GOING ABOUT (IF NECESSARY) GOING ABOUT PRACTICE

- Going to windward. Demonstrate the no go zone.
- Explain how sails flap as we turn towards the wind, pull in to set. Go down wind - explain the need to free off sails as you bear away.
- Explain the concept of beating to windward. Ask to be taken to a point upwind working to luff of jib.
- Demonstrate action of centreboard.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.3 – Basic Teaching Guide for Instructors

- Mention that the sails stay in the same position in relation to the wind, it's the boat underneath that changes.

THE FIVE ESSENTIALS

- SBCTC (Sails, Balance, Centreboard, Trim, Course made good)

DOWNWIND

- Demonstrate action of jib as the training run turns into a dead run. Sail goose-winged.
- Get students to practice turning from a run to close hauled, using five essentials. End this session with a nice calm controlled gybe.
- Land drill for gybe - if necessary

PRACTICE GYBING

- Explain difference between tacking and gybing.
- Stress different commands. Ready about ----- Stand by to gybe.
- Gybe from training run to training run. Centralise tiller as soon as boom starts to move - then move upwind to training run on new tack.

TRIANGULAR COURSE

- Get students to sail a triangular course to include a beat and a gybe

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.4 – Sailing Instructors' Quick Check List

Here is a summary of the most important things that you need to know about teaching on RYA Courses at WHSC. Please bear in mind that Thursday Evening Training at WHSC is run in accordance with these guidelines. For more information please refer to the WHSC Operations Manual and Risk Assessment Manual.

- Whenever RYA Courses are running at WHSC, a Senior Instructor (SI) will be in charge. Please report to the duty SI for instructions.
- Running of individual courses may be delegated to competent Dinghy Instructors.
- All courses are to be run within the ratios specified in the WHSC Operations Manual.
- The Senior Instructor is responsible for continually assessing the risks posed by activities. If you see anything you think is potentially dangerous or hazardous, please report it to the duty SI.
- The training sailing area extends to buoys 3 & 4. Please do not go beyond those buoys.
- In the event of an immediate need to "get off the water" (e.g. thunder storm), a red flag is flown on the dam and a hooter is sounded in addition to safety boats being advised. Any instructions given from the safety boats should be followed without question.
- The primary first aid kit is located in the Seahorse Boat repair area by the door leading upstairs and is sign posted appropriately. A second First Aid Box is in the kitchen upstairs. In BTYC the First Aid Box is on the wall opposite the Ladies.
- First aid is only to be practiced by those holding a valid first aid certificate. A list of qualified persons is posted in both buildings near the first aid boxes.
- The duty SI must be informed of any incidents requiring first aid and must ensure that the correct paperwork is completed.
- Buoyancy aids must be worn at all times when on or near the water.
- Suitable footwear must be worn at all times.
- Rigging and de-rigging of dinghies must take place in the areas designated by the SI.
- Rigging and de-rigging must be suitably supervised.
- Before going afloat the helmsman or instructor should check the craft for seaworthiness and that the boat has been correctly rigged.
- Powered craft may only be operated by qualified drivers and with the permission of the SI.
- Kill cords must be used correctly where fitted whenever a powered craft is driven.
- The fuel stores must be kept locked when not in use.
- Drivers of powered craft must stop the engine when near to a person in the water.
- Powerboats must be used responsibly and with due respect to other water users at all times.
- High-speed use of powerboats purely for pleasure purposes is not permitted.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.4 – Sailing Instructors' Quick Check List

- Safety boats will attend distressed craft as rapidly and safely as possible prioritising multiple distressed craft appropriately.
- Safety crews must ensure they and their craft are correctly equipped for rescue duty.
- VHF radios are issued to the duty SI, each power boat and where possible to each course leader.
- Powerboat crew must be over 16 unless appropriately supervised and hold at least an RYA Powerboat Level 2 qualification.
- Please report any damage to the duty SI and ensure it is recorded in the repair book in the boat repair area and noted on the notice board in the repair area.
- WHSC's policy is that a child's welfare is paramount and as such we have a comprehensive child protection policy which you should familiarise yourself with.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.5 – Youth Sailing and Children

4.5.1 GENERAL PROCEDURES

4.5.1.1 WHSC

Children and Club training

Parents please note: this is only relevant to WHSC. Harp Young Sailors (HYS) is a separate entity and operates under its own rules. If your child also goes to HYS you should check out their procedures.

Formal training sessions: Thursday evening training and RYA courses. *Children* are defined as aged 8 and over, up to and including age 15.

4.5.1.2 General Safety

- At all times:
Parents/guardians must remain on site and nearby in order to be ready to take charge of their child at any time. They may make an arrangement for another adult to be responsible for their child; if so, they must make sure that the Senior Training Officer or person organising the activity is aware of this.
- Parents or delegated adults must ensure that a child in their care has a well-fitting buoyancy aid, in good condition, and that this is worn at all times while the child is on or near the water. They must ensure their child is suitably dressed for the conditions.
- The instructor in charge reserves the right to require that a young child be accompanied in a boat by their parent/guardian.
- Parents must make sure that they read the safety information concerning Weil's Disease and Blue-Green Algae.
- Parents and children must at all times follow the instructions of Instructors and their Assistants, and Safety Boat personnel, who may refuse or stop training at their discretion.

4.5.1.3 Behaviour

- Children and their parents must obey the Rules and Byelaws of WHSC and of the WHSA, the umbrella organisation which looks after the site.
- Parents are responsible for the appropriate behaviour of their children at all times.
- Children and parents are asked to respect other members of all Clubs.

4.5.1.4 Complaints

In the case of any complaint or dispute, a senior training officer of WHSC should be informed and the complaint documented as soon as possible after the problem has occurred, using the report forms which are behind the Bar. A copy of the RYA'S guidelines is with them.

The Child Protection Officer should be consulted as soon as possible. His details are on the Notice Board near the bar.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.5 – Youth Sailing and Children

4.5.2 WHSC OPERATIONAL GUIDELINES FOR THE TRAINING OF MEMBERS' CHILDREN ON THURSDAY EVENINGS

- The WHSC Senior Instructor, (SI) on duty, is in charge of all WHSA training activities on the Harp and all instructors will adhere to the SI's direction
- The SI may decide to cancel children's training without notice if they consider it cannot be conducted safely owing to weather conditions, lack of suitable instructors or any other safety factors
- When children's training is taking place, it will be available to all children present on an order of arrival basis. However, adherence to RYA training ratios may mean that all prospective candidates don't get to sail. (Max 5:1 in single handers)
- Private training arrangements by club members using club equipment will not be allowed on Thursday evenings whilst official club training is taking place. However where passed-out members wish to teach their own children the SI will attempt to facilitate this, providing it can be organised without conflict with other training.
- Any adult who wants to act as an instructor on Thursday evening training sessions for children will need to be approved by the SI on duty.
- Where Assistant Instructors are used in either training or safety support roles, they need to work under the close supervision of the SI in charge.
- The parents of those children who are being trained on a Thursday evening will need to be present or the child will be unable to participate in any training activities. Parents should make themselves known to the admin desk on arrival.
- All children participating in training activities on a Thursday evening will need to sign in at the admin desk. The person on the admin desk will need to note the name of the parent and ensure that the children have been signed off by their respective instructors at the end of the evening.

James Stafford

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.5 – Youth Sailing and Children

4.5.3 GOOD PRACTICE GUIDELINES

Handout for Instructors, Coaches and Volunteers

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

- 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

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.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.6 – Running RYA Courses

Costings

- Prices for courses
 - 2-day level 2 course: £120
 - Fast track half-day session: £35
- Rates paid to instructors
 - Senior Instructor fee: £30 per session (£60 per day)
 - Dinghy Instructor fee: £25 per session (£50 per day)
 - Assistant Instructor fee: £20 per session (£40 per day)

Lunch

No longer provided: remind participants to bring their own.

Admin.

Booking forms are in the small red ring-binder in the training box. Dates of courses are indicated on the first page.

Trainees need to fill in their names and leave (at least) a deposit to secure a place.

Courses are only open to paid-up members – check if not sure.

Course payments can be taken by cheque, in cash or by bank transfer. Pay cash into the bar in the normal way, identifying it as a course payment. Make out a receipt for cash payments.

These are plastic wallets for each course in the binder, and these can be left behind the bar for safe keeping.

Deposits and course fees are not refundable except in exceptional circumstances.

Paying instructors

The Treasurer will write cheques to pay instructors on request – the SI distributes them.

Course accounts forms are also in the small red ring-binder

Takings from trainees, payments to instructors and sundry expenses should be recorded.

WHSC OPERATIONS MANUAL

SECTION FOUR – TRAINING

Document 4.6 – Running RYA Courses

Course plan

Please provide the plan of the course to the Principal as soon as it's ready.

Instructors

The costings for courses are based on a minimum of 4 trainees in a course and a maximum of 12. 1 senior instructor (if another is working on the course they are paid the DI rate)

1 powerboat driver

A mixture of RYA Dinghy Instructors and Assistant Instructors – depending on the experience of the trainees.

Logbooks

Need to be stamped at the end of the course as well as signed off.

Certificates need to be signed by the Principal or Chief Instructor in advance so that they can be handed out at the end of the course – they must not be left lying around.

Other stuff

Log books are provided free to Level 1&2 trainees

Handbooks are *not* provided free

Check that there are enough of each for the trainees – if not, contact the Principal.

They are kept in the locked cupboard in the office, and money taken for them is put in the bar but noted in the bar diary and a receipt given.

Things to do/check

- Boats

Book the club boats out in the boat diary well in advance.

- Safety boats

There are other sessions where a safety boat may be required. Check with Louise Hinshelwood (HYS) and Roger Walton (Plain Sailing). Book the boat needed for the course in the diary.

Fuel is in the fuel bin and can be refilled from the spare can there. Check the fuel in advance.

WHSC OPERATIONS MANUAL

SECTION FIVE

APPENDICES

WHSC OPERATIONS MANUAL

SECTION FIVE – APPENDICES

Document 5.1 – Create and Revising Documents

5.1.1 CREATING A NEW DOCUMENT

The easiest way to create a new document is to duplicate an existing document from the same section. That way the headers and footers will already be correct.

- Select an existing document from the same section that the new document will be in
- Duplicate the selected document (or copy and paste)
- Change the name of the new document to reflect the document topic
- Open the document and change the content as required
- When finished edit the footer to show the current date
- Save the document
- Edit the new document filename to add the date shown on the footer
- Open the Contents Index document
- Add the new document title and version date in the appropriate place
- Edit the footer to show the current date
- Edit the entry for the Contents Index to reflect the new date shown in the footer
- Save the document
- Edit the Contents Index filename to reflect the new date shown in the document footer
- Save the Contents Index document
- Print out a copy of the new document and the Contents Index document
- Remove the Contents Index from the Operations Manual
- Insert the new document and the Contents Index document into the Operations Manual

WHSC OPERATIONS MANUAL

SECTION FIVE – APPENDICES

Document 5.1 – Create and Revising Documents

5.1.2 REVISING A DOCUMENT

- Open the document and change the content as required
- When finished edit the footer to show the current date
- Save the document
- Edit the document filename to reflect the new date shown on the footer
- Open the Contents Index document
- Edit the entry for the revised document to reflect the change in version date
- Edit the footer to show the current date
- Edit the entry for the Contents Index to reflect the new date shown in the footer
- Save the document
- Edit the Contents Index filename to reflect the new date shown in the document footer
- Save the Contents Index document
- Print out a copy of the revised document and the Contents Index document
- Remove the existing version of the revised document and the Contents Index document from the Operations Manual
- Insert the new version of the revised document and the Contents Index document into the Operations Manual

WHSC OPERATIONS MANUAL

SECTION SIX

NOTICES

WHSC OPERATIONS MANUAL

SECTION SIX - NOTICES

Document 6.1 – Major Incidents

Before:

Make sure you know how to call for help

- Know what the address and postcode of the club is
- Know where the relevant keys are
- Know the procedure for letting emergency services in
- Be clear about what has happened when you make the call
- Be prepared to take charge

If a major incident happens:

Make sure everyone is safe

- Check that everyone you are responsible for is safe – both instructors & participants.
- If members of other clubs are present, tell a responsible person at each who from BTYC is dealing with the situation, and make sure that they understand to refer any enquiry to that person.

Organise a strategy to deal with the authorities and the press

- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the press
- Produce a written statement for the press including very brief details:
What happened, when, where – and say exactly when and how a full statement will be issued (next day preferably, to give time to collect information).
- Don't hold a press conference, but decide who will speak to the press
- Ask everyone else not to speak to the press
- Try to keep a record of whom you have spoken to, who has contacted you etc;
- Inform RYA Training (023 8060 4180) who can assist with compiling the statement to the press
- If the emergency services have been involved the press may have obtained some information from them
- If there has been a fatality the police will contact the centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is
- Keep any relevant equipment such as lifejackets, logbooks etc
- Let the appropriate club officers know if they are not present.

WHSC OPERATIONS MANUAL

SECTION SIX - NOTICES

Document 6.2 - List of First Aiders

Note that an up-to-date list of First Aiders is to be found on the notice board and in the hard copy of the Operations Manual.

LIST OF FIRST AIDERS 2015

Mike	Abbott	Roger	Walton
Penny	Abbott	Karen	Wilson
Dennis	Adams	David	Woodcock
Jeremy	Allen		
Tony	Barton		
Richard	Blackah		
Ricardo	Chacon		
Nuno	Chuvas		
Richard	Connett		
Serena	Connett		
Tinu	Cornish		
Martyn	Davies		
Jim	Dimond		
Jacek	Gorecki		
Mike	Green		
Daphne	Grey		
Louise	Hinshelwood		
Andy	King		
Alistair	Lambert		
Peter	Law		
John	Middleton		
Mike	Morley		
Edward	Parks		
Philippa	Parks		
David	Rose		
Joel	Schrire		
Ruslan	Scutelnic		
Mahmood	Shamsudden		
James	Stafford		
Manfred	Starkl		
Keith	Street		
Brian	Turgoose		

SAFETY BOATS

Safety boats are moored on berths under wall

**Safety boat keys are by the door and first aid boxes in the bar lobby in the
BTYC clubhouse**

**For rescue purposes, the club safety boats should always be manned by two
people**

***Note that an up-to-date list of certified Power and Safety Boat Drivers is to be found on the
notice board and in the hard copy of the Operations Manual***

The following members have an RYA Safety Boat Certificate

Penny Abbott	Mike Morley
Dennis Adams	Chris Nash
Jeremy Allen	Seamus O'Connell
Tony Barton	Guy Parks
Richard Blackah	Edward Parks
Ricardo Chacon	Philippa Parks (PBI)
Rick Cotter	John Peisley (KAS)
Mick Dobson	Michael Printemps
Jim Faulkner	David Rose
René Forrester	Ruslan Scutelnic
Maurice Futerman	Philip Spender
Mike Green	James Stafford
Chris Higgs	Manfred Starkl (PBI)
Martin Hime	Gerald Stonehouse
Louise Hinshelwood	Brian Stow
Robin Imray (PBI)	Keith Street
Bob Jack (PBI)	Sarah Street
Peter Kay	Philip Taylor
Lesley Kaye	Keith Toovey
James Kendall	Alan Trott
Andy King	Brian Turgoose
Alan Laurie	Roger Walton
Majiec Matyjaszcuk	David Woodcock

The following members have an RYA Powerboat 1 or 2 Certificate

Sam Asfaha
Helen Allen
Sophie Blanchard
Tinu Cornish
Nuno Chuvas
Martyn Davies
Patrick Erwin
Jacek Gorecki
Maria Gorman
Irene Hadjipateras
Douglas Horsburgh
Miriam Hubner
Jamie Isles
Alistair Lambert

Leo Lerner
Ken Marcelle
Hannah O'Shaughnessy
Michael O'Sullivan
John O'Sullivan
Frank Pearce
Len Read
Alex Sarychkin
Joel Schrire
Liz Sheridan
Claire Shooter
Marko Stepanov
Michal Szady
Tomasz Szakoli