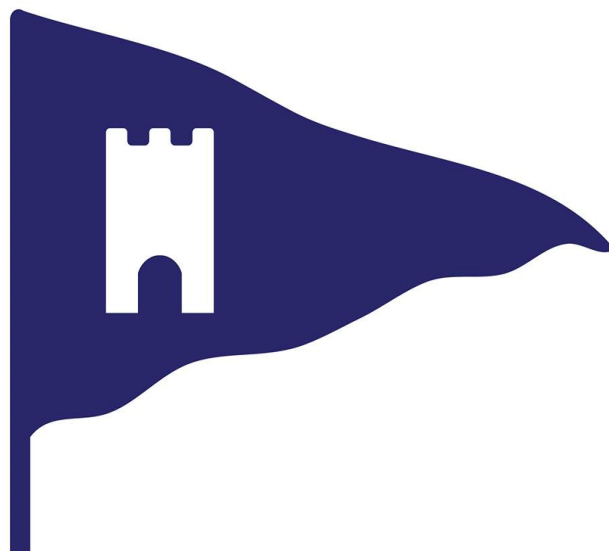
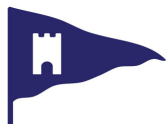


SSC SAILING RISK ASSESSMENT & PROCEDURES

# STRANGFORD SAILING CLUB SAILING RISK ASSESSMENTS AND PROCEDURES



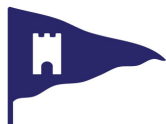
VERSION 2018.01v2



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## Appendices



## **STRANGFORD SAILING CLUB**

### **Sailing - Risk Assessments and Procedures**

#### **Section 1 - Introduction**

Any form of sailing, especially on the open sea, carries an element of risk. Strangford Sailing Club (SSC) members take part in sailing and in any events organized by SSC at their own risk. The decision on whether or not to sail on a given day rests ultimately with the helm and crew of the boat. SSC, however, has a responsibility to ensure that safe sailing is promoted at all times. These guidelines are based on a risk assessment of SSC's principal activities and build on the accumulated evidence of people who have sailed at SSC over the years.

The following document includes risk assessments and operating procedures for SSC. All members should read the appropriate sections before sailing or taking part in club races. Safety Boat Helms (SBMs) and Race Officers (ROs) must be familiar with all sections of this document.

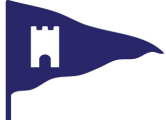
Due to the nature of the Club, sailors do not need to provide evidence that they have read this document. However, the Club has the right to remove a member from any activity if they are not following these procedures.

This document covers all dinghy sailing, dinghy races and events managed by SSC within the stated areas.

Other regattas may take place further afield, using SSC as a base but not managed by SSC and these are not subject to the Club's risk assessments.

SSC may organise a race series in addition to the normal programme (e.g. a national, regional championship). In these cases, a specific risk assessment will be carried out.

This is an active document and should reflect a true account of what happens and will be reviewed every year. Members who wish to comment on the risk assessments should contact a member of the committee.



## Definitions and abbreviations used in this document

**RO** – Race Officer,

**SBT** - Safety Boat Team

**SBH** – Safety Boat Helm

**SBC** – Safety Boat Crew,

**PFD** – personal flotation device (buoyancy aid or lifejacket)

**NT** – National Trust

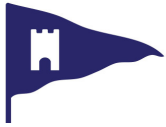
**MOB** – Man Overboard

**Hazard** - The potential for something to cause harm

**Risk** - The consequences of the hazard

**Risk factor** - The product of the likelihood and the impact of the risk being realised

**Control measure** - The method used to control the risk factor. The guiding principle should be to implement strategies that reduce risk factors as low as is reasonably practicable.

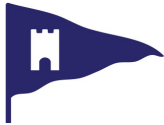


## Section 2 – Recreational Sailing i.e. not Racing and Without Safety Boat Cover

### Risk Assessment for All Club Sailors and Those Assisting Them e.g. Parents or Guardians, Race Officers, Safety Boat Teams and Instructors

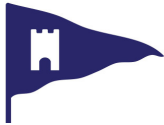
All members please be advised that SSC is run by the members for the benefit of the members. We all have a responsibility for our own Health and Safety and the safety of others, particularly our junior members. No guidelines can replace the core responsibilities of all members who sail, to support each other on and off the water. It is the member's responsibility to please follow the advice and guidance laid down in this risk assessment and not to engage in any activity that puts you or others at risk of injury.

<b>Hazard</b>	<b>Risk</b>	<b>Advice and/or Control Measure</b>
Tide (Ebb and Flow)	The Narrows -strong tidal flow. Castleward Bay limited draught at low tide	Refer to tide tables. All activities with Level 2 and below to be restricted to a sailing area south of mark 6S (refer to map)
Strangford - Portaferry Ferry	Collison, wake, injury, entrapment, drowning	Avoid the ferry route. If sailing in the area of Strangford Harbour liaise with Ferry Authority
Weather e.g. sea state, wind thunderstorms and lightning.	Inability to cope with conditions potentially causing many of the hazards and risks listed below	Sailors should be confident that they are capable of handling the expected conditions. In some conditions you may be asked to head for shore by a Club Officer, another responsible sailor or instructor. Sailors must cooperate with such a request.
Hot weather	Dehydration Hyperthermia	Appropriate clothing should be worn. Water should be carried in hot weather.
Cold weather/water	Hypothermia (Drop in Core Temp) Confusion fatigue	Weather forecast and water temperature should be checked prior to sailing All Club sailors should wear a PFD and appropriate clothing
Immersion in cold water by falling into water from craft, quay or steps	Shock, Difficulty breathing, Hypothermia, Drowning	All sailors should be aware of the consequences of entering cold water on hot days or after exercise. All Club sailors should be aware that if they enter water unexpectedly they should try to relax, breath normally and have confidence that their buoyancy aid will keep them afloat. A PFD and appropriate clothing should always be worn.
Dinghy capsize and inversion	Immersion Injury	Mast-head floats should be considered for double-handed boats while training. RYA techniques for avoiding and recovery from inversion should be followed.



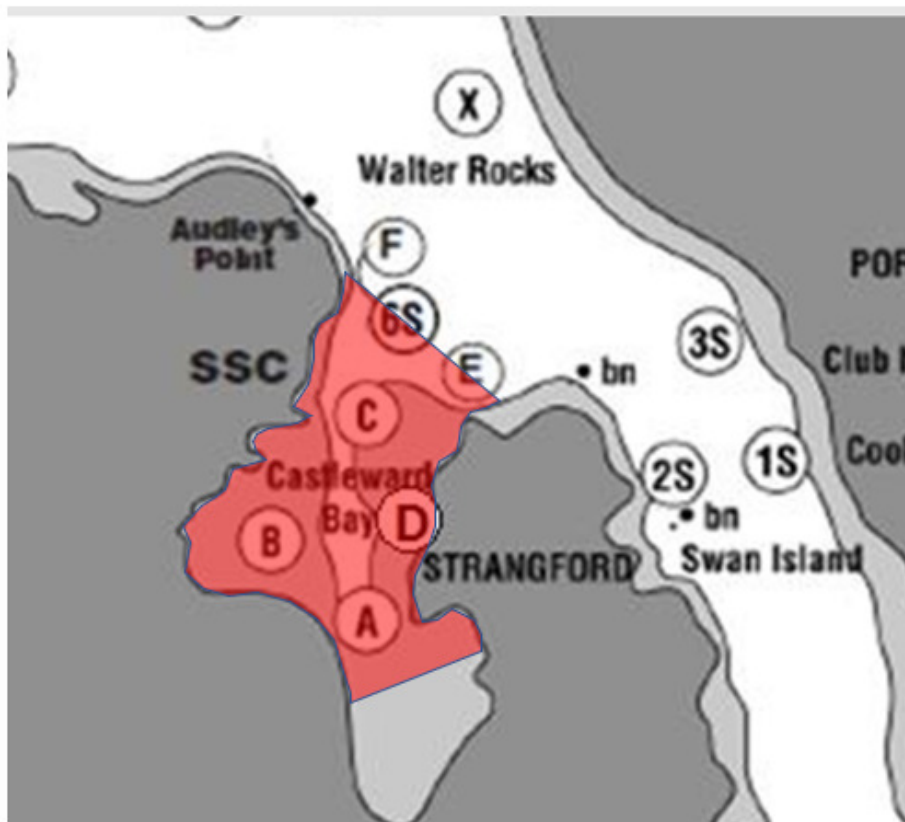
## SSC SAILING RISK ASSESSMENT & PROCEDURES

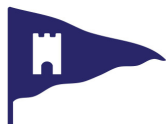
Hazard	Risk	Advice and/or Control Measure
Collision	Injury Immersion as above, Head injury,	All sailors should keep a look out at all times (on land and water), paying particular attention before changing direction. They should follow the 'Rules of the Road' (International Regulations for the Prevention of Collisions at Sea and Racing Rules of Sailing)
Interference with other slip/ pier users e.g. children, swimmers and other boats	Causing an accident and injury to self or others	Sailors should keep clear of the slip/ pier unless they wish to come alongside. They should warn others of their intentions and the consequences as non-sailors are often unaware of these issues
Accident - cars and NT estate users accident, including cyclists and horses	Injury to self or others	Sailors should check for traffic when crossing the lane/ paths particularly when moving dinghy. Young children should be supervised at all times. Use bollards/ signs as a warning to other users
Snaring in mooring area by ropes and submerged buoys	Injury Immersion	Sailors should be observant if sailing through the area of moored boats to avoid becoming accidentally caught up in ropes/chains/buoys associated with moorings
Entrapments by harnesses, rigging etc	Drowning	Ropes etc. should be kept tidy and equipment in good order. For trapeze boats, quick-release harnesses should be considered. All trapeze systems must have a rope component close to the harness that can be severed with a knife.
Equipment failure	Shock, drowning, injury	All sailors should make visual checks prior to use of their equipment. All PFDs should be serviceable
Lifting heavy objects	Injury	When it is necessary to lift/move heavy objects, e.g. dinghies up the slip, the basics of correct manual handling should be followed.
Slip Way - Slipiness, Stones left on slip way, Kerbed edge of the slip invisible	Slipping causing injury to self or others. Injury from tripping	Sailors should wear suitable footwear. Sailors should not run on wet slip. Sailors should be aware that green on slipway indicates slipperiness. Sailors should always remove stones. Sailors should be aware of where the kerbed edge of the slip is.
Fuelling Power Boats (also refer to lifting heavy weight)	Fire, pollution,	Fill fuel canisters on land using suitable filling equipment
Power Boat not used within correct parameters e.g. speed	Loss of control Damage to spine due to excessive vibration or jarring Man-Overboard scenario	Adhere to the speed restrictions and observe all hazards. When operating powerboats monitor sea conditions and restrict or cease operations or reduce speed if excessive vibrations or discomfort are evident <b>WEAR KILL CORD AT ALL TIMES</b>



## SSC SAILING RISK ASSESSMENT & PROCEDURES

Hazard	Risk	Advice and/or Control Measure
Audleys Quay	Collapse, Injury	Should not be used under any circumstances





## Section 3 - SSC Club Racing Operating Procedures and Responsibilities

*These must be read in conjunction with Sections 1 and 2.*

No guidelines can replace the core responsibilities of all participants in club racing to support each other on and off the water, including: -

- Signing on for races so that the RO can keep track of all sailors and rescue boat crews
- Arriving in good time for races so that everyone can launch their boats with appropriate assistance
- Wearing appropriate clothing and personal buoyancy
- Assisting other members, particularly those who are less experienced, in launching and landing boats
- Giving priority to landing boats and removing them from the slip or beach before de-rigging your own
- Ensuring that their boats and sailing gear are in good order and adequately insured
- Reporting dangerous (or potentially dangerous) occurrences to SSC officers

## DEFINITIONS

### Operating Area

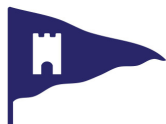
Castleward Bay – tide dependent.

Strangford Lough – tide dependent. Strong currents.

### Race Instructions

These are listed in the Programme (supplied to all members), and are available on the website on club noticeboards





## RESPONSIBILITIES OF SAILORS

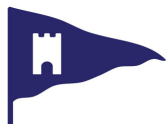
All sailors considering taking part in any race must understand Rule 4 of the Racing Rules of Sailing – *“The responsibility for a boat’s decision to participate in a race or to continue racing is hers alone.”* All sailors should be aware that there is NO Safety Boat cover until 15 minutes before the start of a race. Safety Boat cover ends when all competitors have finished or retired and are ashore, or close to shore, and the RO stands down the Safety Boat. Sailors wishing to sail before or after this period of cover do so without Safety Boat cover. All sailors taking part in Club races must familiarise themselves with:

- SSC Risk Assessment for Sailing and the Risk Assessment for Racing
- Racing Rules of Sailing

## Experience and Ability

All sailors should be at a minimum standard of RYA Level 2. Most importantly, they must be able to:-

- Launch/recover their dinghy correctly
- Sail on all points of sail
- Tack and gybe with confidence
- Recover from a capsize and total inversion
- Know the importance of keeping the boat tidy to prevent entrapments.

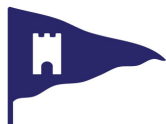


## **ROLE AND RESPONSIBILITIES OF THE RACE OFFICER (RO)**

1. An appropriate First Aid kit shall be available in the Starting Station (flagpole/ boat).
2. A mobile phone, with signal, shall be available in the starting station for every race and emergency phone numbers shall also be available.
3. The RO must obtain an up-to-date weather forecast including wind strength and direction, sea state and visibility before deciding on any aspect of a race.
4. The RO must consider all other water users before deciding on a course
5. The RO, in taking account of the conditions and the participants, is empowered to
  - make a decision about whether some boats/sailors should not race
  - limit the number of participants
  - discuss with the SBH the number of safety boats required
  - discuss with the SBH whether the safety boats should be crewed by more than one person.
6. The RO must set an appropriate course having particular regard to the ability of the safety boat to respond to an entrapment within a very short time to all participants wherever they are in the fleet.
7. The RO must make visiting sailors aware of this document.
8. Regular head counts must be made during the session and the RO should remain on duty until all the participants are on land.
9. The RO must ensure that he is able to communicate with the SBH at all times during the race
10. The RO must keep the SBH informed of the number of boats on the water, i.e. any retirements etc.
11. The RO must remain vigilant for the duration of the race, monitoring all participants and alerting the SBH to any problems as soon as possible.
12. The RO shall stand down the Safety Boat at the end of the race and record:-
  - 1) the RIB or RIBs used
  - 2) the SBH
  - 3) the SBC
  - 4) any faults or inadequacies reported by the SBH

### **Conditions and Ability Limitation**

A discussion must be had between the RO and the SBH to check course and that number and crewing of safety boats is appropriate for the sailors' abilities on the water.



## RESPONSIBILITIES OF SAFETY BOAT COORDINATOR

Coordinates the safety boats during racing, ensures all SBT's are briefed. Liaises with and updates RO of any issues.

## ROLE AND RESPONSIBILITIES OF SAFETY BOAT TEAM (SBT) - HELM (SBH) AND SAFETY BOAT CREW (SBC)

### Overview

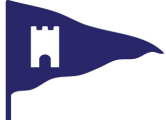
**SBH's** must be experienced powerboat drivers i.e. appropriately qualified and competent power boat drivers\*\* and they are in charge of the operation of a powerboat providing safety cover during Club Racing. Depending on the weather conditions and other considerations the SBH may operate alone or with a SBC.

(\*\*minimum of Powerboat Level 2 with sufficient training by a suitably qualified or experienced person. RYA Safety Boat qualification strongly recommended. First Aid qualification is desirable).

**SBH** must have knowledge of appropriate rescue techniques for sailing dinghies.

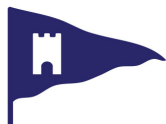
### General procedures

1. SBH should make themselves available to discuss safety issues with RO prior to each race.
2. SBH to check Safety Boat and equipment before each race.
3. SBH should always discuss any concerns about safety of sailors in a pending race with the RO.
4. SBH and SBC must operate in a safe and responsible manner keeping a constant lookout and attending/observing any capsizes or signals for assistance
5. Priority should be given to capsized (especially inverted) boats and persons separated from their boats. The welfare of people must always be put before the welfare of boats and equipment.
6. Any physical or verbal assistance given to a competitor requires the competitor to declare this, but no longer requires them to retire from the race. **Needs approval of sailors.**
7. Safety boats should be positioned appropriate to the areas likely to need attention (i.e. to cover downwind legs or gybe marks) and must not impede those racing
8. SBH's must call the RO for advice as early as possible if:



## SSC SAILING RISK ASSESSMENT & PROCEDURES

- Racing or non-racing water users require attention that they cannot give without compromising the safety of the competitors
  - If they are unable temporarily to cover safety for any reason (e.g. boat in tow)
  - If the situation is deteriorating (for example worsening weather or the rate of capsizing is increasing).
9. SBH is able to end their duty when, after the race has ended, all the competitors have returned to shore and RO has released them via radio.
  10. SBH should always pass on any concerns about the equipment to the Safety Boat Coordinator or RO.
  11. SBH should always pass on any concerns about safety issues regarding courses or conduct of a race to the RO.
  12. SBH should always pass on any concerns about safety of a child to that child's parent or guardian as soon as is practicable.



## **SAFETY BOAT OPERATING PROCEDURES**

### **Ratios**

As a guide, the maximum ratio of safety boat to dinghies is to be taken as 12. This can be increased by the RO, in discussion with the SBH, taking into account the conditions, experience, and course. Reasons shall be recorded by the RO. It may be preferable to have 2 single-manned safety boats rather than one double-manned safety boat. 2 Safety Boats to be kept afloat for the busy part of the season.

**The RO has full authority to limit numbers.**

Additional Safety Boats are required if race is over an extended area.

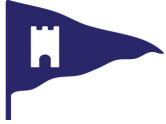
### **Drivers (SBH) Equipment**

1. VHF Radio.
2. Knife – readily accessible, stored in first aid box.
3. Appropriate clothing and PFD.

### **Powerboat Safety Kit**

### **Procedures**

- **SIGN BOAT OUT & IN, DETAIL PURPOSE, LOCATION, HELM & CREW, TIME WHEN IN USE, RECORD ANY DAMAGE.**
- The SBH must check fuel and the presence of first aid kit and VHF radio in white containers before Safety Boat use.
- **KILL CORDS AND PFDs must be worn at all times.**
- Kill cord and key must be separated for use.
- Engines must be switched off when bringing persons on board from the water.
- No planing in minimum wake areas unless rescuing or to ensure sufficient visual contact maintained.
- Engines must be left up when boats are left moored, even for a short period of time.
- For Club racing the Safety Boat must be manned and operational 15 minutes before the planned start of the race and until released by the RO.
- There must be NO RUBBISH left on board the boats, fuel, safety kits, anchors and paddles must be secured at all times.
- There must be no smoking on board the Safety Boat.



## SSC SAILING RISK ASSESSMENT & PROCEDURES

- Tow lines and painters must be tied and stowed during boat use,
- SBH must take care in shallow water and tilt engine appropriately.
- The VHF radio should be switched to Channel 37 (M1)
- Coastguard is on Channel 16.
- Key and kill cord (clipped together for convenience) must be stored correct cupboard when not in use.
- Radio(s), first aid kit and fuel to be stored correctly once racing is over and boat has been returned to its mooring.
- Notify RO/ SSC Officer if fuel reserves are running low.

### **SAFETY BOAT EQUIPMENT**

Sufficient fuel. Additional can of fuel if required

Key & Kill cord

VHF radio

First Aid Kit (waterproof)

Survival bag

Chart of local waters

Inshore flares (and glove/cloth)

Sharp knife

Sound signalling equipment e.g. whistle or horn

Spare kill cord

Hazard marking tape

Paddle / oar / boat hook

Throw line

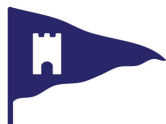
Tow line

Bailer / bucket

Anchor, chain and warp

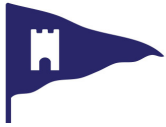
Fire extinguisher

How to 'Call the Coastguard' in an emergency aide memoire



## **EMERGENCY PROCEDURES - Accident on water**

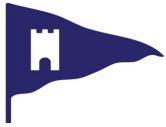
- **INFORM RO IMMEDIATELY BY VHF** who should contact Emergency Services if necessary.
- USE “**SCOOP AND RUN**” procedure - Return the casualty to shore **AS QUICKLY AS POSSIBLE** and ensure that appropriate first aid is carried out.
- If possible / appropriate return to Safety Boat duties.
- Any re-call from shore by RO will generally be carried out by radio and / or continuous blasts on air horn to signal the emergency re-call to shore
- After any dangerous or emergency situation, even if avoided, there should be a discussion between the RO, SBH and any other appropriate person so that procedures are reviewed so that any similar incidents are avoided
- **ANY TREATMENT UNDERTAKEN, HOWEVER MINOR, MUST BE RECORDED IN THE ACCIDENT REPORT BOOK.**
- If an incident results in a fatality or serious injury, then the Commodore/ Hon Secretary of SSC and the RYA must be informed immediately for advice. The SSC Commodore is (or may deputise a Committee Member who is) responsible for dealing with any media enquiries.



## Section 4 - Dinghy Racing & Race Training - Risk Assessment

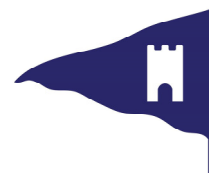
Hazard	Risk	Advice and/or Control Measure
Poor coming alongside / mooring procedure	Injury to sailors, slip/ pier users, SBT	All SBHs must be aware of the correct procedure for coming alongside and mooring safely and securely.
Rubbish and fuel spilt on boat	Slipping, tripping etc causing potential injury to sailors & SBT	SBT should ensure that the boat is kept clean and is cleared of rubbish after each use
Ropes etc not stowed tidily	Tripping over rescue lines, towing lines and painters etc – potential injury to sailors and SBT	SBT should ensure that all rescue lines, towing lines and painters are kept in good repair and stowed appropriately on the boat
<b>Loss of control of engine and steering</b>	<b>Injury to sailors other water users and SBT, DEATH</b>	<b>The quality of the Kill Cord must be checked before use. The Kill Cord must be attached to the driver, around the leg only, at all times while the engine is running.</b>
Flares do not work because out of date	Inability to alert others of significant risk to life of sailors or SBT	Ensure that all flares are within date and stowed appropriately on the boat.
First Aid needed on water	Injury not treated immediately - Sailors and SBT	Ensure that there is a usable basic first aid kit on board kept in a waterproof container
Capsize or MOB	Drowning Hypothermia Exhaustion Risk to Sailors and SBT	SBT to follow RYA MOB guidance SBC must as far as is practicable be aware of the location of all participants at all times when on/in/near water. Buoyancy Aid or Lifejackets must be worn when on water
Entrapments	Sailors	Due to the use of trapeze harnesses and ropes on dinghies all safety boats must carry knives
Collisions	Potential injury to sailors, other water users and SBT	SBT should alert sailors and RO to collision hazards
Participant becoming separated from boat.	Drowning Hypothermia Exhaustion	RO must ensure all participants are identified before the race and know exactly how many should present. SBT or RO must stay within visual range of all participants at all times. RO and SBH must monitor all participants at all times. Regular head counts must be made during the session by RO and SBT.





## SSC SAILING RISK ASSESSMENT & PROCEDURES

<b>Hazard</b>	<b>Risk</b>	<b>Advice and/or Control Measure</b>
Non-compliance with personal medication	Health deterioration eg coma Risk to Sailors	Any participant who may require medication while sailing shall inform the RO. Appropriate measures must be taken to ensure the medication is quickly available. These details should be kept by the RO
Deteriorating weather	Unexpected conditions causing potential risk to Sailors and SBT	RO and SBT must remain vigilant throughout race. Both should report to each other any new concerns via radio Monitoring every participant particularly those young or inexperienced. Frequent headcounts should be carried out. SBT (or RO) must stay within visual range of all participants at all times.
Other boat users not taking due care and attention of sailors	Injury to Sailors	SBT to be aware of potential danger from other boat users. If other boat users acting dangerously or in contravention of local guidelines SBT to inform them and ask them to modify their behaviour.
Sailors unaware of swimmer or not taking due care	Injury to swimmer	SBT to alert Sailors to the presence of the swimmer and advise on precautions to be taken.



## Appendices

Appendix A – RYA Checklist for all Training Dinghies

Appendix B – Guidelines for Session Briefings

Appendix C – Self-disclosure form for member / volunteer working with children

Appendix D – Good Practice Guide for member / volunteer working with children

Appendix E – Photographic Consent Form

Appendix F – Medical Consent Form

Appendix G – Child Protection Incident Report Form

Appendix H – Incident Report Form

Appendix I – Near Miss Report Form

Appendix J – Emergency Procedures Memoir Sheet

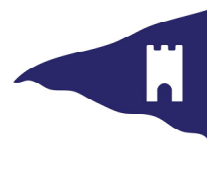
Appendix K – Operating Areas

Appendix L – Safety Boat Kit List

Appendix M – Code of Conduct

Appendix N – Self-declaration for visiting Coach / Instructor

Appendix O – Acknowledgement of Risk Assessment and Procedures



## Appendix A – RYA Checklist for all Training Dinghies

# RYA RYA Training Checklist – Dinghy/Keelboat

All vessels used for RYA Training must comply with these requirements plus the equipment requirements of the country of operation.

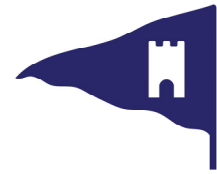
RTC name	
Inspection date	
Inspector's name	

Item	Check
<b>A</b> Suitable craft to teach all courses requested	
<b>B</b> Boats rigged to teach all parts of the syllabi	
<b>C</b> Boats for spinnaker courses in condition and equipped suitably for club racing	
<b>BOAT AND EQUIPMENT TO BE WELL MAINTAINED AND IN GOOD STATE OF REPAIR:</b>	
<b>A</b> Hull, good state of repair	
<b>B</b> Fittings and toe straps in good order	
<b>C</b> Halyards sufficient length + condition	
<b>D</b> Sheets sufficient length, appropriate diameter + material	
<b>E</b> No protruding strands in wire rigging	
<b>F</b> Shroud pins and split rings taped	
<b>G</b> Painter attached to strong point (if boats are towed/left on moorings)	
<b>H</b> Rudder, centreboard/daggerboard	
<b>I</b> Sail condition	

Item	Check
<b>J</b> System for reefing afloat (beginner/seamanship)	
<b>K</b> Suitably equipped for operating area, e.g. anchors, paddles	
<b>L</b> Simulator (optional) stable and functional	
<b>M</b> Righting lines on multihulls	
<b>N</b> Masthead flotation considered	
<b>O</b> Good range of harness considering quick release system, if offering trapeze work tuition	
<b>STORAGE</b>	
<b>A</b> Safe, secure and easily accessible	
<b>B</b> Launching trolleys serviceable	
<b>KEELBOAT EQUIPMENT: SAFETY EQUIPMENT</b>	
<b>A</b> Dedicated rescue boat capable of carrying entire crew of one boat	
<b>B</b> Buddy system*, carrying safety boat equipment	

*Amended December 2013*

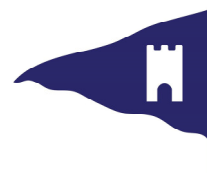
\* Buddy system can be used if centre has established that keel/dayboats can be recovered by the crew from a capsized (mast horizontal) or swamping



## Appendix B – Guidelines for Session Briefings

Before going afloat for any on-the-water session, the following information should be given out in the briefing:

Identification of all persons going afloat	
Aims and plan for the session	
Weather	
Tide times	
Area of operation	
Safety boat cover	
Personal safety	
Emergency routines	
Safety equipment required	
Local hazards	
Other activities in and around the club	



## **Appendix C – Self-disclosure form for member / volunteer working with children**

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

Name: \_\_\_\_\_

Have you ever been convicted of any criminal offences? Y / N

If YES, please supply details below:

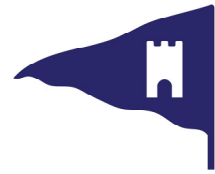
Note: You are advised that under the provisions of the Rehabilitation Of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation Of Offenders Act 1974 (Exceptions) Order 1986, you should declare all convictions including “spent” convictions, cautions, warnings and reprimands.

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

If YES, please supply details below:

Have you ever had any disciplinary sanction relating to child abuse? Y / N

If YES, please supply details below:



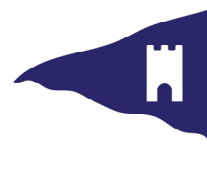
## Declaration

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

N.B: if the applicant is under 18, this form should be countersigned by a parent or guardian.



## **Appendix D – Good Practice Guide for member / volunteer working with children**

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

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

You should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children
- Make sexually suggestive comments to a child, even in fun
- Fail to respond to an allegation made by a child; always act
- Do things of a personal nature that children can do for themselves (it may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents / carers. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations as it is important to ensure that an adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.)

# Appendix F – Medical Consent Form

# Appendix E – Photographic Consent Form

## STRANGFORD SAILING CLUB

**Parental Consent form (for participants under 18 years)**  
**Please complete all sections in Block Capitals**

### Participant's details

First name	Surname/family name
Home Address	
Date of birth	Age

### Parent/guardian/person with legal responsibility

First name	Surname/family name
Relationship to child	
Home Number	
Mobile Number	

### Alternative Emergency Contact:

First name	Surname/family name
Relationship to child	
Contact number during sessions	

### Medical information

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Has your child ever suffered from any of the following conditions:  
Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Is your child currently taking any medication?	YES / NO
--	----------



If YES please specify:

When did your child last have a tetanus vaccination? Year:

Is your child currently suffering/recovering from any injuries which may affect their sailing? YES / NO  
If YES please provide details:

Is your child vegetarian? YES / NO  
Does your child have any food allergies? YES /  
NO If YES please provide details:

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)? YES /  
NO If YES please provide details:

**Declaration of parent or person with legal responsibility**

I the parent/guardian of ..... hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

**Medical consent**

I give permission to the organisers of activities during the period ..... (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

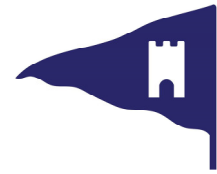
**Consent for use of images**

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event. I have read and understood the Conditions of Use attached. I agree to notify the organisation of any relevant changes in my child's circumstances. I confirm that my child is not under a court order.

Signed: (participant).....

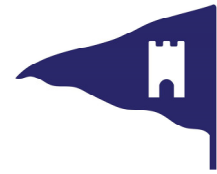
Signed: (parent/guardian).....

Name: (please print) ..... Date: .....



## Appendix G – Child Protection Incident Report Form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page is necessary)	
Action taken (continue on separate page if necessary)	
If Police or Social Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	



## Appendix H – Incident Report Form

Where did the accident/ incident take place?

Date of incident/ accident

Time of incident/ accident

Name of injured person

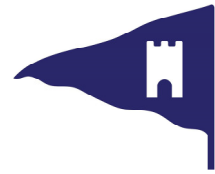
Address of injured person

Nature of incident/ accident and extent of injury

Please give details of how and precisely where the incident/ accident took place

Describe what activity was taking place, e.g. sailing, boat recovery, getting changed etc

Give full details of the action taken including any first aid treatment



Were any of the following contacted

Police	Yes/ No
Ambulance	Yes/ No
Parent/ Carer	Yes/ No

What happened to the injured person following the incident/ accident e.g. went home, hospital, carried on activity

Was a member of the committee informed  
If YES please give date and time and who was informed

Yes/ No

Declaration: All of the above facts are a true and accurate record of the incident/ accident

Data protection - Please seal this form in an envelope (provided) marked 'confidential' and addressed to the Commodore

I agree that details of this accident/ incident may be shared with club committee members in order to assist with accident reduction, risk assessment and the introduction of any control measures required

PRINT NAME:

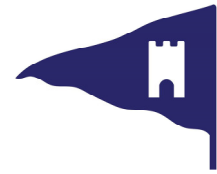
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SIGNATURE:

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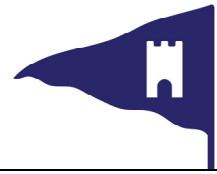
DATE:

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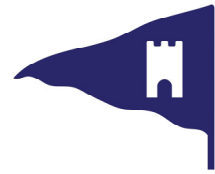


## Appendix I – Near Miss Report Form

<b>General Information</b>			
Name of reporter			
Contact details			
Nature of near miss			
Names of witnesses			
<b>Incident details</b>			
Date /time			
Location			
Weather conditions			
<b>Assessment of risk</b>			
What was the potential of severe injury	H	M	L
What is the likelihood of the incident recurrin	H	M	L
<b>Action</b>			



Risk assessment amended?	Yes /No
Appropriate authority informed	Yes /No
Signed:	Date:



## Appendix J – Emergency Procedures Memoir Sheet

### MAJOR EMERGENCY

Radio using Channel 16 to Coastguard

Dial 999 on mobile and ask for Coastguard

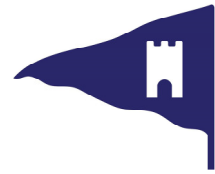
**Inform:** Strangford Sailing Club on Channel 37 (M1)

Chief Instructor/ Course Senior instructor/Principal

**Complete:** Incident / accident form

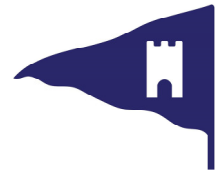
### GOLDEN RULES

- Manoeuvre for best visibility
- Count heads
- ENTRAPMENT - right the boat
- Engine OFF when safe to do so



## Appendix K – Operating Areas





## Appendix L – Safety Boat Kit List

Sufficient fuel. Additional can of fuel if required

Key & Kill cord

VHF radio (to be collected from club house)

First Aid Kit (waterproof)

Survival bag

Inshore flares (and glove/cloth)

Sharp knife

Sound signalling equipment e.g. whistle or horn

Spare kill **cord**

Hazard marking tape

Paddle / oar / boat hook

Throw line

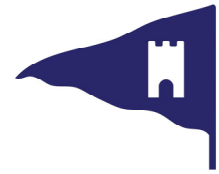
Tow line

Bailer / bucket

Anchor, chain and warp

Fire extinguisher

~ Please collect and return items to correct location ~



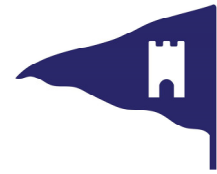
## Appendix M – Code of Conduct

1. Always follow safety rules.
2. Always do what your Instructor / Coach tells you.
3. Respect all club equipment.
4. Have fun in a safe and considerate manner.
5. Abusive language will not be tolerated.

REMEMBER: misbehavior = missed sailing

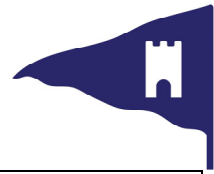
Sailor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

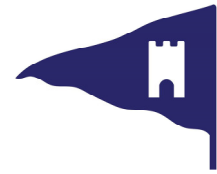


## Appendix N – Self-declaration for visiting Coach / Instructor

Name	
Date	
I have read the appropriate SSC operating procedures including: <ul style="list-style-type: none"><li>• RYA training</li><li>• Race coaching</li><li>• Race officer guidelines</li><li>• Safety boat guidelines</li><li>• Dealing with a major incident</li></ul>	
I hold the following valid RYA Coastal qualifications: <ul style="list-style-type: none"><li>• First Aid</li><li>• Power boat 2</li><li>• Safety boat</li><li>• Power boat Instructor</li><li>• Coach/Assessor</li><li>• Dinghy Senior Instructor</li><li>• Dinghy Instructor</li><li>• Keel boat Instructor</li><li>• Race coach level 2</li><li>• Race coach level 3</li><li>• Other</li></ul>	



<p>Notes:</p> <ul style="list-style-type: none"><li>• Low speed through moorings</li><li>• Sailing Areas – be aware of tidal affects</li><li>• Ferries operate between Strangford &amp; Portaferry - Keep clear of their routes</li><li>• Operating channel is 37 (M1) for VHF</li><li>• Coastguard on Channel 16</li></ul>	
Signature	



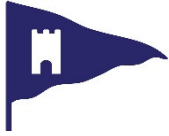
## Appendix O – Acknowledgement of Risk Assessment and Procedures

SECTION	SIGN IF READ & UNDERSTOOD
Section 1 - Introduction	
Section 2 - Recreational Sailing	
Section 3 - Club Racing	
Responsibilities of Sailors	
Role and Responsibilities of the Race Officer	
Responsibilities of Safety Boat Coordinator	
Role and Responsibilities of the Safety Boat Team, Helm & Crew	
Safety Boat Operating Procedures	
Safety Boat Equipment	
Emergency Procedures - Accident on water	
Section 4 - Dinghy Racing	

PRINT NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_



## Appendix P - SSC Sailing Club

### Sailing Risk Statement

Rule 4 of the Racing Rules of Sailing states: *The responsibility for a boats decision to participate in a race or to continue to race is hers alone*

Sailing, by its nature, is an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, each competitor agrees and acknowledges that:

- a) They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event.
- b) They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore.
- c) They accept responsibility for any injury, damage or loss to the extent caused by own actions or omissions.
- d) Their boat is in good order, equipped to sail in the event and they are fit to participate.
- e) The provision of a race management team, patrol boats and other officials and volunteers by the event organiser does not relieve the competitor of their own responsibilities.
- f) The provision of patrol boat is limited to such assistance, particularly in extreme weather conditions as can be practically provided in the circumstances.