



Datchet Water Sailing Club

Safety, Health and Environment
Management System (SHE)

System Manual **Master Copy**

Revision H
September 2004

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Policy Statement

1. The Commodore and Council, as directors of Datchet Water Sailing Club (DWSC), and as legal representatives of the members, have a duty to establish and implement DWSC policy on Safety, Health and Environmental protection. This policy will be translated into action by means of the DWSC SHE Management System.
2. The general provisions of the Health and Safety at Work etc. Act of 1974 lay a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe premises, safe plant and safe systems at work and also by ensuring adequate instruction, training and supervision. The Act also requires DWSC to ensure the safety, while on its premises, of all other persons, who (though not employees) are working or are otherwise using DWSC's facilities.
3. DWSC aims to conduct all of its activities in a manner that provides the highest practicable standards of safety and health for our employees, members, visitors and contractors whilst also protecting our environment.
4. DWSC will comply with all legal requirements and will comply with the standards developed from application of the DWSC SHE Management System.
5. Responsibility for preserving Safety, Health and the Environment lies with DWSC's Commodore, Council, employees, members, visitors and contractors. All persons on DWSC's premises are expected to act responsibly and to support the objective of ensuring that DWSC's activities are conducted in accordance with the Law, this Policy and the requirements of the DWSC SHE Management System which is openly available for review.
6. Health, Safety & Environmental concerns can be openly discussed by anybody involved in DWSC's activities and to assist this Council will act as focal points for DWSC's SHE Management System.

Commodore & Chairman of Council

Date

Management Principles

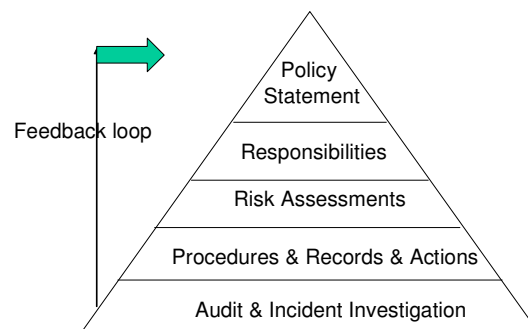
The architecture of this Safety, Health and Environmental (SHE) Management System has been designed to provide a simple fit for purpose mechanism for the identification and management of hazards in the activities of DWSC.

Fundamental to this approach have been the following assumptions:

- The system must satisfy DWSC's obligations under the 1974 Health and Safety at Work Act etc.
- DWSC is an inland sailing club and not an industrial or commercial enterprise.
- The system must be easy to use given the context of DWSC, which has only four employees and is otherwise supported in its activities by voluntary work contributed by DWSC members.
- DWSC has an excellent, albeit unmeasured, safety record in terms of accidents and incidents during its 25 years of on and off water activities.
- DWSC already applies a number of sensible SHE related measures via the Club Rules and has high safety standards in place for the training and provision of Duty Safety Boat Coxswains.
- Any workable SHE Management System for a sailing club has to be easy to set up, maintain and enhance with the quick delivery of measurable results rather than being a manual that simply acquires dust and increasingly becomes irrelevant.
- Wherever possible existing DWSC documents and practices have been employed and formalised in order to allow a rapid system build and to yield user acceptance of already familiar items.

It has been agreed that the system should be hazard and risk based using a simple procedure for Risk Assessment as the key element. A graphical representation of the concept appears below:

SHE Management System - Concept



This system and its associated manual has been constructed on the basis shown above.

Documentation & Definitions

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and describes how SHE Management System documentation is to be developed, issued and controlled.

This document also contains a list of defined terms as used throughout the SHE Management System.

It is essential that DWSC employ a consistent set of procedures, rules and guidelines to ensure:

- DWSC conducts its activities in a manner that meets the objectives of DWSC's Statement of Safety, Health and Environment Policy;
- the obligations and responsibilities of DWSC Officers, employees and members are clear and unambiguous
- new documentation is not produced which might be in conflict with existing and approved documents
- new practices are not introduced which detract from those good practices already approved by the Commodore and Council

The Club Secretary will keep a single Master SHE Management System Manual in the Club Office.

Who can produce SHE documentation?

Any DWSC Officer, employee or member may be asked to produce documentation for incorporation into the SHE Management System and the Master SHE Management System Manual. However it will not be formally incorporated into the System or Manual until it has been reviewed and approved by Council and signed off by the Commodore. This will ensure that the System and Manual documents are consistent and reflect the objectives of DWSC's Statement of Safety, Health and Environment Policy.

DWSC Officers, employees and members will be discouraged from producing ad hoc documents having SHE implications. It is to be understood that such documents are neither approved nor authorised by the Commodore and Council and as such have no status as statements of DWSC policy, and do not form a commitment or intent on behalf of DWSC.

Review and Approval of SHE Documentation

The SHE Management System and Master SHE Management System Manual have been carefully designed and assembled to meet the objectives of the Safety, Health and Environment Policy and to incorporate DWSC's well established operational practices that have yielded many years of safe sailing and related activities at DWSC

To ensure that new proposals, practices and documents do not conflict with the established and approved practices and documents it is essential that all new proposals, practices and documents are reviewed and approved by the Commodore and Council before being put into effect. Accordingly all proposed revisions will be circulated to Council to ensure that all factors are considered before the proposal, practice or document is approved for use by DWSC employees, officers and members. Any alterations will be recorded in the appropriate Council Minutes under the Safety agenda item.

In addition to the above, each year, after the club's Annual General Meeting, the Commodore will review all the procedures in this documentation and re-sign the policy statement. The Commodore may wish to delegate the review to another club member but it must be the Commodore who finally signs and accepts the procedures laid out in this documentation.

Issue of SHE Documentation

All revisions to this document will be noted in the Revision Record section and the revision issue will be in the header section on each page of this document.

A printed copy of this document will be labelled as Master SHE Management System Manual and will be kept in the Club Office by the Club Secretary.

An electronic software copy of this documentation will be published on the club's website in Adobe Acrobat format.

Access to the Master SHE Management System Manual

As a matter of policy this is available in the Club Office for reference by all DWSC Officers, employees, members, contractors and visitors etc.

Additionally, any person or member of the public may download this manual from the club's web site at <http://www.dwsc.co.uk>

Definitions

| Defined Term | Meaning |
|---|---|
| Club Caterer | An independent franchisee providing catering services to DWSC and using kitchen and related facilities provided by DWSC. |
| Clubhouse | DWSC's premises at Queen Mother Reservoir |
| Club Office | the office used by the Club Secretary and others and located on the ground floor of the Clubhouse |
| Club Rules | a handbook circulated to members and containing standing instructions and requirements for DWSC members |
| Club Secretary | is an employee of DWSC responsible for general running of the club. |
| Commodore | is the Chairman of Council and of DWSC Ltd. and is elected by DWSC's members |
| Council | is a committee elected by DWSC's members and as directors of DWSC Ltd. manages its activities and finances in accordance with DWSC's Memorandum and Articles of Association |
| Datchet Watersports | An independent company having a sub lease from DWSC to undertake certain watersports training and related activities on the DWSC site. |
| Dinghy Store | an independent company having a sub-lease from DWSC to undertake certain chandlery, boat sale and repair activities on the DWSC site |
| Duty Supervisor (Junior & Youth Squads) | a DWSC member nominated by the Junior & Youth Squads Committee to take responsibility for the safe and enjoyable |

Datchet Water Sailing Club

Safety, Health and Environment Management System

Revision H – September 2004

| Defined Term | Meaning |
|--|---|
| | management of a particular Junior & Youth Squads session. |
| DWSC | Datchet Water Sailing Club Ltd. and also implying its Officers, employees and members. |
| Event Coxswain | is a DWSC Member trained to Safety Boat Coxswain standard and tasked with assisting the Race Officer(s) with the placing and moving of racing marks and with assisting the Duty Safety Boat Coxswain in providing safety cover for on-water activities. |
| General Committee | is a committee reporting to Council and responsible amongst other things for publicity and the promotion of DWSC, its activities, organising social and charitable events and for the promotion of off-water activities. |
| Harbour Master | an employee of DWSC and responsible for the repair and maintenance of DWSC's powerboats and sailing craft and all associated equipment and infrastructure. |
| Hazard | is a danger, peril or uncertainty that places personal welfare, public welfare or the environment at jeopardy. |
| Incident | is any event or near miss event that endangers safety, health or the environment. |
| Junior & Youth Squads (JYS) | is the term used to refer to DWSC's young sailors |
| JYS Committee | is a committee reporting to Council and responsible for the promotion and management of junior and youth sailing at DWSC. |
| Master SHE Management System Manual | the master copy of Council approved documents and SHE requirements. |
| Officer of the Day (OOD) | is a DWSC. member or other designated representative of DWSC Council and is entrusted with the running of DWSC on a specified day or days; normally this will be a Saturday or Public Holiday. |
| Powerboat | any motor driven boat including RIB's, other safety boats and committee boats which are used for race management and JYS purposes. |
| Powerboat coxswains | a term used to describe members qualified to operate DWSC's powerboats but not to act as Safety Boat or Event Coxswains as this part of their training is perhaps incomplete. |
| Principal Race Officer and Club Race Officer | Are DWSC members designated by the Racing Committee to manage DWSC's racing in a safe and enjoyable manner. In the event that an Open Meeting and a DWSC |

| Defined Term | Meaning |
|-------------------|---|
| | Race session or sessions are being run in parallel each officer is responsible for the conduct of his/her own racing. The Race Officers are assisted by a Race Team or Teams rostered to assist with the operation of racing. |
| Racing Committee | is a committee reporting to Council and responsible amongst other things for organising and promoting racing at DWSC. Notably the Racing Committee is responsible for rostering of Safety Boat Coxswains. |
| Sailing Secretary | is an employee of DWSC responsible for assisting the Race Management team in its activities |

Storage of Documentation

The entire Datchet Water Sailing Club SHE Documentation will be stored as follows:-

1. A printed copy of this Safety Manual will be kept at all times for all to view in the club office.
2. Additional electronic copies may be downloaded from the club's web site.
3. All ancillary documentation will be kept in a separate folder in the club office. This folder will be stored with the club accounts in a locked cabinet. Certain elements of this folder will be made available as required. The following list details the typical contents of this folder.
 - Risk Analysis forms
 - JYS Junior Sailor Application Forms (containing medical information)
 - JYS Instructor Self Declaration Forms
 - Reference Letters
 - Referee Letters

Risk Assessment

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and describes the techniques to be used for and contains templates of the forms required for the recording of Risk Assessment work.

Slavish adherence to this procedure is no substitute for the sound assessment of activities, the identification of hazards and the assessment of the associated risks by people familiar with the activities of DWSC. In other words this procedure is for the guidance of those familiar with the activities of DWSC and cannot be a substitute for the existence and possession of experience and breadth of knowledge within the members of the Risk Assessment Team.

Each risk assessment will be recorded on a form as laid out in the Risk Assessment Record form.

Copies of each assessment will be maintained in a separate file (Variable Records File) and stored in the club office.

Risk Assessment Technique

Risk Assessment Team

Risk Assessment is to be carried out by a team which must be familiar with the activities being assessed. One of the team will act as facilitator and will be familiar with the Risk Assessment Technique, a second member of the team will act as recorder and will complete the Risk Assessment Records.

Hazard Identification

The Risk Assessment Team, or Teams, will work together to review all the areas of DWSC's activities, and will then identify the hazards associated with those activities. The initial set of Risk Assessments will be divided into four activity areas comprising

- On water activities (sailing, racing, safety boats etc.)
- Harbour activities (workshop, lifting gear, chemicals etc.)
- General activities (O.O.D., clubhouse, public access etc.)
- Third party activities (Datchet Watersports, Dinghy Store, contractors etc.)

A hazard is a danger, peril or uncertainty that places personal welfare, public welfare or the environment at jeopardy. Examples of hazards in the above four areas are:

- Drowning
- Workshop fire
- Food contamination
- Reservoir pollution

The Risk Assessment Team will group together the Hazards they have identified so that the consolidated Hazards can be individually assessed from a Risk perspective.

For example an action such as the capsize of a dinghy is not a hazard in itself but drowning or hypothermia are hazards that could result from a capsize. Similarly falling out of a high-speed safety boat is an action that results in exposure to the hazards of drowning, hypothermia and perhaps boat impact. In this case the two actions described yield three hazards identified as :

- Drowning
- Hypothermia
- Boat impact

Likelihood Assessment

For high-risk activities such as aviation or oil refinery operations a number of sophisticated quantitative techniques and historic data exist for evaluating the likelihood of being exposed to a particular hazard. Fortunately such sophistication is considered unnecessary for DWSC's use. The Risk Assessment Team will use their deep knowledge of DWSC's activities together with the following qualitative guidelines when assessing the likelihood of exposure to a hazard. For example we know that being struck by lightning is a hazard with possibly severe consequences but we can all agree that the likelihood of such an event is rare.

But what is rare?

For the purposes of this Procedure the following definitions will be used in assessing likelihood ;

- Rare – an event that might occur say once in fifty years
- Unlikely – an event that might occur say once in ten years
- Moderate – an event that has a about a 50% likelihood of occurring in a year
- Likely – an event that has about a 75% likelihood of occurring in a year
- Almost Certain – an event that has about a 95% likelihood of occurring in a year

Consequence Assessment

For each hazard we then assess the consequence of being exposed to that hazard and again we will use our understanding of the DWSC's activities and the following qualitative criteria for assessing the severity of the consequence:

- Catastrophic – examples would be:
 - a multiple fatality
 - total loss of the Clubhouse and workshop to fire
 - spillage of two hundred litres or more of powerboat fuel into the reservoir
 - an incident creating widespread public outrage and negative headline articles in the national press
 - an incident requiring DWSC to cease its activities altogether
- Major – examples would be :
 - a fatality or multiple serious injury(ies) requiring extended hospital attention
 - simultaneous and uninsured total loss of two powerboats
 - spillage of more than fifty litres of powerboat fuel into the reservoir
 - an incident creating prolonged negative comment in the local press
 - an incident severely impacting DWSC's activities and finances but which can be endured.
- Moderate – examples would be:
 - a serious injury(ies) requiring hospital attention such as a broken arm
 - uninsured damage or loss of a powerboat requiring repair expenditure in excess of say £3000
 - spillage of more than twenty litres of powerboat fuel into the reservoir
 - an incident resulting in some adverse local reporting but which soon ends
 - an incident which can be absorbed but which requires a significant cut to budgets or activity curtailment etc.
- Minor – examples would be:
 - an injury such as a bruise or minor cut requiring simple first aid attention

damage to a powerboat in excess of £1000
 spillage of more than five litres of powerboat fuel into the reservoir
 an adverse article in the local press
 an incident which can be absorbed as a part of DWSC's normal activities etc.

- Insignificant – examples would be:
 - an injury such as a bruise or cut not requiring first aid attention
 - damage to a powerboat of less than £100
 - spillage of say less than a litre of powerboat fuel into the reservoir etc.

Risk Assessment

The Risk from being exposed to a hazard is defined as the product of Likelihood and Consequence as shown in the figure below.

We use a Risk Rating Table to combine likelihood and consequence

| Likelihood | Consequence | | | | |
|----------------|---------------|-------------|-------------|-------------|--------------|
| | Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost Certain | Significant | Significant | High | High | High |
| Likely | Moderate | Significant | Significant | High | High |
| Moderate | Low | Moderate | Significant | High | High |
| Unlikely | Low | Low | Moderate | Significant | High |
| Rare | Low | Low | Moderate | Significant | Significant |

Risk Mitigation

In sophisticated Risk Assessment systems it is common to assess the Risk (Likelihood and Consequence) before mitigation measures have been taken and to assess the Risk again after mitigation measures have been identified. This approach is valid in industries having high risks but does create additional work for the Risk Assessment Team. A simpler procedure is considered appropriate for DWSC. In our example of the hazard of drowning we can see that the likelihood is greatly reduced by our DWSC members and employees adhering to the existing Club Rules (a set of mitigation measures) that adequate upper body personal buoyancy must be worn when on the water.

When assessing Likelihood and Consequence the Risk Assessment Team will consider, discuss and then list the existing and non-existing mitigation measures which have been assumed in their Risk Assessment.

The Risk Assessment Team will use the Risk Assessment Record Form to identify all required but non-existing mitigation measures so that these can be listed for implementation. All additional non-existing mitigation measures will then be recorded in the SHE Action Tracking System.

Risk Assessment Record

The blank Risk Assessment Record form can be duplicated and will then be completed for each identified hazard. The subsequent Risk Assessment Record will then be filed in the Variable Records file and kept in the Club Office.

SHE Action Tracking System

Risk Assessments are carried out in four activity areas as described above (On Water, Harbour, General and Third Party). Each activity area maintains a separate SHE Action Tracking System Record (see attached sample). Each Risk Assessment Record will be filed with the appropriate SHE Action Tracking System Record and kept in the Variable Records file in the office. A tracking number from the SHE Action Tracking System will be present on all Risk Assessment Records.

Risk Assessment Bubble Chart

This chart shows a means of graphically representing the hazards and the associated Risk Assessment in a form that highlights which hazards require priority attention and action (the most severe in terms of Risk) and those of lower severity and priority which may only require monitoring.

CONSEQUENCE

Catastrophic

Hazard 3

Major

Moderate

Minor

Hazard 2

Insignificant

Hazard 1

Rare

Unlikely

Moderate

Likely

Almost Certain

LIKELIHOOD

Risk Assessment Record

Risk Assessment Record

| | | | |
|-------------------------------|--|-------------------------------------|-------------|
| Hazard ID Number | | Activity Area | |
| Hazard Description | | | |
| Cause & Background | | | |
| | | | |
| Likelihood | | Consequence | Risk |
| Mitigation Measures | | | |
| | | | |
| Risk Assessment Date | | Risk Assessment Team Members | |
| | | | |

Safety Boat & Event Coxswains Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and contains a description of the duties and responsibilities of Duty Safety Boat Coxswains, Safety Boat Coxswains and Event Coxswains.

Users of powerboats for other than Safety Boat purposes, e.g. as Race Committee Boats or in support of training afloat should refer to the procedure "Guidelines for Powerboat Users".

Training Requirements

All DWSC Coxswains (Duty Safety Boat, Safety Boat and Event) will be qualified as follows :

- RYA National Powerboat Certificate Level 2 in both Planing & Displacement Craft (or equivalent).
- RYA Safety Boat Coxswain Certificate (or equivalent).
- First Aid Certificate (minimum course length of 4 hours)

Duties & Responsibilities

The Duty Safety Boat Coxswain has overall and single point responsibility for providing safety cover for all persons using the Queen Mother Reservoir. This includes other Safety Boat and Event Coxswains, dinghy and keelboat sailors, board sailors and members of the general public who are within the bounds of the Reservoir's concrete retaining walls.

Responsibilities of the Duty Safety Boat Coxswain are in order of priority:

1. To decide whether it is safe to provide and continue the provision of Safety Boat cover. It is a DWSC requirement that Safety Boat cover must be available before sailors and other powerboat users may in turn make their own decisions whether to go afloat or not in the prevailing or anticipated conditions.
2. To attend any incident on the water where a person might sustain injury, i.e. a capsize, man overboard or physical injury.
3. Take responsibility for and supervise the activities of any other Safety Boat Coxswains or Event Coxswains who may be on the water.
4. To assist when a boat or board is in danger of being damaged or is out of control.
5. To advise any person not wearing upper body buoyancy suitable for their size and weight that it is a club rule to do so.
6. To assist the Race Officer(s) in the setting of courses, including the moving of spar buoys and flags.
7. To ferry keelboat sailors and Race Teams to and from the moorings.

Special Events, visitors & non-DWSC boats

There may be occasions such as special events where supplementary Safety Boat cover is provided:

- by people who are not members of DWSC using their own boats
- members of DWSC using boats that do not belong to DWSC

In all such cases a DWSC Powerboat Instructor will evaluate the people, their boats and their insurance to determine their competence and acceptability to DWSC before they may undertake such duties.

Details of duties for Duty Safety Boat Coxswain

1. On arrival at the Clubhouse the Duty Safety Boat Coxswain should carry out/evaluate the following:
 - i. Can adequate safety cover be provided for the whole reservoir in the prevailing and expected wind and visibility, i.e.
 - Can a safety boat be launched and recovered safely
 - Can you see through the mist and rain for at least three-quarters of the reservoir.
 - ii. If (i) is NO, can adequate safety cover be provided for the reservoir at the clubhouse end between the transit and the pier in the prevailing wind and visibility.
 - iii. If (ii) is NO, advise the Officer of the Day (OOD) and any Race Officers that in the opinion of the Duty Safety Boat Coxswain that Safety Boat cover cannot be provided and that sailing and/or racing is not permitted until conditions improve.
 - iv. If (i) is YES, decide which safety boat is most suitable and available, taking into account the weather conditions and the number of boats expected to be on the water.
 - v. If (i) is NO but (ii) is YES, advise the OOD that sailing will be restricted to the nearer half of the reservoir until further notice. (Request the OOD to fly the club pennant plus one black ball).
 - vi. Ensure that you are wearing clothing adequate for the prevailing and anticipated weather conditions and that you are wearing adequate upper body personal buoyancy. It is accepted that Safety Boat Coxswains may choose to wear inflatable type buoyancy aids as a means of improving their mobility when carrying out their duties.
 - vii. Select and prepare safety boat(s) appropriate for the prevailing and anticipated weather conditions and then launch the chosen safety boat(s). The selected safety boat(s) must be launched and available on the water. It is **NOT** sufficient for the selected safety boat(s) to remain on their trailers or on the beach.
 - viii. Collect a radio from the charger, check the radio in the Club Office is switched on and check both radios transmit and receive clearly. Remind the OOD to remain within radio contact at all times. Always ensure you have a radio in full working order on you when on the water.
 - ix. Ensure an additional Safety Boat is available moored to the pontoon. If this boat is to be a Rigiflex launch from the beach, fit a fuel tank and check that the engine starts and runs properly. Inform the OOD that safety boat cover is operational and sailing can start. The OOD can then lower the two black balls and display the appropriate flag signals.

If you are unsure that you can supply adequate cover ALWAYS err on the side of caution, but discuss your concerns with the OOD, or if there is no OOD, contact a DWSC Flag Officer.

Alternatively, you may decide that a crew is essential for the safe provision of safety cover, if so, ask the OOD to help you find a volunteer before you agree that sailing may start.

You may consider it safe to launch and recover a safety boat whilst also believing that the conditions are, or will become, unsuitable for the provision of adequate safety boat cover for sailing or racing on a part or whole of the reservoir e.g. poor visibility or the wind is or will be too strong. In this eventuality discuss with the OOD the possibility of allowing board-sailing only. In this case the OOD should fly the skull and crossbones flag with the two black balls. (Boards, as with all other craft, may only take to the water if safety cover is present and operational).

2. At regular intervals, and when conditions change, review the above decisions.
3. In the event that a sailor is not complying with the Club Rules, and is endangering themselves or other sailors, the Duty Safety Boat Coxswain should warn them that they must correct the situation immediately. If they do not comply, the OOD should be informed via radio of the situation and then they should be instructed that they are to leave the water immediately. Typical reasons for this course of action are a refusal to wear upper body buoyancy or risk of hypothermia from repeated capsizing.
4. In the event of a medical emergency on the water, the Duty Safety Boat Coxswain should radio Datchet Base (the Club Office) and ask for assistance to be available at the jetty. The Duty Safety Boat Coxswain **SHOULD NOT** leave the injured person ashore and return to the water until a qualified first-aider is present or an ambulance has arrived. The Duty Safety Boat Coxswain may at that time be the only the first aid qualified person on the club premises, in which case if no other qualified Safety Boat or Event Coxswain is present, consideration should be given to closing the water until the Duty Safety Boat Coxswain can resume duty on the water. The Race Officer(s) must also be informed by radio of the problem at the earliest possible opportunity.

All incidents should be entered in the Report Books in the Club Office as soon as is practical, and definitely before leaving the Club at the end of your duty.

5. At the end of the day inform the OOD that sailing has finished and ask him to put up the two black balls.
 - I. Make a careful check that the water is clear of all craft, including boards.
 - II. Remove the fuel tank from the Rigiflex and return the Rigiflex to its location taking care to secure.
 - III. Put the Rigiflex fuel tank in the fuel locker and make sure the locker is locked at both ends.
 - IV. Check that the committee boats and the other powerboats are safely chained to their moorings.
 - V. Recover the RIB's, if they are on the water, and put them back in the boatshed. (Remember to remove the isolator key and drain the boats of water before putting them away). If only the Rigiflex have been used, ensure they are returned to their location and secure.
 - VI. Replace the radios in the charger, making sure they are switched off first.
 - VII. Make sure you have returned ALL keys to the box in the office.
 - VIII. Report to the OOD that you have finished and are now leaving. (In the absence of an OOD, report to a Flag Officer or the Bar Steward).

Event Coxswain

The Event Coxswain should arrive at the club in time to be on the water at least two hours before the first race.

The Event Coxswain's principle duty is to assist the Race Officer to organise and run the event on the water, but he/she **MUST** give assistance in safety duties when requested by the Duty Safety Boat Coxswain. Safety duties **ALWAYS** take precedence.

The Event Coxswain's duty finishes when the Race Officer decides that he/she has no further work requirement for the Event Coxswain.

Upon completion of duty the Event Coxswain should check with the Duty Safety Boat Coxswain whether the power boats that have been used to support racing should be recovered or not.

Junior & Youth Squads

The Duty Supervisor (Junior & Youth Squads) will contact the Duty Safety Boat Coxswain and the OOD to agree the plans for each Junior & Youth Squads session, which may also require that areas of water near to the clubhouse are reserved for Junior & Youth Squads activities.

Duty Times

The Duty Safety Boat Coxswain should be on the water and ready as follows:

Morning duty: 9:00 to 13:30

Afternoon duty: 12:30 to 19:00 or half-an-hour before sunset, whichever is earlier.

The overlap at lunchtime is to help with the ferrying of keelboat sailors' from/to the moorings.

Officer of the Day Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and contains a description of the duties and responsibilities of the Officer of the Day (OOD). A more detailed set of guidance notes and information sources can be found in the Officer of the Day Information Manual kept in the Club Office.

Duties & Responsibilities

The O.O.D. is a responsible member of DWSC., who takes overall charge of DWSC for the day.

The objective is to provide good, fair sailing for all members having due regard for safety and adherence to Club Rules.

Duty Time is from 9am until the end of sailing for the day.

Responsibilities of the O.O.D. are:

- Opening and closing the club at the beginning and end of the day's sailing
- Taking charge ashore of any emergency situation that occurs and logging any relevant details in the Report Book.
- Signing in the duty team members (Duty Safety Boat Coxswain, other Safety Boat and Event Coxswains, Race Officers and Race Teams, Duty Supervisor (Junior Flotilla)).
- After advice from the Duty Safety Boat Coxswain ensure that the correct flag signals are raised on the Club flagpole at the South end of the clubhouse so as to allow sailing to start.
- Ensuring that visitors and DWSC members etc. adhere to the Club Rules.

Do not feel alone in the post; Flag Officers, Race Management and other Council and Committee Members are frequently at the club and will always help when asked.

Duties of the OOD are, in approximate chronological order:

- Prior to your duty acquaint yourself with any events running on the day. Make contact with the Race Officer, Duty Safety Boat Coxswain, Duty Supervisor (Junior Flotilla) and if appropriate any Event Organisers.
- Ensure that the Club premises are opened by 9 am, if necessary obtain keys in advance from the Club Secretary.
- Check the availability of the Duty Safety Boat Coxswain and any other rostered Coxswains.
- Switch on the Club Office Radio and ensure it is working by contacting the Duty Safety Boat Coxswain.
- Obtain a weather forecast.
- Write the weather forecast and duty team details on the white board located in the Wet Bar.
- After consultation with the Duty Safety Boat Coxswain. If he/she considers it is safe to sail; hoist the correct flagstaff signals on the Club flagpole at the South end of the clubhouse but only when the Duty Safety Boat Coxswain is ready. Under normal circumstances the water should be open by 9:30 am. See the Flags and Signals Section in this manual for these signals, which also appear on the Board in the Wet Bar area.
- If there is a Junior Flotilla session ensure a Duty Supervisor (Junior Flotilla) is present and has lodged the completed parent/guardian consent forms with you in the Club office; arrange to return these to him/her at the end of the Junior Flotilla session.
- Ensure that hot water is available to both changing rooms by 10 am.

- Continuously monitor the weather and provide updates to the Duty Safety Boat Coxswain and if appropriate the Race Officer.
- Ensure that all young children, under the age of 12, who are on the beach area or pontoons are wearing buoyancy aids at all times.
- Keep a look out for boats in distress and inform the Duty Safety Boat Coxswain by radio of any problems. Use LookOut if appropriate.
- Be aware of the location of the First Aid kit and stretcher in the Club Office.
- Ensure a second and operable safety boat has been moored on the North pontoon even if only one duty Safety Boat Coxswain has been rostered.
- On race days check in the Race Officer and the Race Team.
- Be in constant communication at all times; if away from the Club Office or Wet Bar area take a portable radio with you and have it switched-on. It is a good idea to inform the Duty Safety Boat Coxswain and Race Officer of this situation.
- Deal with any membership enquiries.
- Issue day sailing tickets. Note that on Sundays these should not be issued for casual sailing before 11:30 am.
- Make spot checks of the changing rooms and car park for any suspicious activity and act accordingly to advise DWSC members and the police. However do not put yourself at personal risk in this role.
- Acts as shore liaison and take overall shore based charge of any incident. Ensure that the Duty Safety Boat Coxswain is able to continue after an emergency event. If the Duty Safety Boat Coxswain is unable to continue with his duty and no stand-in is available, close the water by hoisting the appropriate signals from the Club flagpole at the South end of the clubhouse.
- Understand the responsibilities and duties of the Duty Safety Boat Coxswain and the Race Officer which also appear in the Master SHE Management System Manual kept in the Club Office.
- Understand and be available to explain to prospective members what DWSC has to offer.
- Be acquainted with the OOD Information Manual and refer to it whenever necessary.
- On race days' issue appropriate Protest Forms and when necessary receive protests and arrange a Protest Committee.

At the end of racing release the Race Officer, having first established that all race results and paperwork have been completed and that all boats have been secured on their moorings and that all keys have been returned to the key cabinet.

At the earliest of:

- the end of sailing ; or
- 30 minutes before sunset; or
- 1900 hours; or
- when advised by the Duty Safety Boat Coxswain that the water is to be closed

Raise the two black balls and lower the DWSC Burgee from the Club flagpole at the South end of the clubhouse.

Check that all DWSC boats have been put away and secured.

Check the fuel locker on the beach has been locked.

Ensure that completed Junior Flotilla Parent/guardian consent forms are returned to the Duty Supervisor (Junior Flotilla).

Check all the radios are back in the charger and have been switched off as they will not charge when switched on.

Release the Duty Safety Boat Coxswain after ensuring that all safety boats have been moored or put in the boatshed and that all keys have been secured in the key cabinet.

Check that the boatshed is locked and secure, check that all of the portacabins are locked and secure, check that the beach fuel locker is locked and secure, check that the rowing boat is secure on the beach. Check that the Clubhouse lookout (at roof level) is locked and secure.

Check that all Club Office and other doors including key cabinets; desk drawers etc. are securely locked. Lock the door between the wet Bar area and the toilets using Key 5. Lock the Wet Bar area sliding doors using Key 4 and ensure the screw bolt is in place.

Complete the Duty Officer's checklist and leave it on the Club Secretary's desk in a prominent position.

Lock the internal Club Office door to the Wet Bar area using the push down bolt.

On most duty days you may leave the locking up of the Wet Bar area and the final locking up of the Club Office to the Bar Manager (PJ) but first ensure that all other doors and items are secured for the night.

If you are securing the Clubhouse for the night ensure that all the steel shutters are down, do not forget the one on the Committee room window, and finally leave via the external door from the Club Office after activating the alarm using the code that will be provided to you separately.

As you leave ensure that there is nobody else on site; if there is ask them to leave immediately; unless these are Dinghy Store or Datchet Watersports staff who can be trusted to clear people and then secure the site when they in turn leave.

Secure the Main Gate using the special padlock and key.

Return the keys to the Club Secretary during the following week.

OOD Day Sheet

Please leave this sheet on the Club Secretary's Desk at the end of the day

| Duty | Remarks if any |
|--|----------------|
| Open Club House | |
| Check OOD Notes, Day Ticket Book and pen on Secretary's Desk | |
| Number of Radios at start of day | |
| Decision to Sail (if not, why?) | |
| Flagstaff Signals | |
| Check water hot by 10:00 am | |
| Ensure Junior Flotilla Consent Forms completed before session & then returned to Duty Supervisor (Junior Flotilla) at end of day | |
| Check Race Officer(s) collected Sign-on Sheets & Finish Position Sheets and placed in envelope on Sailing Secretaries Desk | |
| Check number of radios at end of day | |
| Check all Club boats put away correctly | |
| Check Black Balls hoisted on Flagstaff at end of sailing | |
| Check beach Fuel Locker locked at both ends | |
| Check Boat House and Bosun's Store locked | |
| Check Lookout locked | |
| Check Committee Boat keys have been returned | |
| Day Tickets/Open Meeting receipts & money placed in floor safe | |
| Locked up at Or handed over to Bar Manager (PJ) at | |
| Signed | |

Race Officer Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and contains a description of the duties and responsibilities of the Officer of the Day (OOD). A more detailed set of guidance notes and information sources can be found in the Officer of the Day Information Manual kept in the Club Office.

Duties & Responsibilities

The Race Officer is a responsible member of DWSC, selected by the Race Management Committee to take overall charge of DWSC and/or Open Event racing on a particular day or days.

The objective of Race Officers and their Race Teams is to provide good, fair racing for DWSC members and visitors having due regard for safety and adherence to Club Rules.

From a safety perspective the Duty Safety Boat Coxswain has overall and single point responsibility for deciding whether safety boat cover can be provided and the reservoir first opened for and to continue in use for sailing.

If the reservoir is open for sailing the Race Officer(s) has single point responsibility for deciding whether racing can safely proceed in the prevailing and expected conditions. In making this decision the Race Officer should consider factors such as the weather conditions, the types of boats competing, size of fleet, nature of the fleet's crew experience, ability of the Duty Safety Boat and other Safety Boat Coxswains to provide prompt attention etc.

However there may be times when the reservoir may continue to be open for sailing but the Race Officer determines the conditions to be unsuitable for racing given the nature of the race fleet, crews' experience or actions on that day. In this case the reservoir may continue to be open for general sailing or racing in another event but the Race Officer can decide to cancel or suspend his/her own programme of racing. A good example of this might be the decision of a Race Officer to permit general DWSC racing to continue on a windy day but for an Open Event Race Officer to suspend or cancel an Open Event sailed in Optimist dinghies by young sailors.

The Race Officer and Race Team should be familiar with the Club Rules, the Club Sailing Instructions and the notes for Race Officers which are placed in the Race Officer's box and which is to be collected from the OOD in the Club Office before going afloat.

Duty Time

From 9am until all the paperwork for the races held during the day has been completed and the OOD has been notified.

Aims and Objectives

The Race Officer has the following aims and objectives:

- Ability to instruct and guide the other members of the Race Team in their duties, and to instill, in them and the race competitors, confidence in your leadership.
- Identification and use of the equipment necessary for the conduct of a successful race at this level.
- The Race Team should have the Committee Boat on station and a start line laid at least 10 minutes before the scheduled time for the first Warning Signal.
- Ability to determine, set and communicate the course to be sailed.
- Ability to lay starting and finishing lines with due regard for hazards, e.g. bank, moorings, spar buoys and marks of the course.

- Knowledge of how to conduct a race in accordance with the International Sailing Federation Racing Rules of Sailing (RRS), the RYA prescriptions, the Club Sailing Instructions (SI), and the Club Rules, customs and practices.
- Awareness of the factors affecting, and the means of ensuring, the safety of competitors and Race Team members before, during and after racing.
- Ability to deal with the documents required during and at the end of a race.
- Ability to establish a Protest Committee in conjunction with the OOD, this requires notification at the earliest opportunity.
- Ability to give satisfaction and enjoyment to the competitors within the rules of the sport.

Safety considerations when racing

If the Race Officer and Race Team have any safety concerns during racing the following options should be considered :

- Consult the Duty Safety Boat Coxswain
- postpone the race
- restrict the type of boat or board that can compete
- draw the competitors attention to Sailing Instruction 2 Conditions of Entry
- abandon the race
- discuss with the Duty Safety Boat Coxswain an increase in the number of Safety Boats
- discuss with the Duty Safety Boat Coxswain the implementation of Sailing Instruction 3.2b Clothing

Postponement

A postponement is acceptable and necessary when:

- there is insufficient Safety Boat cover
- too much wind
- too little wind
- poor visibility
- other adverse weather conditions

Necessary when there is:

- equipment failure
- late arrival of Event Coxswain, Safety Boat or Race Team personnel

Shorten Course

Is acceptable and necessary when there is :

- too much wind
- too little wind
- poor visibility
- imminent change in weather conditions
- a finish line such that boats will cross the line whether they are, or are not, aware of the shorten course signal.
- a race duration exceeding 1½ hours for the leading boat or board in each class

Abandonment

Is acceptable and necessary when there is :

- too much wind
- too little wind
- poor visibility
- other adverse weather conditions
- insufficient Safety Boat cover for the prevailing conditions
- the leading boat or board in each class does not round the first mark of the course within ½ hour of starting

Equipment

Race Officer's should check that their Race Team is in possession of the following before going afloat:

- Race Box; check that this is complete!
- Race Officer's Manual
- Flags
- Buoyancy aids and adequate clothing for the prevailing conditions

Junior & Youth Sailing Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System. It contains a description of the control measures to be followed when undertaking DWSC Junior & Youth Sailing (JYS) activities. These measures include the following;

- Operating Code of Practice
- Operating Guidelines for Responsible Parties
- Safety Guidelines for Parents: Safety Rules for Young Sailors
- Guidance for dealing with an incident

General Principles

JYS activities will take place within the requirements of the DWSC SHE Management System, the Club Rules and under the specific supervision of the Duty JYS Supervisor. The Duty JYS Supervisor will be a qualified RYA Senior Instructor or when unavailable, a suitably experienced and approved Dinghy Instructor. *(A Dinghy Instructor shall not fulfil this role for more than 25% of JYS activities in any one month and the arrangement shall be reviewed annually)*

JYS activities have the following additional specific responsibilities;

All volunteers / paid Instructors are effectively in *loco parentis* and will be expected to show the same level of care as would reasonably careful and knowledgeable parents in the same circumstances.

Where activities are held in club-owned boats, the club has a responsibility to ensure they are in a safe condition.

The activities are for young people who have less experience of safety issues and who may need more hazard-awareness guidance than adults. Generally, special consideration needs to be given to those children below the age of 14.

The control measures described within this document are underpinned by a set of Risk Assessments. These assessments are reviewed annually or as required following an incident / introduction of any new known hazards.

Duties & Responsibilities

Each JYS session will take place under the overall supervision of a Duty Supervisor who will have overall responsibility for the JYS session.

Each JYS participant will be assigned to an Instructor. Instructors will provide either the training or more general supervision for a group of sailors. Instructors will be assisted by qualified Assistant Instructors (AI's) as and when required.

For JYS activities involving more than one Instruction group, there will also be an appointed Beachmaster who will assist sailors with rigging, launching, recovery and de-rigging.

For JYS participants under the age of 14, a Parent or Responsible Adult is required to remain at the club so that junior sailors are supervised when off the water and beach area.

Operating Code of Practice

All JYS sailors shall be members of DWSC. DWSC members may sign in a 'Guest Member' who may participate in (a maximum of) three JYS sessions as a 'taster' prior to joining the club. Each JYS participant under 14 year old must have a Parent or Responsible Adult remaining at the club throughout the session.

An application form must be completed for each JYS sailor at the start of each season (and prior to them participating in any JYS activity). This application form includes; confirmation that the sailor is

confident in water, contact details and information of any medical conditions that may affect participation.

JYS sailors must be signed-in on the attendance register for each session.

Unless the Parent / Responsible Adult requests otherwise, the requirement to wear head protection for sailors under 12 years old taking part in RYA Stage 1 & 2 training courses or in a 'Taster' session will be assessed by the Duty Supervisor based upon the following primary factors;

- Wind strength
- Experience of participant
- Installation of boom protection in the training boat

All JYS sailors on the pontoons and on the water will wear buoyancy aids. In addition, all sailors under 12 years to wear buoyancy aids on the beach area.

The Club Principal will check instructor qualifications. References will be obtained for Instructors in accordance with the DWSC Child Protection Policy.

No JYS sailing will take place until the Duty Supervisor has checked that current (and forecast) conditions are favorable, that adequate safety cover is in place and that the DWSC Duty Coxswain has opened the water for JYS activities.

Sailing areas will be clearly defined to all JYS sailors prior to the start of each session and any unfamiliar hazards pointed out. Consultation on appropriate sailing areas will be made with the OOD, PRO and with Datchet Watersports.

Club boats will be inspected at the start of each session for buoyancy integrity, security of fittings and general seaworthiness. Other club equipment, including buoyancy aids and head protection will be regularly inspected.

The ratio of JYS sailors to Instructors will not exceed the following ratios for RYA stages 1/2/3;

For beginners with Instructor on board, maximum 3 to 1

Maximum 9 sailors to 1 Instructor but not more than 6 boats per Instructor

Safety boat (SB) cover will be provided to the following minimum levels for tuition:

- Up to 6 dinghies: 1 Safety Boat
- 6 – 15 dinghies: 2 Safety Boat
- More than 15 dinghies: 3 Safety Boat

For activities that do not include tuition (eg Racing or sailing under general supervision), each safety boat will cover a maximum of 10 dinghies.

The safety boat cover may be provided by the Instructor/Coach boat (where SB qualified) and/or by the DWSC Duty coxswain with his/her agreement.

The DWSC Incident / Accident book will be used and regularly reviewed.

Operating Guidelines - JYS Duty Supervisor

Specific responsibilities include:

Preparation

- Check weather forecast and assess whether reefing or restricted sailing is appropriate. Limit the number of boats on the water at any one time when necessary.
- Arrange sailing area in consultation with OOD, PRO and Datchet Watersports.
- Confirm with the Duty Coxswain that the water is open for JYS activities.
- Ensure an adequate number of safety boats are prepared, manned and launched.

- Check the condition of the beach and launching areas and assess for any new hazards.
- Check for any unfamiliar hazards both on and off the water.
- Check Duty Supervisor (DS) logbook for any known problems with boats

Registration and allocation of Instructors

- Prepare attendance registration form. Welcome parents and children, and make Instructors known to them. Hand over registration to the Beachmaster prior to going afloat. Check attendees against 'members list' and ensure any medical conditions are advised to relevant Instructors.
- Arrange for applications to be completed for 'taster sessions', ensure that applicants are recorded as DWSC guests and that they receive a safety briefing.
- Arrange student/Instructor groups.

Communication

- Assign radio call signs to Instructors/Beachmaster.
- Fill out DS logbook at end of session noting any problems with boats, points of note etc. Inform club Boson if any repairs are required.

Operating Guidelines – Instructors and Assistant Instructors

Specific responsibilities include;

Initial briefing to sailors

- Clearly define limits of sailing areas.
- Demonstrate signals for "come to me" & "return to shore" if unknown.
- Point out any unfamiliar hazards on the beach and / or water including awareness of other club activities and launching / recovery of powerboats.
- For stage one/two/tasters, review the Young Sailor Safety Rules and hazards of propellers on powerboats.
- Communicate session objectives.

Sailors clothing

- Check buoyancy aids fit and correctly fastened.
- Ensure helmets are worn by under-12s for Stage 1 & 2 as advised by the Duty Coordinator or requested by Parent / Responsible Adult.
- Ensure clothing is appropriate for time of year & conditions. Ensure sunblock / suncream applied as appropriate.

Checking of boats

- Inspect boats early before launch for buoyancy integrity, security of fittings and general seaworthiness.

On the water

- Radio on & checked.
- Keep awareness for sailors showing signs of cold and/or hot depending on conditions.
- Keep sessions short, particularly for the beginners.

- Ensure that gear is not intentionally abused.
- Demonstrate – Practice – Test!

End of session

- Debrief sailors.
- Check boats for any breakages, defects etc including water ingress into buoyancy tanks. Bring to the attention of the Duty Supervisor as appropriate.

Operating Guidelines - Beachmaster

The Beachmaster primary role is to assist rigging, launching, recovery and de-rigging of the boats. He/she will also be responsible for the behaviour on the beach of (particularly young) JYS sailors while Instructors are on the water.

Specific duties include;

- Be aware of young sailor safety rules and enforce where necessary, for example;
- All sailors wear buoyancy aids on the pontoons
- Sailors under 12 years wear buoyancy aids on beach area
- No swimming off the beach or pontoons
- Take registration sheet from Duty Supervisor and ensure any latecomers are assigned to an Instructor before being allowed onto the water. Supervise activities of latecomers up to that point.
- Assist Instructors with pre-launch check of boats.
- Don't ask small children to assist in lowering boats from racks or to raise (or lower) Topper masts.
- Be aware of any new hazards on the beach area and warn sailors as appropriate. eg. Wet algae on the lower beach area is a severe slip hazard; Launching /recovery of powerboats especially with vehicles etc.
- Maintain radio contact with Instructors through the session.
- Ensure where possible that there is space on the pontoon for younger sailors to land safely by moving away unused boats / power boats.
- Ensure dinghy trolleys do not create a trip hazard.

Safety Guidelines for Parents and Responsible Adults

Sailing should be fun and can be exciting, but it needs to be safe too – on land and on the water. Sailing has generally got a very good safety record, but as with every new experience for your child it carries risks, and it's important we minimise these.

Sailing is a physical sport – it can be compared with cycling or skiing – and while learning, the odd bump or knock should be expected. The good news is that water is softer to land on than a road or packed snow!

For young sailors below the age of 14, we ask that a Parent (or Responsible Adult) is present at the club whenever your child is sailing, and takes responsibility for the child on land. Please read the guidelines for 'young sailors' and reinforce its messages – particularly the rules for behaviour on land.

We need your help to ensure that your child is properly prepared for sailing;

Wetsuit (or drysuit) with full-length arms and legs is a Club requirement for any sailing from the start of November to the end of April.

If your child is going to sail regularly, we strongly recommend a wetsuit. The water is still cold in May and June. Children also seem to like capsizing and getting wet, and wetsuits allow them to do this without getting very cold afterwards.

Footwear is required – Trainers are fine for beginners, but please note the concrete and pontoons can be very slippery, so smooth-soled plimsolls are not a good idea.

Change of warm clothes for afterwards, and a towel to dry with.

We can provide buoyancy aids for beginners, but would recommend you get one if your child is going to sail regularly. This way they are familiar with the aid and how to fit it correctly. Please ensure that if your child is under 12, then the buoyancy aid is worn and correctly fastened when on the beach area.

Long hair can be a hazard in that it can get caught. We will put young beginners into helmets, but for others with long hair a hat of some sort is strongly recommended.

Water reflects sunlight, and so sunscreen or sunblock is important in summer.

On hot days it is a good idea for sailors to take a bottle of water out on the boat.

We ask that you arrive in good time, and get your child to change into sailing clothing promptly. They should then be learning to help with rigging the boats prior to sailing, and to help with putting away afterwards. We would encourage you to help with this too – if you don't know what to do, we can teach you as well!

We need you to 'sign in' your child at each session. The signing-in sheet will be with the Duty Supervisor or Beachmaster. This ensures the Instructor knows you, and

ensures that we are aware that your child is with us for the session. (There can be other children around sailing with their parents for example – the club can be quite busy). If you arrive late and it is clear the session has started (eg if instructors are on the water), please stay with your child on the beach area until you sign-in with an Instructor or with the Beach Supervisor. If there's no sign of anyone, please go to the Office who can radio an Instructor on the water.

Safety Rules for Young Sailors

Sailing should be fun and can be exciting, but it needs to be safe too – on land and on the water. At Datchet Water Sailing Club, we take safety very seriously – your safety and everyone else's. If we're going to teach you how to sail safely, we'll need you to obey our safety rules. If you don't follow them, then we won't let you sail.

Our Safety Rules;

On land

- If you are under 12, you must wear a buoyancy aid on the beach area and ensure that it is properly fastened.
- Don't go onto the pontoons unless launching or landing a boat or unless asked to by an Instructor. Pontoons are not for playing on.
- Don't run anywhere **outside** the clubhouse, especially on the (concrete) beach or on pontoons which can both get very slippery
- Don't run anywhere **inside** the clubhouse – the floors can be wet and slippery, especially in the changing rooms.
- You must always obey the instructions from the Sailing Instructors, their Helpers and Safety Boat Coxswains.
- Don't climb on railings, or the concrete walls.

On the water

- Buoyancy aids must be worn by all sailors on the pontoon and whilst afloat.
- The reservoir water can grow algae – it is not for drinking.
- The reservoir is for sailing, not swimming. Never leave your boat or swim between boats unless instructed. Powerboats can't see you easily in the water, and their propellers can make a nasty mess of you.
- If you're getting cold (or very hot), then tell your Instructor and ask to come ashore.

- Never deliberately crash or bump into another boat.
- Only sail in the area you've been told to.

Safety signals

- If you hear a whistle or a hooter, look to see who's signalling.
- If it's your Instructor, obey his signal quickly.
- His signals will be either "Come to me" (both arms waving backwards and forwards) or "Go ashore" (one arm still, pointing to the shore)
- If you're in trouble and want help, you wave both arms sideways up and down.

Setting an example

We have a wide range of sailors in both age and ability. The older and more experienced sailors will set an example to the younger and less experienced ones, so we require them to set a safe and sensible example.

Finally, and very importantly, enjoy your sailing!!

Guidance for Dealing with a Serious Incident

In the event of an incident on the water, the Duty Supervisor should ensure that the following actions are carried out;

Immediate Response Actions

- Ensure that a qualified First Aider immediately attends the casualty.
- Move the casualty to place of safety as quickly as possible, being aware of any potential neck / back injuries. This is likely to be the clubhouse and/or beach area.
- Ensure that the Duty Coxswain and OOD are notified ASAP.
- Note. The Duty Coxswain has the overall responsibility for Safety on the water. He / she may choose to take over control of the incident at an early stage or delegate, dependent upon the circumstances / workload etc.
- Immediately suspend the session, ensure that the incident is contained and that all sailors return to shore.
- Notify the Parent or Responsible Adult (if in attendance).
- Secure additional medical resource as required eg call for Ambulance.

Follow-up Actions

- Ensure the incident details are recorded in the DWSC Incident book.
- Inform a member of the Club Council.
- Formally review the incident in accordance with SHE Procedure for Incident Reporting and Investigation.
- Head Injuries

If a young sailor sustains a head injury, then full consideration must be given to advising the Parent / Responsible Adult to take the injured patient to the nearest A&E hospital ASAP (Wexham Park Hospital or St. Peters Hospital). If the child is 14 or over and the Parent / Responsible Adult is not in attendance, then an Instructor should perform this duty.

- Regardless, the incident must be recorded in the DWSC Incident book.

Incident Reporting & Investigation Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and contains guidelines for the reporting and investigation of Safety, Health and Environment related Incidents.

Duties & Responsibilities

The reporting, recording and investigation of incidents is a fundamental tool in ensuring the ongoing effectiveness of an SHE Management System, its underlying Risk Assessments and for ensuring that failures in risk control are rectified.

DWSC members, employees, officers, contractors and visitors should be encouraged to report all Incidents by means of the Report Book that is kept in the Club Office.

An incident is defined as any event or near miss event that endangers safety, health or the environment.

An incident occurs when there is a failure to have in place control measures to protect against hazards or when a hazard exists that has not previously been identified and mitigated by means of a formal Risk Assessment process.

All Incident Reports will be reviewed jointly by the Club Secretary and the Flag Officers. If they feel it is necessary they will then include in the review the person(s) making the report and any other person(s) who can contribute to analysis of the incident, its root causes and the identification of corrective actions.

Steps will then be taken to record any preventative and mitigation measures needed to prevent a repetition of the incident.

It should also be noted that the intent of investigation is to identify root causes and preventative measures and not to allocate blame or fault.

Incident Reporting

A Report Book will be kept in the Club Office and can be obtained from the Club Secretary or the O.O.D. It will be used to record incidents such as:

- Injuries requiring First Aid and/or further medical attention; the name and address and telephone number of the injured person should be noted together with nature of the injury, when and how it occurred and who provided First Aid. If possible witnesses to the incident should also be noted so that an investigation can be thoroughly made.
- Near miss or actual incidents not resulting in injury but resulting in damage to property, the environment or the placing of people at peril. Full details of the incident should be recorded together with the time and date it occurred and details of what happened and who witnessed it.
- Incidents involving the police; such as theft, assault or criminal damage. The details recorded should include the police report number.
- Damage to DWSC owned boats including requirements for maintenance and repair.

Incident Investigation

All incidents shall in the first instance be reviewed by the Club Secretary and the Flag Officers who will investigate the details, and if necessary discuss the incident with the person reporting it and with any witnesses or other appropriate technical expert drawn from DWSC or if necessary outside.

In the event of a fatality, serious injury or serious pollution incident it shall be brought to the immediate attention of the Commodore so that any legal and specialist input to the investigation can

be obtained before any investigation commences and to ensure all statutory reporting requirements are met. If the Commodore is unavailable then another Officer shall be contacted immediately.

In principle the Record Book shall be routinely reviewed once a month and a report of incidents, investigations and resultant recommendations will be made to the next Council meeting so that Council is made aware of:

- the effectiveness of the SHE Management System
- the nature and frequency of incidents
- actions required to ensure that repetition is prevented.

Incident Analysis

The depth and detail of investigation shall be commensurate with the severity or in the case of a near miss the potential for severity. For severity guidelines consider the Consequences and Likelihood matrix detailed in the SHE Manual under section Risk Assessment.

Analysis shall consider the following:

- Sequence of events that that led to the incident occurring.
- Controls and mitigating measures that would normally have been in place to prevent an occurrence.
- Factors which led to such controls and mitigating measures failing ie. causes.
- Corrective actions needed to prevent a repetition of the incident.

Corrective Actions

The Flag Officers and any co opted members or experts will note their findings in the Report Book and will identify actions that need to be taken to restore or put in place new control measures and/or mitigation to prevent Incident repetition.

The recommended corrective actions will be presented to Council for review and endorsement.

Approved corrective actions will be actioned by means of the SHE Action Tracking System.

Powerboat Users Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and covers the responsibilities and guidelines for users of DWSC powerboats that are not being used for Safety Boat and Event Coxswain purposes.

When powerboats are being used for Safety Boat purposes then the requirements of procedure Guidelines for Duty Safety Boat Coxswains; Safety Boat Coxswains and Event Coxswains are to be applied.

This procedure covers eventualities such as :

- Use of displacement craft such as committee boats.
- Use of RIB's for purposes other than as Safety Boats or for Event Coxswain purposes.
- Use of other craft for purposes other than as Safety Boats or for Event Coxswain purposes.
- DWSC members using their own powerboats for other than for Safety Boat or Event Coxswain purposes.

Training Requirements

All DWSC Coxswains operating RIB's and/or other safety boats as Duty Safety Boat, Safety Boat and Event Coxswains will be qualified as follows:

- RYA National Powerboat Certificate Level 2 in both Planing & Displacement Craft (or equivalent).
- RYA Safety Boat Coxswain Certificate (or equivalent).
- First Aid Certificate (minimum 4 hour course).

Any DWSC member or employee operating a RIB or other safety boat for purposes other than those described above such as in support of the training of Junior Sailors, racing mark or boat maintenance, practice for obtaining a RYA Safety Boat Certificate etc. must be qualified as follows:

- RYA National Powerboat Certificate Level 2 in both Planing & Displacement Craft (or equivalent).

Any DWSC member or employee may operate a DWSC owned committee or support boat provided:

- it is under the direct supervision of another member holding a RYA National Powerboat Certificate Level 2 (or equivalent) in both Planing & Displacement Craft; or
- he/she has received instruction in operating such displacement craft.

DWSC members or others under training by DWSC Powerboat Instructors may operate any DWSC powerboat whilst under such training and supervision.

There may be occasions such as special events where supplementary Safety Boat cover or general assistance to racing or training is to be provided by:

- people who are not members of DWSC using their own boats
- members of DWSC using boats that do not belong to DWSC

In all such cases a DWSC Powerboat Instructor will evaluate the people, their boats and their insurance to determine their competence and acceptability to DWSC before they may undertake such duties.

DWSC's insurances only cover the operation of DWSC powerboats by qualified DWSC employees and members hence people who are not members of DWSC may not operate DWSC boats at any time.

Non members who have been cleared by a DWSC Powerboat Instructor must have their own insurance in place.

In principle external instructors should not operate powerboats themselves but should be assisted by a DWSC certified powerboat operator to operate the boat on their behalf. This permits the instructor to concentrate on training without the having the distraction of boat operation and unfamiliarity with DWSC's call signs etc.

Duties and Responsibilities

The Duty Safety Boat Coxswain has overall and single point responsibility for providing safety cover for all persons using the Queen Mother Reservoir. This includes other Safety Boat and Event Coxswains, dinghy and keel boat sailors, board sailors and members of the general public who are within the bounds of the Reservoir's concrete retaining walls.

Nobody may proceed afloat in any planing or displacement craft, whether DWSC owned or not, at any time when the reservoir is not open and is not provided with Safety Boat cover.

The single exception to the above statement are Datchet Watersports who are responsible for providing their own Safety Boat cover in support of their own activities.

During the week Safety Boat cover is normally provided by The Dinghy Store who provide a Duty Safety Boat Coxswain.

Users of powerboats must:

1. decide whether they can safely operate a powerboat in the prevailing and anticipated weather conditions.
2. wear upper body buoyancy suitable for their size and weight.
3. wear clothing adequate for the prevailing and anticipated weather conditions.
4. notify the Duty Safety Boat Coxswain, Club Secretary or OOD or, during the week The Dinghy Store, that they are going afloat.
5. take a radio with them having also checked that they are in communication with the Duty Safety Boat Coxswain or during the week The Dinghy Store.
6. take special care when boarding powerboats on moorings; especially when boarding a safety boat from a rowing boat
7. note in the Report Book in the Club Office any incidents or maintenance requirements for DWSC owned powerboats.
8. return powerboat keys to the Club Office upon completion of use.
9. return powerboats to the boathouse or moorings as appropriate upon completion of use.
10. if using the rowing boat to access a safety boat then return the rowing boat to a safe place on the beach, or on its trailer, and replace the oars and safety boat fuel tank in the beachside locker and then lock this securely to prevent theft or damage.

Club Secretary Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and contains a description of the duties and responsibilities of the Club Secretary.

Duties and Responsibilities

The Club Secretary is an employee of DWSC, selected by and responsible to Council, and takes overall charge of the day-to-day shore based administration and business activities of DWSC.

When the Club Secretary is working on DWSC premises he/she normally takes overall charge of shore based activities as OOD unless an OOD has specifically been rostered to support or relieve the Club Secretary. Consequently, the Club Secretary will also undertake the duties outlined in the OOD responsibilities'

SHE related responsibilities of the Club Secretary

The Club Secretary plays an important part in the setting up and maintenance of high SHE standards in DWSC's activities including the following specific items:

- Ensuring that all DWSC members and visiting sailors receive a copy of the Club Rules.
- Obtaining annual and written confirmation that all DWSC members and visiting sailors are in possession of third party insurance to a value of £2 million.
- Ensure that DWSC obtains insurances as required by law and such additional insurances as may be approved by Council.
- Make adequate arrangements for visitors and contractors.
- Inducting new employees and contractors working in DWSC's premises of our SHE requirements, fire exits etc
- Obtaining a contractor to ensure that all electrical equipment owned and operated by DWSC is tested at regular intervals not to exceed three years. This work is to be carried out by a competent person in accordance with the HSE Electrical Safety Testing Regulations. This is to include the Clubhouse and boatshed, Dinghy Store and Datchet Watersports premises.
- Obtaining a contractor to ensure that all fire indication, security and alarm systems are maintained and tested by a competent person and that records are kept of such maintenance and tests etc.
- Ensuring that a fire prevention officer surveys DWSC's premises at least every three years.
- Obtaining a contractor to inspect and maintain fire protection and extinguishing equipment in good working order.
- Obtaining a contractor to check and replenish the first aid kits in the Clubhouse and boatshed at least twice a year and after any major usage of materials.
- Conducting an evacuation exercise of the Clubhouse, Datchet Watersports, Dinghy Store and boatshed premises in response to a simulated security and/or fire alert at least twice a year and noting this in the Report Book.
- Safekeeping of and enabling public access to the Master SHE Management System Manual, which is to be kept in the Club Office.
- Safekeeping and access as needed to SHE reports and records such as the Report Book, Risk Assessments etc.

- Safekeeping of Junior Flotilla Consent and Attendance Forms so that these are not available to members or visitors but are available to the members of the Junior Flotilla Committee, Duty Supervisor (Junior Flotilla), the OOD, Flag Officers, Duty Safety Boat Coxswain.
- Ensuring that the Clubhouse, Club Office, bar and catering areas comply with all current Health and Safety Regulations.
- Formally advising in writing Datchet Watersports, The Dinghy Store and the club caterer of any perceived breach of Health and Safety Regulations and notify such a party(ies) to take timely action to remedy any such breach. As a matter of principle these third parties are responsible for their own actions but DWSC should always act proactively to assist, set and preserve high SHE standards.
- Ensure that the Report Books are available in the Club Office for recording all First Aid provision, any general incidents and repairs and maintenance needed on DWSC owned boats and equipment.
- Ensure that cars are not parked within the concrete retaining walls of the reservoir – particularly during any periods of low water.
- Ensuring that the Clubhouse and other DWSC premises are kept clean, neat, tidy and free from litter.
- Ensuring that any deliveries of fuel, bar stock or other goods are conducted in an environmentally friendly manner without spillage, litter etc. and that records of such deliveries are maintained.

Bar Manager Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and contains a description of the duties and responsibilities for the Bar Manager.

Drinks and Food Purchasing and Storage

The Bar Manager will ensure that all alcoholic and non-alcoholic drinks and food (crisps, chocolates etc.) have reasonable shelf life when purchased for DWSC use.

The Bar Manager will regularly check the stock of food and drinks to ensure that DWSC does not stock or sell drinks and food that are past their use by or sell by date.

In the event that drinks and food are past their use by or sell by date they will be withdrawn from sale and the Club Secretary notified so that they can be disposed of and written off from the Bar Account.

Care will be taken in storing drinks and food to ensure that they are kept in clean, dry conditions.

Cellar

The Bar Manager will ensure that the cellar area is kept clean and tidy and will ensure that:

- All gas cylinders are chained back to the wall or are laid flat on the ground and chocked to prevent movement.
- All beer kegs, pipes, cases of beer and soft drinks are stored safely and tidily.
- All glasses etc. are stored in a safe and secure manner.
- The cellar is not used as a store for cleaning materials and other non-bar or cellar items.

Cleaning

The Bar Manager will keep the Bar area clean and tidy and in particular will ensure:

- All glasses are clean and free from cracks and chips.
- All beer and soft drink delivery piping is flushed through at weekly intervals.
- All glasses are cleaned and put away when the bar is closed.
- All "under" bar shelves, cabinets, fridges etc are regularly cleaned inside and outside and are periodically removed for cleaning behind and underneath.
- All cleaning materials purchased for Bar area use will be normally available items which are clearly labelled as to precautions to be taken when accidentally ingested, splashed into eyes etc.
- All cleaning materials and equipment will be stored in the storeroom and not in the Bar area or in the cellar.

Handling and Lifting

Beer kegs, cases of beer and soft drinks are heavy and the Bar Manager will take care to ensure that he does not injure himself when lifting or moving these items.

Guidelines for The Dinghy Store

Purpose of the Procedure

- This procedure is an integral and key component of the Datchet Water Sailing Club (DWSC) Safety, Health & Environment (SHE) Management System and covers the responsibilities and guidelines for the Dinghy Store Limited which is an independent business operating on the DWSC site.
- As an independent business the Dinghy Store is responsible in law for its own activities and this procedure is not intended to describe or define these. However there are areas of overlap where the Dinghy Store provides services to DWSC in areas such as the provision of safety boat cover during the week. This procedure is intended to define the interface between DWSC and the Dinghy Store for such activities.

Training Requirements

All Dinghy Store personnel operating DWSC owned power boat as Duty Safety Boat, Safety Boat and Event Coxswains will be qualified as follows:

- RYA National Powerboat Certificate Level 2 in both Planing & Displacement Craft (or equivalent).
- RYA Safety Boat Coxswain Certificate (or equivalent).
- First Aid Certificate (minimum 4 hour course).

Any Dinghy Store personnel operating a DWSC safety boat for purposes other than those described above such as in support of the training of Junior Sailors, racing mark or boat maintenance, practice for obtaining a RYA Safety Boat Certificate etc. must be qualified as follows:

- RYA National Powerboat Certificate Level 2 in both Planing & Displacement Craft (or equivalent).

Any Dinghy Store personnel may operate a DWSC owned committee or support boat provided:

- it is under the direct supervision of another DWSC employee or member holding a RYA National Powerboat Certificate Level 2 (or equivalent) in both Planing & Displacement Craft; or
- he/she has received instruction from DWSC in operating such displacement craft.

Duties and Responsibilities

The Dinghy Store is responsible for providing safety boat cover during the week (Tuesday to Friday 09:00 to 17:00 hrs inclusive) when people other than Datchet Water Sports are using the reservoir.

At these times the Dinghy Store shall ensure that a safety boat is either manned and on the water or is alongside the pontoon and available for immediate use by a trained safety Boat Coxswain.

Immediate use is defined as being able to attend an incident on the reservoir and at the furthest point from the clubhouse within five minutes.

Powerboats

In carrying out the duties of Safety Boat Coxswain any personnel from The Dinghy Store will comply with and will follow the requirements of DWSC procedure for Safety Boat & Event Coxswains.

The Duty Safety Boat Coxswain has overall and single point responsibility for providing safety cover for all persons using the Queen Mother Reservoir. This includes other Safety Boat and Event Coxswains, dinghy and keel boat sailors, board sailors and members of the general public who are within the bounds of the Reservoir's concrete retaining walls.

Nobody may proceed afloat in craft of any kind, whether DWSC owned or not, at any time when the reservoir is not open and is not provided with Safety Boat cover.

The single exception to the above statement is Datchet Watersports who are responsible for providing their own Safety Boat cover in support of their own activities.

During the week (Tuesday to Friday) Safety Boat cover will be provided by The Dinghy Store who will provide a Duty Safety Boat Coxswain to operate one or more DWSC owned safety boats.

When using DWSC safety boats The Dinghy Store will :

1. Decide whether they can safely operate a powerboat in the prevailing and anticipated weather conditions.
2. Wear upper body buoyancy suitable for their size and weight.
3. Wear clothing adequate for the prevailing and anticipated weather conditions.
4. Notify the Club Secretary or someone else at The Dinghy Store, that they are going afloat.
5. Take a radio with them having also checked that they are in communication with the Club Secretary or someone else at The Dinghy Store.
6. Take special care when boarding boats on moorings; especially when boarding a safety boat or similar moored boat from a rowing boat
7. Note in the Report Book in the Club Office any incidents or maintenance requirements for DWSC owned safety boats.
8. Return powerboat keys to the Club Office upon completion of use.
9. Return safety boats to the boathouse or moorings as appropriate upon completion of use.
10. If using the rowing boat to access a safety boat then return the rowing boat to a safe place on the beach, or on its trailer, and replace the oars and safety boat fuel tank in the beachside locker and then lock this securely to prevent theft or damage.

DWSC Premises

On days when the DWSC Secretary or OOD is not on site it is normal practice for The Dinghy Store personnel to open up the DWSC Clubhouse for access by day sailors etc.

In providing this service to DWSC The Dinghy Store is not undertaking any responsibility for the safekeeping of DWSC premises or their protection from damage, loss etc.

In the event of a fire or incident on site The Dinghy Store will attempt to ensure that no people are trapped within the DWSC Clubhouse but in so doing will not expose any Dinghy Store personnel to any risk of injury etc.

In the event of an incident, fire etc The Dinghy Store will notify the Harbourmaster, the DWSC Club Secretary or a Flag Officer as soon as practicable.

Independent activities

It is a governing principle that The Dinghy Store and DWSC are legally separate and commercially independent entities based on the DWSC leased site. Neither does DWSC intend to prescribe or define the operational details of activities that The Dinghy Store carries out in the conduct of its business other than as defined in the agreement between DWSC and The Dinghy Store for access to the site. However both parties are committed to the conduct of their activities in accordance with the requirements of UK law and in particular the Health Safety at Work Act etc.

The Dinghy Store and DWSC undertake to keep each other informed of any change in operational activities and in particular of any concerns relating to the protection of people from injury etc.

DWSC has published a detailed Safety, Health and Environmental Risk Management System, which is kept in the DWSC Club Office, and The Dinghy Store has full access to this manual.

Club Caterer Guidelines

Purpose of the Procedure

This procedure is an integral and key component of the DWSC SHE Management System and contains a description of the duties and responsibilities for the Club Caterer.

This is an interim document pending completion of the new kitchen facilities and the retention of a Club Caterer to use these facilities and who will be expected to produce and adhere to their own Risk Assessment for the development of a comprehensive set of procedures for food storage, preparation and serving.

Food and Beverages use by & sell by Dates

The Club Caterer will ensure that all food and beverages served at DWSC are within the supplier's recommended use by or sell by date.

The Club Caterer will ensure that food and beverages are kept in date order, so that oldest stock is used first.

In the event that food and beverages are past their use by or sell by date they will be withdrawn from sale and disposed of.

Clothing and Personal Hygiene

- The Club Caterer will ensure that all personnel involved in food handling are appropriately dressed in clean overalls.
- Personnel having an infectious disease that can be transmitted through food must not participate in any galley activities.
- It is desirable that the Club Caterer's personnel have attended and are in possession of a Basic Food Hygiene Certificate.

Equipment Supply etc.

DWSC is responsible for the provision and maintenance of the fabric of the galley area and all the fixed equipment to be used by the Club Caterer such as refrigerators, freezers, microwaves, cookers, dishwashers, sinks etc.

The Club Caterer is responsible for the cleanliness of all china, cutlery, cooking utensils, condiments etc. The Club Caterer will provide all cooking utensils and DWSC will provide all cutlery and china.

Cleaning

The Club Caterer is responsible for keeping the food preparation, cooking and galley area clean at all times. In particular:

- All cutlery, china and cooking utensils will be left in a clean condition before the Club Caterer leaves DWSC premises.
- All work surfaces, tiles, cooking equipment, dishwashers, sinks etc will be cleaned by the Club Caterer and before the Club Caterer leaves DWSC premises.
- No china having chips or cracks will be used.
- All perishable foodstuffs will be put away in the refrigerators or freezer.
- No cleaning materials will be stored in the food preparation or serving areas.
- DWSC will also ensure that the cleaners contracted to clean the showers and toilets also clean the galley floors and work surfaces when they visit the Club. However this is to

supplement the Club Caterer who remains responsible for the cleanliness of the galley facilities before, during and immediately after their use by the Club Caterer.

- All “under” work surface shelves, cabinets, fridges etc are to be regularly cleaned inside and outside and are to be periodically removed for cleaning behind and underneath.
- All waste bins will be emptied and cleaned before the caterer leaves DWSC.
- The fly killer will be cleaned periodically, at least monthly.
- All cleaning materials purchased for galley area use will be normally available items, which are clearly labelled as to precautions to be taken when accidentally ingested, splashed into eyes etc.
- All cleaning materials and equipment will be stored in the storeroom and not in the galley area.
- The Club Caterer will regularly check for signs of vermin and if any are detected will notify the Club Secretary so that a note can be put in the Incident Book and external expert help can then be brought in.

Refrigerators and Freezers

The Club Caterer will ensure that refrigerators and freezers are kept clean; that door seals are intact and interiors and exteriors are clean.

The Club Caterer will keep cooked food segregated from uncooked food.

The Club Caterer will keep a record of refrigerator and freezer temperatures to ensure that:

- Refrigerators are operating below 8°C.
- Freezers are operating below -18°C.

In the event of a prolonged absence from the premises all perishables will be removed to ensure that milk, vegetables, cheese, salads etc do not deteriorate even if refrigerated.

Food Preparation

Reheated foods are a potential hazard unless properly and fully heated through so as to attain a core temperature that is above 63°C.

Particular attention will be paid to check the initial servings of the day to ensure that the core temperature of such foods is above 63°C.

Eggs and meat are recognised to be a potential health hazard unless fully cooked; a sign will be used to inform those asking for underdone eggs or meat of the hazards inherent in such a request.

Child Protection Policy

Purpose of this Policy

This policy is an integral and key component of the DWSC SHE Management System and contains a description of the code of practice for all club members, volunteers, and employees who work with or are involved with children during club activities at Datchet Water Sailing Club

These guidelines have been produced to help members and employees of Datchet Water Sailing Club to take appropriate action to enable children and vulnerable adults to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment.

Protecting children from inappropriate behaviour - Policy statement

Datchet Water Sailing Club's policy statement on child protection is as follows:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and will be responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

Code of Practice & Procedures - Recruitment

Recruitment of paid staff and volunteers whose role involves teaching or contact with children

All applications for work, whether paid staff or volunteers, shall be subject to scrutiny. This is to ensure that the applicant's past career or experience shows them to be suitable to work with children in a supervised environment with a parent or guardian present. Each member of staff whether a volunteer or paid employee shall provide suitable references before taking up any position offered. These references shall be obtained by completion of the Application Form or Reference Form. Ideally, at least one reference should include previous work with children or personal knowledge of the applicant.

The club secretary will then write to the referees to confirm the suitability of each applicant. The letter should confirm the information provided on the application and establish the following:-

- How long has the referee known the applicant?
- In what capacity has the referee known the applicant?
- Does the referee consider the applicant is suitable for the position he is applying?
- Does the referee have any concerns about the applicant being in contact with children?

The Criminal Records Bureau (CRB)

The CRB will only deal with the RYA, not individual clubs, class associations or centres. The RYA will therefore liaise between both organisations.

The CRB is set up to increase access to information, in order to help provide protection for children and vulnerable people against those who might wish to harm them.

The aim is to make justifiable levels of information available to people responsible for recruitment decisions so that they can decide for themselves if someone has an unsuitable background. Checks can only be accessed at the recruitment stage and then only for the selected candidate, not to help shortlist.

Due to the good record of the sport of sailing and the relatively low risk of child abuse within the sport, the RYA does not consider it appropriate to seek Disclosure Certificates from the CRB in all cases of new volunteers or staff being taken on.

Where there are concerns regarding an instructor / volunteer, the instructor / volunteer shall be asked to complete an "Application for Disclosure" (obtainable from the CRB) which will be forwarded to the RYA for countersignature. The application will then be sent to the CRB and the instructor / volunteer will be sent a certificate, copied to the RYA. The RYA will then contact the Club Secretary at Datchet Water Sailing Club with the result.

If Datchet Water Sailing Club is engaged under contract by a local authority, there is a requirement to register with the CRB and to obtain Enhanced Disclosure Certificates for all persons engaged in working with children. The LEA shall initiate this process.

Further information can be obtained from

Criminal Records Bureau
PO Box 91
Liverpool
L69 2UH
Information line: 0870 9090811
Website: www.crb.gov.uk

Prevention of Abuse

Good Practice Guide for Senior Instructors, Club Flag Officers and Club Staff

Abusers have great difficulty operating in a well-run centre with good quality management and training. In order to reduce the possibility of child abuse occurring within Datchet Water Sailing Club the following guidelines shall be followed for all activities under taken which involve children.

- Plan the work of the organisation so as to minimise situations where the abuse of children can occur
- Train staff and volunteers in the prevention of child abuse and follow the guidelines laid down in this document.
- Give all staff and volunteers clear roles
- If children tell staff about abuse, follow the guidelines laid down in this document.

Good Practice Guide for Instructors, Racing Coaches, and Volunteers

DWSC's objective is to reduce the situations where abuse of children can occur and help to protect staff and volunteers from false allegations being made. Everyone working, coaching or instructing at Datchet Water Sailing Club shall adopt the following guidelines:

- Do not spend excessive amounts of time alone with children away from others
- Design training programmes that are within the ability of the individual child (see "Physical Abuse")
- Do not take children alone in a car however short the journey
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of the parent or guardian responsible for that child on the day. It should be remembered that a parent or guardian must be present at the Club during the period the child is on Club premises.

Never: -

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form

- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

In an emergency, which requires help of a personal nature, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Any child's abnormal medical conditions will have been recorded on the child's application form. Parents of Junior Sailors must remain on site the whole time the child is in the care of the club.

What to do if abuse is suspected or alleged to have occurred?

Although it is a sensitive and difficult issue, child abuse can occur and does occur outside the family setting. Child abuse has occurred within institutions and may occur in other settings. If a child has been abused in a public setting, other children will be involved.

Where there is an allegation of abuse against a member of staff, there may be three types of investigation:

- Criminal investigation
- Child protection investigation
- Disciplinary or misconduct investigation

The results of the police and social services investigation may well influence the disciplinary investigation, but not necessarily.

It is important that any case of child abuse is dealt with by following the appropriate club disciplinary procedure.

It is important to understand that a member of staff reporting a case of child abuse, particularly by a colleague, may undergo a very high degree of stress, including feelings of guilt for having reported the matter. It is therefore important to ensure that appropriate counselling and support is available for staff in such a situation.

Always:

- Stay calm - ensure the child is safe and feels safe
- Show and tell the child that you are taking what s/he says seriously
- Reassure the child and stress that s/he is not to blame
- Be honest, explain you will have to tell someone else to help stop the alleged abuse
- Make a note of what the child has said as soon as possible after the event
- Maintain confidentiality - only tell others if it will help protect the child.

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep
- Ask inappropriate questions, which may jeopardise any impending police investigation
- Take sole responsibility - consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

If I do something, might it make things worse?

Taking appropriate action if you are worried about abuse is never easy - it takes courage but it protects a young life.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse but in reality this rarely happens. However, one thing is certain - you cannot ignore it. The effects of abuse on children can be devastating, especially if children are left unprotected or do not receive help to cope with the abuse. The most serious effect is that children can and do die as a result of abuse. They can develop behavioural difficulties, problems at school, their development can be delayed and they can become depressed and withdrawn. Some of these problems, if left untreated, can persist into adulthood.

Recording information

When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with child complainants could prejudice the integrity of evidence that may eventually have to be presented in court.

There are particular problems with regard to gaining information from children with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without "leading" the child.

The environment for recording information needs to be considered carefully. Try and ensure that you are in sight of another adult, but that your conversation won't be overheard. You also need to be careful about physical contact during an interview because it may not be what the child wants. The rule is to let the child initiate any actions and to remain positive and supportive throughout.

Recognising abuse

What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms:

Physical Abuse

Where adults: -

- Physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning)
- Give children alcohol, inappropriate drugs or poison
- Attempt to suffocate or drown children

In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body

Neglect

Includes situations in which adults: -

- Fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication)
- Consistently leave children alone and unsupervised
- Fail or refuse to give children love, affection or attention
- Neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury

Sexual Abuse

Boys and girls are sexually abused when adults (male or female) use them to meet their own sexual needs. This could include:

- Full sexual intercourse, masturbation, oral sex, fondling

- Showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- Sport situations that involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people

Emotional Abuse

Can occur in a number of ways. For example, where:

- There is persistent lack of love or affection
- There is constant overprotection which prevents children from socialising
- Children are frequently being shouted at or taunted
- There is neglect, physical or sexual abuse
- Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

Bullying

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

Although anyone can be a target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

How to recognise if a child is being abused?

It is not always easy to spot when children have been abused even for the most experienced carers. However, some of the more typical symptoms, which should trigger your suspicions would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Sexually explicit language or actions
- A sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- The child describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- A general distrust and avoidance of adults, especially with whom a close relationship would be expected
- An unreasonable reaction to normal physical contact
- Difficulty in making friends or abnormal restrictions on socialising with others.

However, it is important to note that a child could be displaying some or all of these signs, or behaving in a way, which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs, you may just feel something is wrong.

If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.

What to do if you have concerns?

If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, like a bereavement, which has caused the child to be unhappy. However, if your concerns are about sexual abuse or violence, talking to the parents or carers might put the child at greater risk.

If your concerns remain or you cannot talk to the parents/carers, consult the club's senior Flag Officers or the Commodore. It is the responsibility of this person to make the decision to contact the police.

Where to get further help?

If you want to talk things through to gain some advice, you can phone the following 24-hour free telephone numbers. You do not have to give your name but it is helpful if you can.

NSPCC helpline:
0808 800 5000
<http://www.nspcc.org.uk>

ChildLine:
0800 1111
<http://www.childline.org.uk>

If you are an instructor and have had an allegation made against you, advice and support can be gained from the following sources:

Local Citizens' Advice Bureau
Refer to Yellow Pages for contact details

RYA Legal
023 8062 7422
<http://www.rya.org.uk>

NCF Legal (if a member)
0113 274 4802

Recording Information

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- **DO** listen
- **Do** take notes
- **Do** tell the RYA and make sure that all information is passed onto the police
- **DON'T** ask direct questions
- **DON'T** try to stop the child telling you about their problem
- **DON'T** make promises
- **DON'T** allow anyone else outside the police or social services to interview or ask questions of the child.
- **DON'T** assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Makes notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

Common Questions.

The DOs –

Open questions/statements

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

The DON'Ts

Leading/closed questions/comments

- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret

Good Practice Guide

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home

Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents

Design training programmes that are within the ability of the individual child. (see "Physical Abuse" page 11)

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for your staff or volunteers 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 parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Recording information

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- DO listen
- Do take notes
- Do tell the RYA and make sure that all information is passed onto the police
- DON'T ask direct questions
- Don't try to stop the child telling you about their problem
- Don't make promises
- Don't allow anyone else outside the police or social services to interview or ask questions of the child
- Don't assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Makes notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

Common Questions that Could be Used in Some Situations.

THE **DOs** - open questions/statements

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

THE **DON'Ts** - leading/closed questions/comments

- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret














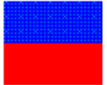










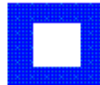



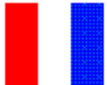










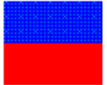










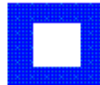



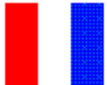










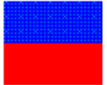










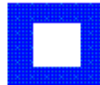



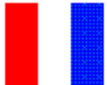







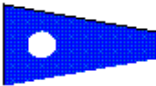
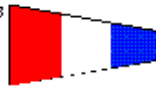

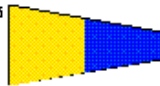






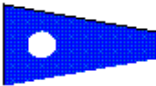
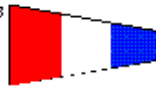

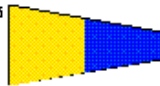






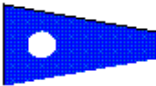
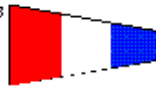

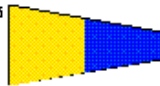



































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|---|----------------|---------------------------------------|
| EDUCATION & TRAINING | | |
| | | |
| OTHER RELEVANT INFORMATION | | |
| Recreational interests, hobbies, voluntary or community work | | |
| | | |
| REASON FOR APPLYING | | |
| | | |
| If appointed, when could you start work: | | How did you hear of this vacancy? |
| REFERENCES | | |
| Please give names and addresses of three people to whom application for references may be made. References from relatives will not be accepted. At least one should be from a previous employer and one should have first-hand experience of you working with children. | | |
| NAME | ADDRESS | CAPACITY IN WHICH KNOWN TO YOU |
| | | |
| | | |

| | |
|---|-------------|
| DECLARATION | |
| <p><u>Data Protection Act:</u> In order to recruit to this post the Datchet Water Sailing Club will (within the terms of the Data Protection Act 1998) process, using a computer system, personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.</p> | |
| <p><u>Consent:</u> I consent to the processing of personal information in the way described.</p> | |
| <p><u>Declaration:</u> I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.</p> | |
| SIGNED | DATE |
| | |

Flags and Signals

DATCHET WATER SAILING CLUB

Flags Flown From the Clubhouse Flagstaff

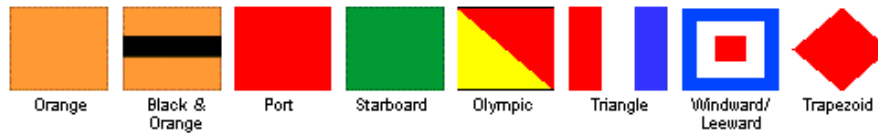
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| <p>Sailing Allowed</p> <div style="text-align: center;">  <p>Unrestricted sailing</p> </div> <div style="text-align: center;">  <p>Racing restricted. Cruising restricted to be between the pier, transit near Marriott Hotel and Clubhouse.</p> </div> | <div style="text-align: center;">  <p>Skateboards only</p> </div> <div style="text-align: center;">  <p>Racing only</p> </div> | <p>Sailing Prohibited</p> <div style="text-align: center;">  <p>No boats on the water</p> </div> <div style="text-align: center;">  <p>No sailing</p> </div> | <p>Other Signals</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Changes to sailing instructions</p> </div> <div style="text-align: center;">  <p>Winter clothing regulations apply</p> </div> <div style="text-align: center;">  <p>Start Postponed</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Code Flags A-Z</p> <table style="width: 100%; text-align: center;"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Alpha</td> <td>Bravo</td> <td>Charlie</td> <td>Delta</td> <td>Echo</td> <td>Foxtrot</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Golf</td> <td>Hotel</td> <td>India</td> <td>Juliett</td> <td>Kilo</td> <td>Lima</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mike</td> <td>November</td> <td>Oscar</td> <td>Papa</td> <td>Quebec</td> <td>Romeo</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sierra</td> <td>Tango</td> <td>Uniform</td> <td>Victor</td> <td>Whiskey</td> <td>X-ray</td> </tr> <tr> <td></td> <td></td> <td colspan="4"></td> </tr> <tr> <td>Yankee</td> <td>Zulu</td> <td colspan="4"></td> </tr> </table> | | | |  |  |  |  |  |  | Alpha | Bravo | Charlie | Delta | Echo | Foxtrot |  |  |  |  |  |  | Golf | Hotel | India | Juliett | Kilo | Lima |  |  |  |  |  |  | Mike | November | Oscar | Papa | Quebec | Romeo |  |  |  |  |  |  | Sierra | Tango | Uniform | Victor | Whiskey | X-ray |  |  | | | | | Yankee | Zulu | | | | |
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| Alpha | Bravo | Charlie | Delta | Echo | Foxtrot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Golf | Hotel | India | Juliett | Kilo | Lima | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Mike | November | Oscar | Papa | Quebec | Romeo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Sierra | Tango | Uniform | Victor | Whiskey | X-ray | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Numerals 1 - 0</p> <table style="width: 100%; text-align: center;"> <tr> <td>1 </td> <td>2 </td> <td>3 </td> <td>4 </td> <td>5 </td> </tr> <tr> <td>6 </td> <td>7 </td> <td>8 </td> <td>9 </td> <td>0 </td> </tr> </table> | | | | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 0  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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DATCHET WATER SAILING CLUB

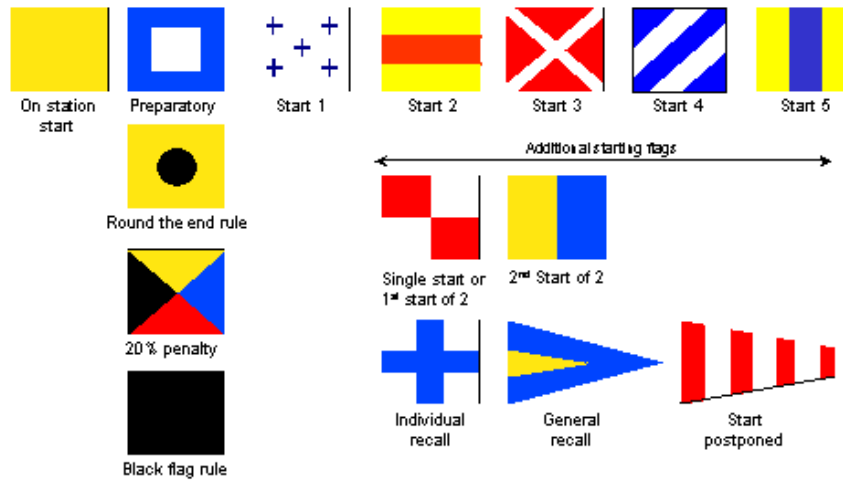
RACING SIGNALS

Flown From Committee Boat

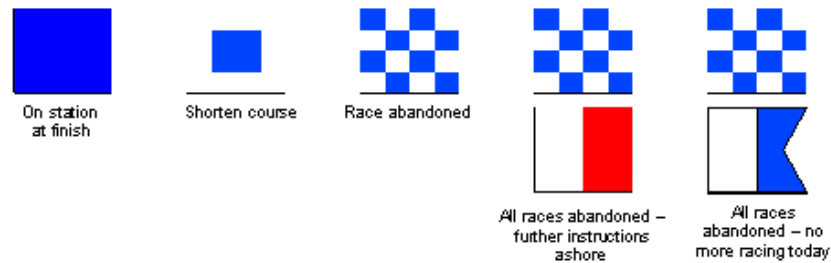
COURSE FLAGS



STARTING FLAGS



FINISHING FLAGS



MISCELLANEOUS FLAGS

