



HOLLOWELL SAILING CLUB RYA RECOGNISED TRAINING CENTRE

OPERATING MANUAL

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1 Scope

This document defines the procedures followed for training courses run at Hollowell Sailing Club (HSC). The courses are run on Hollowell Reservoir which is a water supply reservoir of approximately 114 acres near Hollowell in Northamptonshire.

The training activities will be carried out in accordance with the current RYA Guidance Notes for the Inspection of RYA Training Centres in the UK. Specific details for Hollowell Sailing Club are covered in the sections below. Child Protection is covered by the Hollowell Sailing Club Child Protection Policy detailed separately.

It is a requirement that Instructors and Coaches sign to confirm they have received and understood this Manual before teaching on a course.

A copy of this Manual, and the Next of Kin forms for all instructors and coaches is in the Race Office.

2 Responsibility

The General Committee will appoint the Principal of the HSC RYA Training Centre. Overall and final responsibility for safety during training events rests with the Principal. The General Committee will also appoint a Chief Instructor for each discipline for which HSC is recognised and a Child Protection Officer. Each Chief Instructor is responsible for carrying out safety inspections, investigating accidents and monitoring maintenance of the equipment used for training their discipline. Each Dinghy Training Course will be supervised by a suitably qualified Senior Instructor. Each Powerboat Training Course will be supervised by a Powerboat Instructor designated by the Chief Instructor (Powerboat). Windsurfing activities will be carried out according to the Guideline in Annex 1.

The Instructor supervising each course will be responsible for carrying out checks at the beginning of the course that the students are sufficiently competent to attend the course. The Supervising Instructor will also be responsible for authorising on-water activities, taking into account the actual and forecast weather conditions for the planned duration of the session. The Supervising Instructor will also ensure that the level of supervision and rescue cover is appropriate, participants are adequately clothed, and that all equipment is safe. Prior to the start of each course, the Supervising Instructor will review the Students' Medical Declarations on their Application Forms and take appropriate actions. These actions may involve advising the other instructors or a confidential discussion with the Student as to any special arrangements that may be necessary.

At the end of every course the Supervising Instructor will ask the students to complete a 'Course Evaluation Form'. These will be collected and returned to the Principal.

3 Operating Areas

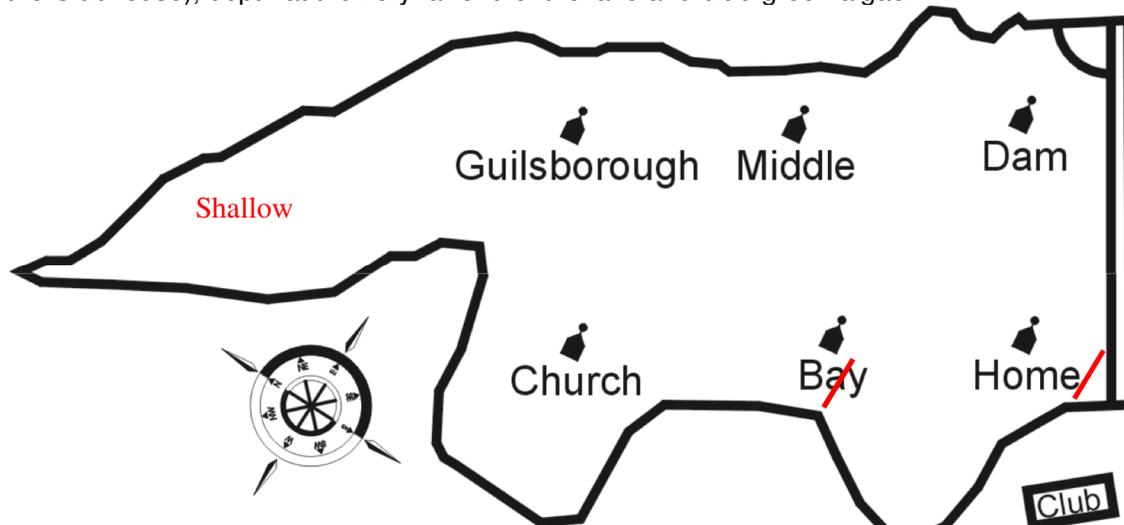
The Supervising Instructor will brief the other Instructors, Students and Helpers at the beginning of each day of the course on the Operating Area to be used and Safety requirements (A Safety Brief form is available). The Operating Area will generally be the area of the reservoir directly in front of the Clubhouse. Where other sailing activities such as racing or rowing are happening concurrently with the training activity, the Supervising Instructor will discuss and agree the Operating Area with the supervisors of the other activities. Various Dry Teaching Areas are available including the Naseby Lodge Training Rooms, Lounge and the Boathouses. The briefing to Students at the beginning of each day will include the details of Fire Exits and the Assembly Point in the event of a fire. The Fire Assembly Point is at the top of the Car Park and is marked by a sign.



In the absence of any other signal detailed at the briefing, the 'all return to shore' signal shall be a hand or an oar held aloft and attention may be drawn by a series of whistles or other audible sound signal.

4 Local Hazards

At the start of every course, the Students will be briefed on any relevant local hazards and other water users. Each new Instructor and Helper will be instructed on local hazards by the relevant Chief Instructor at their induction. Potential unusual local hazards at Hollowell Reservoir are slippery pontoons, submerged fences (on the corner at the North end of the bay, and in the corner between the Dam and the Clubhouse), depth at the very far end of the lake and blue-green algae.



5 Craft and Users Afloat

The Supervising Instructor will be responsible for monitoring which training craft and students are afloat at any one time during the course.

6 Child Protection

'Child' refers to any young person under the age of 18 and the HSC policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

Hollowell Sailing Club will:

- safeguard children, both on and off the water.
- assure parents that their children are as safe at Hollowell Sailing Club as they are when taking part in any other sport or leisure activity.
- raise awareness amongst all of our members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at our site or outside the sport.
- protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers.
- The level of checking of Volunteers carried out should be proportionate to the role and the level of risk involved and in line with relevant statutory requirements.



The full 'Hollowell Sailing Club Safeguarding and Child Protection Policy and Guidelines' document is available upon request.

For further information contact the HSC Child Protection Officer: Will Buckland.

Annex [24](#) provides a one page guide for instructors and coaches.

7 Equipment use and Maintenance

The maintenance of equipment is the responsibility of the HSC Maintenance Committee. Any defective equipment will either be removed, or marked as defective with Red and White tape. Details are to be recorded in the Bosun's Log Book. The Bosun will ensure an adequate repair or replacement is carried out.

Training on the method of work for the use of mechanical equipment will be provided via the Maintenance Committee. Members and visitors should not use any mechanical equipment without appropriate training. A record will be maintained of qualified operators in the clubhouse.

8 Safety Boats

Safety boats will be provided during training courses to the standard and ratios detailed in the current RYA Guidance Notes for the Inspection of RYA Training Centres in the UK (see Annex 1). The Safety Boat must have a crew of two and the driver must be qualified to at least Powerboat Level 2.

The minimum safety equipment in each safety boat is: Anchor, Throwing line, Tow Line, First Aid kit (including survival bag (or Thermo Protective Aid) and minimum 2 large wound dressings, 2 medium wound dressings and triangular bandage), Fire Extinguisher, Tool Kit, Laminated map of Operating Area, Bucket, paddle, red and white tape (to mark a boat where the crew has been taken off) and a knife.

Any powerboat brought to the pontoon should be fully equipped, prepared, and ready to go.

Seven powerboats are provided for coaching and rescue purposes. The numbers on the boats match those of the floating boathouses and the fuel cans. Each boat should have one spare kill cord. All kill cords should remain with the fuel can when off the water.

Boat	Stored	Fuel tank	Boat Type	Engine	Fuel	Kill cords
1	Shed 1	1	Jeanneau	30 hp Tohatsu	Petrol	two
2	Shed 2	2	Jeanneau	25 hp Tohatsu	Petrol	two
3	Shed 3	3	Rib	30 hp Tohatsu	Petrol	three
4	Shed 4	4	Rib	30 hp Tohatsu	Petrol	three
5	On shore	5	Planing			
6	Shed 6	6	Jeanneau	25hp Tohatsu	Petrol	two
7	shed 7	7	Planing	25 hp Tohatsu	Petrol	two

The driver of each powerboat is responsible for checking the equipment carried. Any filling of the fuel tanks with petrol from the jerry cans kept in the fuel store is to be carried out outside the fuel store using the special filter provided. The HSC General Committee designates a member or members to be responsible for maintaining the stock of fuel. Two stroke is only used for garden machinery and not on powered vessels. The type of fuel is clearly marked on each can.



Short range UHF radios may be used for communications between the Supervising Instructor and the training course safety boat crews, and with the Duty Officer and other safety boat crews. The Supervising Instructor will confirm on issuing the radios that the crews are familiar with their operation. At the end of each day, the radios must be switched off and put back on charge.

9 Clothing and Buoyancy Aids

Lif jackets or buoyancy aids of appropriate size and design must be worn by everyone afloat. Non-swimmers are to be given special supervision while afloat. Wetsuits or waterproofs may be provided occasionally. If wetsuits are provided, then the students will be instructed to remove them under a running shower and then the wetsuits will be returned to the hanging storage to dry.

If using childrens' buoyancy aids with crotch straps these straps must be used and tightened appropriately. Under no circumstances should these straps be left to dangle. It is the responsibility of the instructors to ensure all BA are correctly fitted.

For windsurfing, buoyancy aids must be worn when under instruction during RYA Start Windsurfing courses and by all children under 17 years old when afloat. Their use should be strongly recommended to all course members on other courses. The instructor may insist on their use.

10 Accounting

1. All receipts and expenses for each course will be recorded and passed to the Hon. Treasurer.
2. The Hon. Treasurer will keep a separate account of all income and expenditure related to training.
3. The Principal will administer the RYA account and will co-operate with the Chief Instructors in maintaining adequate stocks of certificates, logbooks, handbooks and other appropriate RYA publications.

11 Health and Safety- Risk Assessments

Responsibility for the activities being undertaken whilst operating as a Registered Training Centre (RTC) rests with the Principal. This is delegated to the Supervising Instructor or coach for a particular course. The full HSC Health and Safety Policy is provided at Annex ~~35. The current, along with the~~ Training Risk Assessment is supplied as a separate document. All Instructors should be familiar with the risks, and the measures available to combat those risks.

12 Accident and Near-Miss reporting

In the event of a Major Accident resulting in a death or serious injury to a person, or Serious Incident where there is substantial damage to property or the environment then the HSC Emergency Action Plan (EAP) must be invoked. This document details the processes and procedures to be undertaken at HSC in the event of such a situation and details contacts that will need to be informed locally and more widely. A copy of the EAP will be in a folder on the Combi-Boiler and in with the RTC manual in the Race office.

All other Accidents must be logged in the Accident book, and the Principal informed at the earliest opportunity. The accident book is located in the holder below the First Aid box. Once a form is completed it should stay in the accident book. The House Manager will review the accident book regularly and put completed forms in the safe storage area in the Race Office. He will also ensure any necessary action is taken via the Maintenance Committee.



Near-Misses should be reported on the sheet in the Bosun's log and will be regularly monitored by the Maintenance Committee and Training Committee.

Approved:

C de la Fuente
Principal

Document Control for Operating Manual:

Date issued	Version	Author	Changes
2007	9 Rev 2	Martin Hudson	Latest issue
18/3/09	10	Mike Pipes	Emergency arrangements revised. Powerboat arrangements updated.
31/7/09	11	Mike Pipes	Additional key pad number for electric gates
22/3/10	12	Mike Pipes	Section 5 updated to reflect training requirement for shore based equipment.
16/3/11	13	Mike Pipes / Clive de la Fuente	Corrections: reference to windsurfing Senior Instructor deleted, Guilsborough surgery hours updated, Safety boat information updated, RYA guidelines updated, accident and near miss process documented.
05/03/12	14	C de la Fuente	Updated for latest safety boats
1/02/13	15	C de la Fuente	Added Child Protection and Risk Registers. New H&S policy. Rest of doc minor updates.
23/2/14	16	C de la Fuente	Added tel no for loss of power, changes to PB contents.
2/4/14	16a	C de la Fuente	Risk assessment updated. Windsurfing added
24/2/15	17	C de la Fuente	Very minor updates
<u>15/2/16</u>	<u>18</u>	<u>C de la Fuente</u>	<u>Risk assessment supplied as separate document</u> <u>Emergency Action Plan supplied as separate document.</u>



Annex 1: Extracts from “RYA Recognition Guidance Notes”: 1 Feb 2014 (version 2)

Any tuition at a recognised training centre, including RYA courses, should comply with the following minimum safety boat requirements:

Activity	Safety boats
Windsurfing	12:1 ratio
Dinghies (single handed or crewed)	Up to 6 dinghies 1 safety boat 7 to 15 dinghies 2 safety boats More than 15 dinghies 3 or more safety boats

Recreational sailing

If a centre is providing recreational dinghy sailing or windsurfing which does not include any tuition, but which is part of a structured learning programme, each safety boat should provide cover for a maximum of 12 dinghies or windsurfers.

All training activities should be supervised by a person holding an appropriate and valid minimum RYA qualification. The following table indicates who should be supervising activity:

Activity:	Supervised by:
Dinghy sailing*	Dinghy Senior Instructor, or Windsurfing Senior Instructor with Dinghy Instructor qualification, or Keelboat Senior Instructor with Dinghy Instructor qualification
Keelboat sailing*	Keelboat Senior Instructor, or Dinghy Senior Instructor with Keelboat Instructor qualification, or Windsurfing Senior Instructor with Keelboat Instructor qualification, or Keelboat Instructor (only if authorised by RYA HQ).
Windsurfing*	Windsurfing Senior Instructor, or Dinghy Senior Instructor with Windsurfing Instructor qualification, or Keelboat Senior Instructor with Windsurfing Instructor qualification
Powerboating	Powerboat Instructor or Advanced Powerboat Instructor
Personal watercraft	Personal Watercraft Instructor

*RYA recognition for dinghy sailing, keelboat sailing and windsurfing depends upon a Senior Instructor being appointed to be responsible for groups afloat. Providing the Senior Instructor is completely confident that standards of safety and tuition will be maintained on the day they may occasionally delegate a single group to a suitably trained and experienced instructor. This instructor must have been trained in the procedures at the site, and be competent to run the session. However a Senior Instructor should be on site when a centre is running more than one sailing and/or windsurfing group simultaneously.

*Senior Instructors who are not dual qualified may occasionally deputise for each other if appropriately trained.



Student : instructor ratios should be observed for all courses, at all levels and at all times:

Type of craft	Student: instructor ratio
Crewed dinghies	3:1 for beginners with instructor onboard Maximum 9:1 but not more than 6 boats per instructor (e.g.3 Wayfarers with 3 students in each, or 4 Picos with 2 students in each)
Single handed dinghies	6:1 (applies only whilst the boats are used as single-handers)
Powerboats	Levels 1 and 2, intermediate and advanced – 3:1 Safety Boat – 6:1 (2 boats)
Windsurfing	6:1

Dinghy and Windsurfing instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an Instructor or SI and be deployed in roles appropriate to their skills and awareness, but will not count towards the teaching ratios.

An assistant instructor counts as qualified in the ratios but should work under the direction or direct supervision of an instructor or SI.

*Not PWCs

Short Introductory Sessions

A training centre that offers short introductory sessions designed to provide a first experience or introduce the basic skills of sailing or windsurfing, (e.g. taster sessions as part of multi-activity courses) should ensure that the safety boat ratios for such sessions are observed, as laid down above. Where conditions allow and for such sessions only:

1. It may be appropriate for the Senior Instructor to permit the centre to operate at a student to instructor ratio greater than that specified in the table above, providing the boats are not overloaded and taking into account the type of boat, the conditions, the sailing area and the safety cover. The exact ratio is at the discretion of the Centre Principal, with due consideration to the RYA guidelines. The Centre Principal should be aware that increasing ratios for all such sessions may not be appropriate.
2. If boards or boats are shared between two students, any students not directly involved in the activity should be supervised ashore.



Annex 24 Child Protection: Handout for Instructors, Coaches and Volunteers – Good Practice Guide

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

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

You should never:

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

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



Annex 35: Health and Safety Policy Statement & Risk Assessment

Health and Safety Policy Statement

Hollowell Sailing Club

The General Committee is committed to providing a safe and healthy environment in which Members can undertake the Activities for which the Club was established. Responsibility for this Policy rests with the Commodore, who may delegate the day to day requirements for implementing this Policy, risk registers and associated procedures, to sub-committees of the Club. All risk registers are to be reviewed annually and held by the Club Secretary.

Responsibility for the activities being undertaken whilst operating as a Registered Training Centre (RTC) rests with the Principal, who will also provide an Operating Manual. The Principal will ensure that Instructors and Coaches sign to say they have read and understood the Operating Procedures of the centre.

Approved by General Committee February 2013

Nicola Wilkinson
Commodore

Clive de la Fuente
Principal

12 November 2014