



**Island Barn Reservoir Sailing Club**  
[www.islandbarn.org.uk](http://www.islandbarn.org.uk)

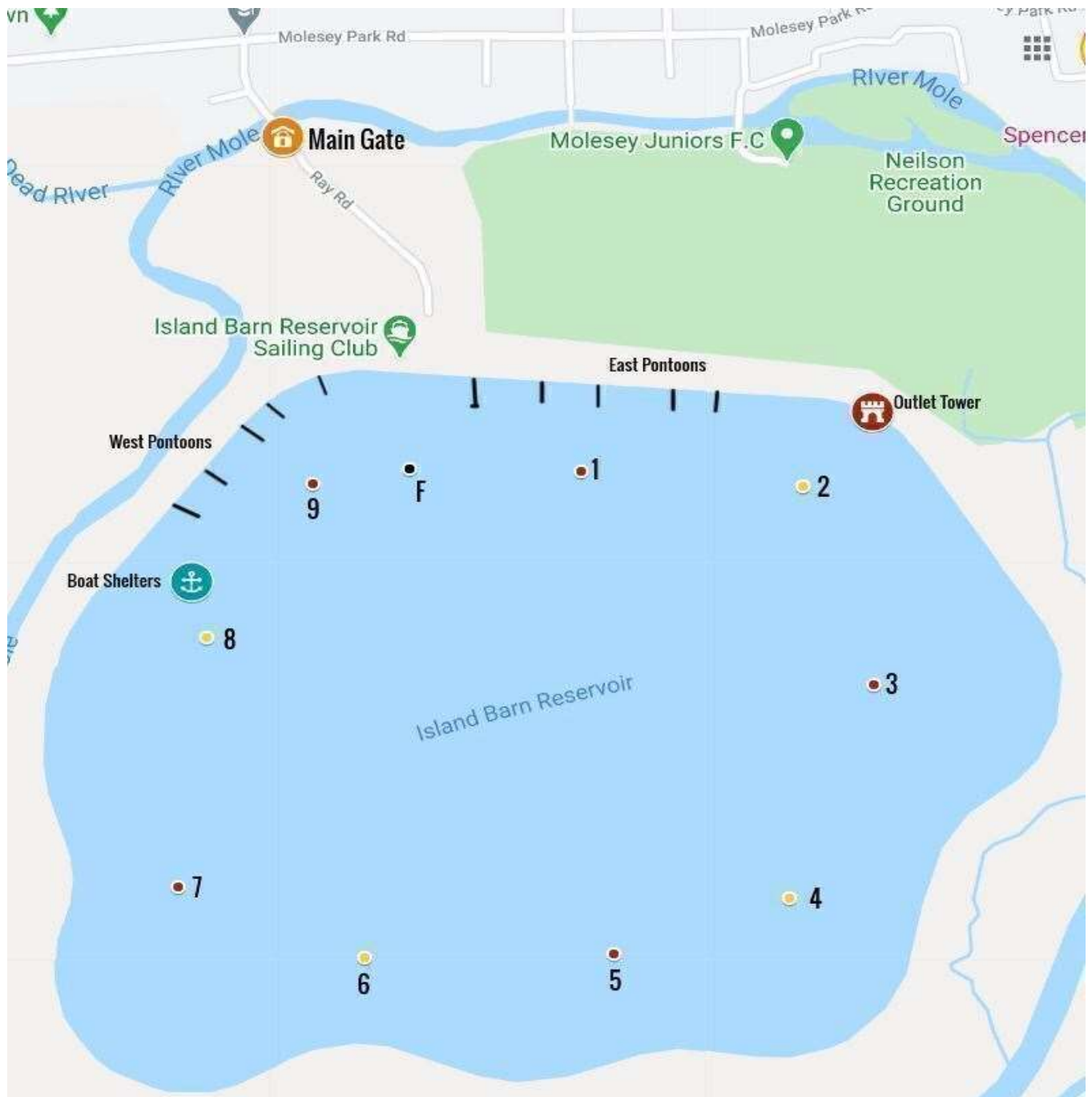


# **STANDARD OPERATING PROCEDURES**

**March 2021**



## Map of Island Barn Reservoir Sailing Club





## RISK ASSESSMENT FORM

Risk assessments must be carried out before training using the form below.

Completed forms should be filed in the document rack on the left of the main door.

	Risk / Area to Be assessed	Comments	OK to Sail?
1	Wind strength & direction (Now + Forecast)		
2	Visibility (Now & Forecast)		
3	Temp - Now & Forecast		
4	Number, type & condition of boats & stage of sailors		
5	Number and crewing of patrol boats adequate for conditions?		
6	Communication: Are radio links all working?		
7	Are parents & carers on site?		
8	Risk from or to other users?		
9	First Aiders on site?		
11	Risk of Hypothermia or cold shock		
12	Risk of Entrapment		

CONCLUSION (Can sailing continue? Any conditions?)

Name

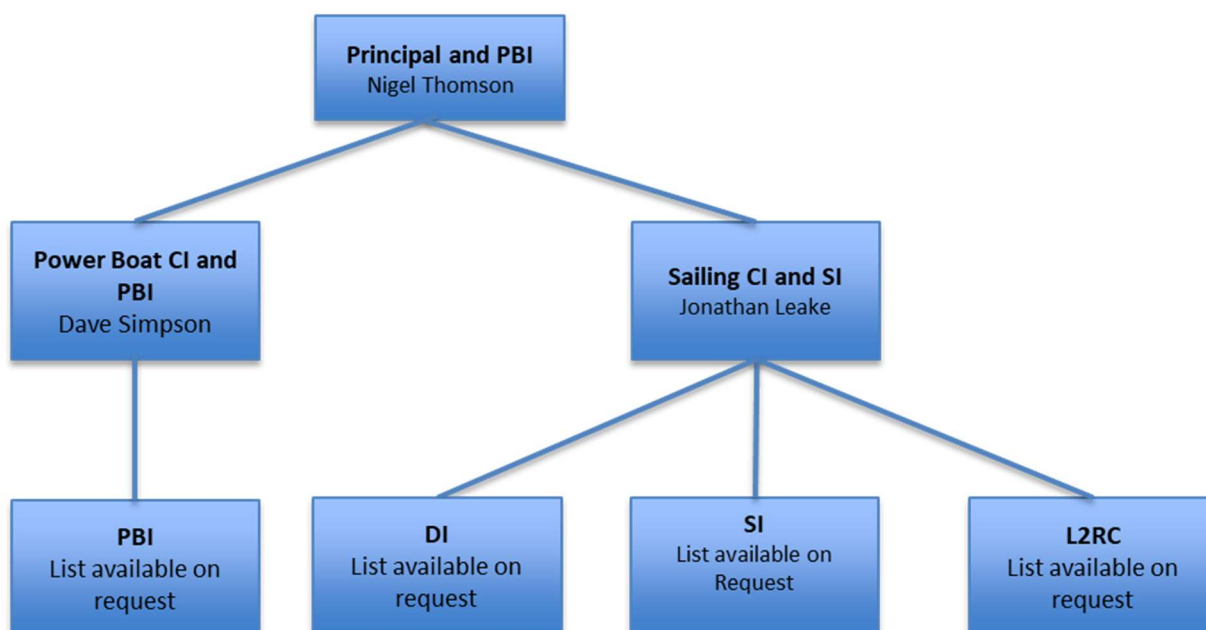
Signature

Date

## Standard Operation Procedures



The Principal is responsible for all RYA training activities undertaken at the centre. The structure is laid out:





## The Role of the RYA Centre Principal and Chief Instructor

**The Principal** is responsible for compliance with the RYA recognition guidelines. Recognition primarily covers standards of safety and instruction during RYA training activities; however, training centre Principals are expected to ensure ALL activities at the Centre are conducted within the spirit of recognition using suitably qualified or experienced staff.

The Principal need not be a qualified instructor, but where a Principal is not a qualified instructor a Chief Instructor must be appointed for each discipline. The Principal is expected to ensure all activities at the centre are conducted within the spirit of recognition and the Code of Conduct, using suitably qualified or experienced staff.

The Principal is required to give a personal undertaking to ensure compliance by the Centre with the Recognition Guidance Notes.

**Chief Instructors** have day-to-day responsibility for the standards of training, equipment maintenance and wellbeing of the students and instructors. A Chief Instructor can only hold this position at one RYA centre.

They must be readily available to deal with issues relating to course delivery, particularly issues arising from instructors and students.

CIs must be sufficiently engaged with the day-to-day operation of the centre to enable adequate oversight of all processes relating to course booking and delivery.

### Course Supervision

The centre must consider suitable cover for absences of the chief instructors (power or sail). For RYA sail training this will usually involve supervision by a nominated senior instructor (SI). For powerboat training this will involve supervision by a nominated powerboat instructor. Chief instructors (CI) must approve nominations. If they are not available, the RYA Principal may make such nominations.

Provided the Chief Instructor is completely confident that standards of safety and tuition will be maintained on the day, they may occasionally delegate a single sailing group to a suitably trained and experienced instructor, as stated in Section C5.5 of the RYA's Recognition Guidance Notes.

However, in the absence of the chief instructor (sailing), a lead Senior Instructor should be on site when the centre is running more than one RYA sail training group simultaneously.

Good tuition demands that good teaching methods are delivered on appropriate equipment with suitable student instructor ratios. A flexible teaching approach to ensure that this can be delivered in a variety of conditions is essential. See Section A3 of the RYA Recognition Guidance Notes for a full description of the Principal's and Chief Instructors' roles.



**The Standard Operating Procedures are detailed below:**

1	Safety	<p>Safety is always the priority and must not be compromised. There are some general safety rules which instructors must ensure are followed by students, through regular safety briefings and reminders.</p> <ol style="list-style-type: none"> <li>1. No-one should go afloat when they are the only person at the club.</li> <li>2. The club has several safety boats but only one is kept near the shore. If this boat is the only one ready for use, it should have at least two competent people aboard.</li> <li>3. Anyone using the inshore safety boat for a prolonged period, or to carry out work, should leave a second safety boat ready on the pontoons in case they or others need assistance.</li> <li>4. Personal buoyancy of 50N+ plus must be worn on the lower bank, pontoons and afloat.</li> <li>5. People with declared medical issues such as epilepsy, diabetes or heart conditions or mobility issues should be advised to wear 100N life-jackets.</li> <li>6. The wearing of either dry suits or full wet suits is obligatory for dinghy sailors and rescue boat crew between 1st November-31st March).</li> <li>7. Instructors, students and helpers must wear proper footwear meaning boots or shoes with "non-slip" soles and uppers that fully cover toes. No Flip-flops, sandals, or bare feet.</li> <li>8. Safety boats shall be ready for use before students use pontoons or go afloat.</li> <li>9. All safety boat helms must have at least "RYA Power Boat Level 2".</li> <li>10. Discourage running on the pontoons.</li> <li>11. Sun protection (creams, hats &amp; sunglasses) should be worn on bright/sunny days</li> <li>12. When appropriate and available, mast head flotation should be used for sailing boats, especially on beginner &amp; intermediate courses.</li> <li>13. Winch: No-one should use the winch unless they are over 16 and have been trained in its use. Keep the winch slope clear when in use.</li> <li>14. Fuel store: Doors must be locked between uses.</li> <li>15. Be aware that the shoreline at the water's edge can be slippery below the waterline.</li> <li>16. The chief or lead instructor should conduct a daily risk assessment and discuss/communicate this with instructors, assistant instructors and safety crew.</li> </ol> <p><b>Launching &amp; Recovering Boats</b></p> <ul style="list-style-type: none"> <li>• Instructors/students must fit rudders <u>before</u> launch to avoid leaning over side which can compress chest/abdomen (and risks losing rudder).</li> <li>• Launch boats diagonally across the bank – not directly downwards. This reduces the effective weight on the trolley, reduces risk of back strain and of runaway boats.</li> <li>• Do not embark (or disembark) from the bank as it risks damaging foils</li> <li>• Once a boat is launched move it to the pontoon to embark and rig sails</li> <li>• On return, bring boat back to pontoon, not bank, to derig and disembark</li> <li>• Pull boats out of water diagonally, not directly upwards, to avoid slips and strains.</li> </ul> <p><b>Infection control:</b></p> <p>The aim of these measures is to minimise the risk of infection, not only from Covid-19 but also from the waterfowl which foul our pontoons and boats.</p> <ul style="list-style-type: none"> <li>• Pontoons should be cleaned if contaminated. Use deck brushes found in the equipment store</li> <li>• Instructors and students should wash their hands-on arrival at the club and every time they come off the water, lower bank and pontoons.</li> <li>• There are hand-washing sinks in and around the clubhouse, &amp; another in the lower boat park.</li> <li>• All open cuts should be covered.</li> <li>• Instructors and students should shower at the end of each day.</li> </ul>
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		<ul style="list-style-type: none"><li>Lyme Disease is a growing regional threat. Instructors be aware of this issue and warn students to report any tick bites as soon as they happen.</li></ul>						
2	Course briefings	<p>Students must be adequately briefed before going afloat each day. SIs and instructors should provide briefings covering at least the following points from Section 1:</p> <p><b>1. Safety</b></p> <ul style="list-style-type: none"><li>Buoyancy</li><li>Footwear</li><li>Avoid running</li><li>Handwashing &amp; infection control</li><li>Cold/<u>Warmth</u> – <u>Avoiding cold in winter or heat and sunburn</u></li><li><u>Launch/Recovery</u> – <u>Avoiding slips, strains &amp; boat damage</u></li></ul> <p><b>Check – do they understand?</b></p> <p><b>2. General briefing that covers:</b></p> <ul style="list-style-type: none"><li>Clothing and buoyancy aid checks.</li><li>Check no phones or valuables are being taken afloat</li><li>Launching and recovering trolleys – indicate where they can be safely left</li><li>Launching from bank and rig on pontoons. No sailing till told</li><li>Signals on water</li><li>Warnings? Eg Weather, temperature, sunburn,</li><li>Emergency procedures</li></ul> <p><b>Check – do they understand?</b></p> <p><b>3. Specific Briefing:</b></p> <p>These procedures or ‘rules’ will apply to the particular activity or course:</p> <ul style="list-style-type: none"><li>Aims of the session</li><li>How these aims are to be achieved (exercise)</li><li>Skills (demonstrated) to be practiced</li><li>Sailing area</li><li>Dinghy rigged for exercise (e.g. anchors if not standard, MOB etc)</li><li>Dinghies and sails suitable for the exercise</li><li>Signals specific to exercise</li></ul> <p><b>Check – do they understand?</b></p> <p>Should things go wrong (changes in the weather, mishap or the students, for some reason, are not making progress) the session should be stopped, and the students set a new task with more achievable aims.</p> <p>Regular instructor training and update sessions shall be arranged by the Principal and Chief Instructors for sailing and powerboats.</p> <p>The ratio of dinghies to instructors shall be a minimum of:</p> <table><tr><th>Type of craft:</th><th>Student: instructor ratio</th></tr><tr><td>Crewed dinghies</td><td>3:1 for beginners with instructor onboard Maximum 9:1 but not more than 6 boats per instructor (e.g. 3 Visions with 3 students in each, or 4 Pico’s with 2 students in each)</td></tr><tr><td>Single handed dinghies</td><td>6:1 (applies only whilst the boats are used as single handers)</td></tr></table>	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 Visions with 3 students in each, or 4 Pico’s with 2 students in each)	Single handed dinghies	6:1 (applies only whilst the boats are used as single handers)
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# Island Barn Reservoir Sailing Club

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			Race Coaches	Maximum of 6 candidates per coach									
3	Children	Children under 16 may only visit the Club when under supervision by a responsible adult who is also on the Club premises and who accepts responsibility for such child's safety and behaviour. Children must not use the ramps, lower bank or pontoons unless wearing personal buoyancy and under supervision.											
4	Smoking	Smoking is forbidden in the clubhouse, near the fuel store or on club sailing or power boats											
5	Sailing area	All vessels must keep 10m+ from the outlet valves situated below the tower at the north east corner of the reservoir. All boats shall also keep at least 10m from the pipework on the bank adjacent to the Clubhouse. The sailing area shall be agreed in conjunction with other users											
6	Safety boats	A kill cord must be worn by anyone helming a powered craft.  The minimum level of equipment to be carried in the club safety boats is below. All these items are kept in the fuel store overnight and must be taken back to the boats each time they are used: <ul style="list-style-type: none"><li>Fuel can, fuel tube, kill cord (clipped to fuel tank handle)</li><li>Paddle</li><li>Bailer</li><li>Anchor/Chain/Warp sufficient for safety boat and any towed craft</li><li>Sharp knife, preferably serrated</li><li>Yellow emergency pack containing a spare kill cord plus First aid kit with (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages</li><li>The individual kits are numbered and should be used for the corresponding safety boat</li><li>Throwline</li><li>Fire Extinguishers (located in the training room.)</li><li>Tools (multitools, pliers, knives etc) are at risk of theft from boats. Instructors should carry such items as personal equipment</li></ul>											
7	Ratios	For RYA and other training Courses the ratio of dinghies to safety boat shall be a minimum of: <table><tr><th>No of Dinghies</th><th>No of Safety Boats</th></tr><tr><td>Up to 6 dinghies</td><td>1 safety boat</td></tr><tr><td>7 to 12 dinghies</td><td>2 safety boats</td></tr><tr><td>More than 13 dinghies</td><td>3 or more safety boats</td></tr></table> <ul style="list-style-type: none"><li>RYA PB2 courses - maximum ratios are 3:1.</li><li>RYA Safety boat courses - maximum ratios are 6:1, (we usually have 3:1)</li></ul>				No of Dinghies	No of Safety Boats	Up to 6 dinghies	1 safety boat	7 to 12 dinghies	2 safety boats	More than 13 dinghies	3 or more safety boats
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8	<b>Instructors' kit and clothing</b>	<p>Instructors should ensure they are equipped for the prevailing conditions so that they can not only protect themselves but assist students. The following rules always apply.</p> <ul style="list-style-type: none"> <li>• <b>Footwear:</b> Instructors should wear sturdy footwear with grippy soles to cope with the rough brickwork above the waterline, the smooth slabs below the surface and the pontoons. This is to minimise the risk of injury and to maximise the help available to students. <u>Open-toed footwear, and especially flip-flops, should not be worn.</u></li> <li>• <b>Kit:</b> Instructors should always be carrying enough tools and spares to deal with emergencies or technical problems. The best way to do this is by having a buoyancy aid with a pocket.</li> </ul> <p><b>Equipment carried by instructors should include:</b></p> <ul style="list-style-type: none"> <li>• Knife (ideally a safety knife)</li> <li>• Whistle</li> <li>• A pair of pliers or multi-tool</li> <li>• Rope – eg 1-2 metres of 3mm</li> <li>• Watch</li> <li>• Radio</li> <li>• Small carabiner or shackles</li> </ul>
9	<b>Entering the Water</b>	<p>Students often enter the water at the end of sessions, for example to recover boats. Often, they want to jump off the pontoons – and will do this spontaneously. Please ensure:</p> <ul style="list-style-type: none"> <li>• They are wearing buoyancy aids plus suitable clothing (wetsuits if water is cold).</li> <li>• A responsible adult wearing a buoyancy aid is watching, able to enter the water if needed.</li> <li>• There are no powerboats nearby – even if switched off. (Props are sharp!)</li> <li>• There are no other hazards such as moored boats, ropes or buoys</li> <li>• Water users must exit the water by wading to the bank and never by climbing onto pontoons as they have sharp edges that cause cuts</li> <li>• Swimming under the pontoons is banned due to the risk of entanglement in moorings</li> <li>• Pontoons can be contaminated by birds. Wash hands immediately after &amp; shower asap</li> </ul>



10	Fuel	<p>All engines are 4-stroke and regular unleaded petrol should be used. No additives are required.</p> <p><b>Fuel Store Locations</b></p> <ul style="list-style-type: none"> <li>The club fuel store is located at the top of the steps on the left-hand side in a dark green metal 'shed'. The doors facing west towards the club house are for the fuel store. The doors facing east, away from the club, are for the equipment store containing anchors, paddles etc.</li> <li>The scouts have a separate fuel store at the base of the ramp, in a container by the fence.</li> </ul> <p><b>Green Metal Tanks</b></p> <ul style="list-style-type: none"> <li>These are the refill tanks which contain spare fuel. When empty they should be taken to the garage for refilling. Fuel purchase can be made with the club fuel card.</li> <li>Health &amp; Safety rules require anyone carrying petrol in containers in a vehicle to carry a 2Kg 'Class B' fire extinguisher. Class B means they can extinguish flaming liquids and can be Foam, CO2 or Powder. <b>There is an extinguisher in the fuel store labelled for this purpose.</b></li> </ul> <p><b>Red Tanks</b></p> <ul style="list-style-type: none"> <li>These are the working tanks which we place in safety boats. The fuel leads (and kill cords) should be kept on the red cans and not disconnected.</li> <li>Refuelling releases flammable petrol vapour so boat fuel tanks should be refilled <u>at least two metres</u> from the fuel store to prevent any fire from spreading.</li> <li>Try to match the number on the tank with the number on the engine cowling of each boat.</li> </ul> <p><b>In case of Fire!</b></p> <ul style="list-style-type: none"> <li>There is another fire extinguisher in the clubhouse, just inside the lower door on the east side of the building. Use your judgment – do not try to tackle any large or growing fires. It's more important to clear the area, warn anyone nearby and call the fire brigade.</li> </ul>
9	Site Access	<p>While on site all participants are to be vigilant as security is a key priority. The club house and external buildings must always be secured unless there is a responsible adult on hand.</p> <p>The Chief / Senior instructor should generally ensure the main gates and inner gates are locked during training activities unless club or other sailing is also under way. They may be kept unlocked for short periods during arrival and departure times, ideally under supervision.</p> <p>All doors, containers and gates <b>MUST</b> be locked at the end of the day.</p> <p>If the clubhouse is not occupied during on the water sessions the clubhouse doors should be locked before going afloat.</p>



10	<b>Maintenance of club sailing and rescue boats</b>	<p>Defects and damage to club sailing or power boats should be fixed on the spot or, if this is not possible, notified to the RYA Principal, RYA Chief Instructor or duty SI asap.</p> <p>Any remaining defects shall be recorded on the Defects Sheets located in Duty Officer's Log.</p> <p>If any sailing or power boat has defects/damage that compromise safety or seaworthiness then:</p> <ul style="list-style-type: none"> <li>• Place a 'DO NOT USE' NOTICE to the bow or mast (labels on shelf in green fuel store.)</li> <li>• Notify the senior on-site instructor</li> <li>• Write 'Out of Service' on the Boat Board fixed to the inside of the fuel shed door.</li> </ul> <p>The Principal, Chief Instructors or Senior Instructor shall inspect repaired boats. Once satisfied the label can be removed and the Boat Board updated. The defect should be signed off on the original Defect Sheet and a copy kept in the file.</p> <p>Major defects shall be reported as an agenda item to the Sailing Committee.</p> <p><b><u>All participants using club boats should embark and disembark from the pontoons, not the bank, to minimise the risk of damage to rudders and daggerboards.</u></b></p>
11	<b>Radios</b>	<p>All instructors, coaches and safety boats should have radios during teaching and coaching. Radio checks should be carried out at the start of each session.</p> <p>The radios are in the storeroom under the club house, opposite the ladies changing rooms. They should be switched off and returned to their chargers at the end of each day.</p>
12	<b>Accidents and near misses</b>	<p><b>Accidents</b> must be recorded in the Accident Book, which is fixed to the wall in a high-vis bracket next to the main doors leading out of the clubhouse.</p> <p><b>Near misses</b> shall be recorded and kept in the 'Near Miss Log', fixed to the same wall.</p> <p>These accident and Near Miss sheets shall be overseen by the vice-commodore and reviewed regularly by the Sailing Committee (which the VC chairs), with a view to identifying and minimising hazards.</p> <p>The Emergency Action Plan must be followed in the event of a major incident. This is also displayed inside the main door of the club house.</p>
13	<b>Control of documents</b>	<p>Before students can join a course, they must complete an online application form and pay. This will include a medical declaration and acceptance of the use of photography and video, which could be used for publicity as well as teaching.</p> <p>Before each course, the senior and other instructors running that course should familiarise themselves with the students' background by reading their forms online or as printouts.</p> <p>Instructors and course helpers should provide the following</p> <ol style="list-style-type: none"> <li>1. Proof of all RYA instructor and coaching certificates</li> <li>2. Proof of other relevant certificates including RYA First Aid and powerboating tickets</li> <li>3. Sight of DBS and RYA 'Safe and Fun' certificates (to be checked by Child Protection Officer - currently Ray Lambe)</li> <li>4. Annual proof of signature on the latest version of Island Barn SOPs.</li> </ol> <p>When the Standard Operation Procedures (SOP) are updated, the new document shall be issued to all parties and a signed acceptance sheet kept in the 'IBRSC Training' Folder.</p> <p>New instructors shall be inducted by the RYA Principal or Chief Instructor or suitable proxy and issued with the SOP. A signed acceptance sheet shall be kept in the 'IBRSC Training' folder.</p>
14	<b>Launching and Recovery Preparation</b>	<p>Launching and recovery from the lower dinghy park involves use of an electric winch. Anyone involved in launching or recovery should be trained and competent in the use of our winches.</p>



	<p><b>Before Winching check the following ...</b></p> <p><b>Is the operator over age 16?</b></p> <ul style="list-style-type: none"> <li>No person under the age of 16 years shall operate the winch or be in control of a load ascending or descending.</li> </ul> <p><b>Is the operator trained?</b></p> <ul style="list-style-type: none"> <li>No-one should use the winch without first being trained.</li> </ul> <p><b>What does your boat + trailer weigh?</b></p> <ul style="list-style-type: none"> <li>DO NOT exceed the Safe Working Loads of each winch as shown on their labels. In practice, the 'Old Winch' is only suitable for smaller dinghies as it has a maximum safe load of 200kg.</li> </ul> <p>[NOTE: Powerboats + trailers usually exceed 500kg and must be controlled via the 'New (blue-painted) Winch' using at least three turns around the drum. This can only be achieved by using a rope with diameter &lt;16mm. DO NOT use the 24mm rope used on the old winch – it is too thick for the drum on the new winch.]</p> <p><b>Is the boat securely tied to the trailer?</b></p> <ul style="list-style-type: none"> <li><i>If not, the boat or its components could fall off the trailer and shoot back down the slope</i> All rope, pulleys, tie downs and connections on any trailer should be checked, by the instructor, prior to starting the winch.</li> </ul> <p><b>Winch Operation (Between Carpark and reservoir) and launching</b></p> <ul style="list-style-type: none"> <li>Raising and lowering of power or sailing craft should be controlled by a rope around the rotating drum of a winch. If the winch operator sees any risk they should stop the operation. This should be done by releasing their foot from the winch pedal and shouting a warning.</li> </ul> <p><b>No person should ever stand behind a craft that is ascending or descending the reservoir bank.</b></p> <ul style="list-style-type: none"> <li>Right-hand winch, looking up slope, only to be used for small dinghies i.e. smaller than a Vision. Visions and all powerboats to be raised with the left-hand winch.</li> <li>Ensure all personnel are in position and ready. All members of the launching party on the reservoir wall should be wearing buoyancy aids or life jackets.</li> <li>When all checks are complete, and all are ready to start take the slack in on the winch rope. A minimum of two turns of the winch rope are to be taken around the drum of the winch motor. The winch is then operated with a foot pedal and green button. Under no circumstances should the winch operator ever let go of the rope.</li> <li>Once at the top of the reservoir bank the supervisor will signal to the winch operator to stop. The boat can then be disconnected from the winch and manoeuvre into position for launching.</li> </ul> <p>At this point the majority of sailing craft may be disconnected and taken by hand down to the slip way. All personnel proceeding onto any bank slip way or jetty must wear a buoyancy aid or life jacket at all times.</p> <p><b>Launching Powerboats</b></p>
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	<ul style="list-style-type: none"><li>• The winch rope and pulleys must now be repositioned. This setup must be completed and checked by the instructor before operation of the winch and launching commences.</li><li>• When all checks are complete the winch operator will slowly release the rope on the winch lowering the craft into the water. Other members of the launching team should guide the craft into the water taking care not to slip or trip on descent.</li></ul> <p><b>Recovery Operation</b></p> <p>Recovery of craft follows the same process but in reverse using the winch friction to control the decent.</p> <p><b><i>REMEMBER. All equipment and procedure should be briefed and rigorously checked before starting the winch.</i></b></p>
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15	Safeguarding	<p><b>This is a summary of our full Safeguarding Policy which you should also read.</b></p> <p>Island Barn Reservoir Sailing Club is committed to safeguarding children and vulnerable adults, from physical, sexual or emotional harm, neglect or bullying.</p> <p>We recognise that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity, or social status, have a right to protection from discrimination and abuse.</p> <p><b>Safeguarding Certification – to be checked by Island Barn’s Child Welfare officer.</b></p> <ul style="list-style-type: none"> <li>Anyone regularly involved in instructing or supervising children <u>must</u> hold an RYA Safe &amp; Fun certificate less than three years old. <u>This course covers all key aspects of our Safeguarding policy.</u></li> <li>They <u>must</u> also hold a valid Enhanced Disclosure &amp; Barring Service (DBS) certificate, with check of the Children’s Barred List. Valid means less than 3 years old OR subject to the DBS update service which will be checked annually by the Child Welfare Officer for changes.</li> </ul> <p><b>Online Wallets</b></p> <ul style="list-style-type: none"> <li>All certification, covering safeguarding, sailing, powerboating or other qualifications, must be scanned into an online folder (e.g. Google Photos, MS OneDrive), controlled by the owner of the qualifications.</li> <li>The owner must send a link to this ‘online wallet’ to the welfare officer, RYA Principal and Chief Instructor, so allowing images of their safeguarding &amp; other qualifications to be checked at any time.</li> </ul> <p><b>Changing Rooms and Showers</b></p> <ul style="list-style-type: none"> <li>Adults are asked to try to avoid entering the changing rooms and showers when children are using them, especially if parents are not present.</li> <li>Adults who need to enter the changing rooms when children are using them should try to ensure another adult is present.</li> <li>Parents and carers are responsible for children’s welfare and behaviour, including in changing rooms</li> <li>Parents are asked to ensure children arrive for courses and events already changed for sailing.</li> <li>Parents should avoid letting children change alone as this may also compromise adults already present.</li> <li>Parents, carers and instructors should remind children, and all users, to change and shower quickly.</li> <li>Unattended changing rooms can pose a risk of bullying and other misbehaviour. It is accepted that instructors, coaches and helpers may have to enter changing rooms to check on children’s behaviour, safety and punctuality.</li> </ul> <p><b>Reporting Procedure</b></p> <ul style="list-style-type: none"> <li>All child welfare concerns should be reported to Ray Lambe, club welfare officer. If he is not available then speak with Nigel Thomson, the RYA Principal.</li> </ul>
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## TAKE CARE OF OUR TOPPERS (and their helms)!

Island Barn has a large fleet of Topper dinghies used largely for training. These boats are ageing but remain in good shape due to careful use and maintenance. It is essential that they are kept in good condition so please adhere to the following guidelines when rigging, derigging and putting them away.

Caring for boats is inherent in RYA syllabuses so all students should be taught and reminded of these procedures.

## RIGGING

- Untie painter & tie-down and pull boat to the top of the bank.
- Remove & fold cover, placing it under the scaffold tube so it cannot blow away
- Check self-bailer is closed and bung inserted.
- Always fit rudders on bank & NEVER while afloat or we risk losing them (£300). Fit security lashing.
- Clip daggerboard elastic to painter loop at the bow (NOT around mast). This elastic must be under tension to stop the daggerboard dropping out during a capsize.
- Do this on the bank or risk losing it (£250).
- Fetch a mast & sail from rig tube rack. Green bands = 5.3, Pink bands = 4.2.
- Step the mast (with help if needed) & close the mast gate with toggle + stop-knot.
- Attach the boom and remaining rigging.
- Decide whether to rig the sail on shore or on the pontoon.
- **DO NOT** let students embark from the bank as this risks rudder/transom plate damage.
- Launch boat and move it to the pontoon. Embark, finish rigging and sail away!
- **TOWING:** If towing do not 'daisy chain' more than three boats as this risks ripping out the painter and irreparably weakening the hull. If towing more than three use two tow ropes or use a rolling hitch to tie dinghies to a towline
- **CAPSIZE INVERSIONS:** If a Topper daggerboard drops out then the boat will be hard to right. Always get the helm out of the water BEFORE tackling the capsize.

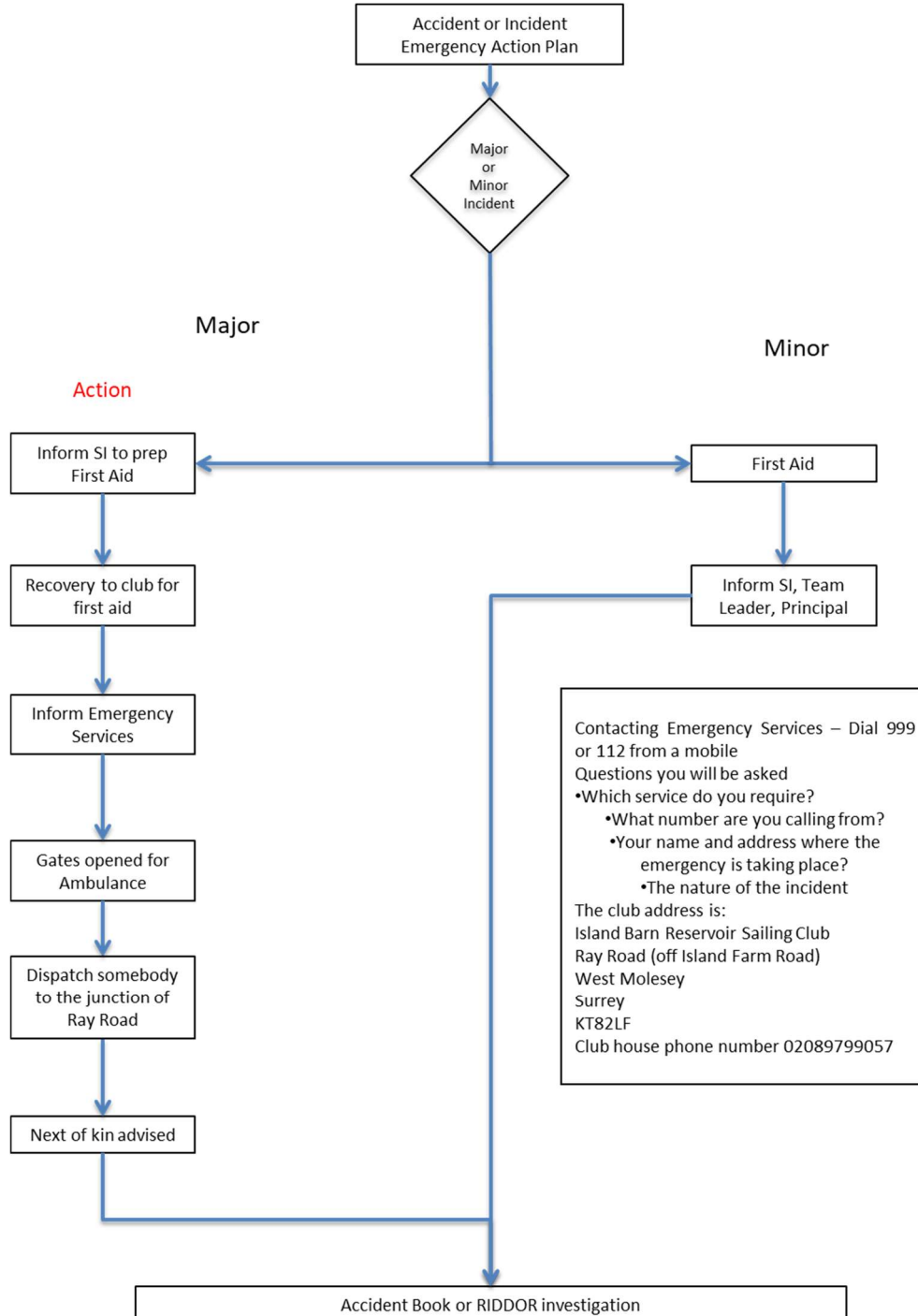
## RECOVERY

- Students must sail from and return to pontoons – **NEVER** the bank as this risks grounding the foils
- If anyone grounds the foils check the hull plate (£20) & transom plate (£70) for damage.
- Make ready a trolley, pointing diagonally across the slope to reduce effective weight
- Pull boat onto trolley, secure with painter and pull diagonally up bank to ramp.
- Drain water and close bailer as trolleys often break bailers (£50)
- Roll sail (with no creases), relax downhaul and place mast/sail back into rig tube.
- Tidy cockpit with mainsheet coiled and daggerboard tucked behind a toe strap.
- Place the tiller/extension in the mast well to keep it from sticking up into the cover.
- Lie boom down the centreline **with both ends resting on the deck** (NOT in the mast well). This keeps the cover raised and stops rainwater pooling.
- Tension the mainsheet around the boom slightly to ensure it stays in place and secure with hitch.
- Loosen bung and empty out any water.
- Cover boat. Fit the cover first over the bow and then the stern.
- Tuck all edges in and then run straps under hull, (**NOT** under trolley). Tighten enough so cover cannot blow off.
- Place boat in berth & tie painter loosely to chain. Don't overtighten.
- Then secure a tie-down rope over the back of the boat.

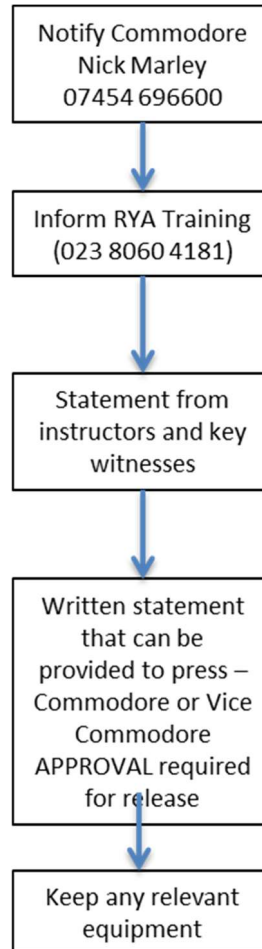




### Major Accident/Incident Reporting



### Post incident reporting procedure to be completed by SI





## Dealing with a major incident

**These notes give guidelines in the aftermath of a major accident.**

It is every principal's nightmare to experience a major incident at their centre. Thankfully this is very rare, but if you are ever unfortunate enough to be involved in one, you need to know how to handle the unfolding events.

Your priority is the safety of the casualty, other participants and instructors. Once ashore, inform the emergency services and any staff or club officers on site. If the casualty is a child find the adult responsible for them on-site. You should also contact Nick Marley, the club Commodore on 07454 696900, or Nigel Thomson (RYA Principal) on 07884 442147 or Jonathan Leake (Chief Instructor) on 07799 772253.

- Try to ensure instructors, fellow students and other witnesses remain on site.
- Make a list of competent witnesses who might give statements and get contact details.
- Take photographs of the area and equipment involved in the accident. Try not to move anything.
- Don't post on social media or speak to the press.
- Ask staff, members or other witnesses to refrain from making public comments or posting on social media
- Try to keep a record of who you have spoken to, who has contacted you etc.
- Decide who will speak to the press (probably the commodore or principal)
- Be ready to help produce a written statement on behalf of the club for potential public release, if required E.g. "Island Barn Reservoir Sailing Club regrets to announce the death of a 'student' during a training session on 'time and date'. Our deepest sympathy ... A full statement will be issued tomorrow."
- Inform RYA Training (**023 8060 4181**) who can assist with compiling any statement to the press if deemed necessary by the Principal and/ or Chief instructors and/or Commodore.
- If there has been a fatality the police will inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appears to know who it is.
- Keep any relevant equipment e.g. Lifejackets, logbooks etc



## Information for Current/ Visiting Instructors to Island Barn Reservoir Sailing Club

### Keys:

- The main inner and outer gates are secured with combination padlocks; currently (November 2020) set to **1735** (number may change).
- For both sets of gates the default position is LOCKED! They should be kept locked through the day, including when courses are running, except to allow people to arrive and leave.
- They should always be left locked at the end of each day.
- The only time they may be left open is during club sailing when there is a duty team present. This means Sundays through the year plus Saturday afternoons and some weekday evenings in summer. When the gates are open the padlocks must be left locked and scrambled on the gates.
- To open the locks set the combination and depress the hasp to open the padlock.
- To lock, scramble the numbers and close the hasp. Always leave the padlock secured so that it cannot be removed from the gate without unlocking one of the padlocks.
- Entry to the clubhouse is via the lower door with another combi padlock with the same number.
- Access to upstairs is via a combination padlock and an alarm, both with a different code. Always scramble the padlock after opening. Normally a club member will open up; if appropriate, you will be given the code.
- Keys to unlock the rest of the clubhouse, the fuel store and the inshore boat are in the first cupboard on the left-hand side of the kitchen serving hatch when looking into the kitchen; use either of the two sets of keys attached to a **round** wooden bar.
- Unlock the main entrance and the padlocked chain around the other door by the bar seating area.
- Fuel for the safety boats is kept in the green shed at the top of the ramp facing the clubhouse. The brass key will go into the padlock both ways round, but only works one way – **don't force**.
- The fuel shed should not be left open. Lock the inner doors with the combi lock once you have the kit you need. The code is the same as the other external gates.
- The red cans go in the boats while the green cans are for taking to the garage for refills.

### Safety Boats:

- The inshore boat is on a chain between the main 'T' pontoon and the small jetty to the left of the clubhouse (looking out)
- Unlock the combi lock on the little jetty to release the chain and remove from bollard. The boat can then be hauled to the T-pontoon and released from the mooring.
- Ensure the chain is re-secured to the bollard on the little jetty for use when the boat is put away.
- Fill the fuel tanks on shore then take them down to the powerboats.
- The safety boat should now be alongside the T-pontoon where you can add a fuel tank, anchor, yellow emergency kit, bailer and paddle, ready for use.
- This boat can be used to collect other boats from the sheds.

### Radios:

- On the left in the downstairs storage area (entrance close to bottom of stairs)
- These are preset to **37A** (aka **P1**) – the UK channel for leisure boating.
- Set volume to around 20; set to low power.
- Carry out a radio check.
- Fix your radio to your buoyancy aid in a position where you can hear it, ideally using a loop of shock-cord on the shoulder strap. DO NOT put it inside your buoyancy aid or in a pocket where it will be inaudible – especially over the noise of a safety boat engine.

### Buoyancy Aids:

- On the left in the downstairs storage area (entrance close to bottom of stairs), opposite the radios



# Island Barn Reservoir Sailing Club

[www.islandbarn.org.uk](http://www.islandbarn.org.uk)



## First Aid:

- First Aid Kit (in cupboard) and Defibrillator (on wall) are close to the main entrance to the clubhouse from the reservoir  
When the clubhouse is closed, for example during lockdowns, the Defibrillator and a basic First Aid box is located on the wall just inside the lower-level side door.

## Emergency response procedure - calling for the Emergency Services

- If the Duty Team asks you to call the emergency services, they will tell you which Emergency Service(s) is / are required and provide you with the nature of the incident, for example the condition of the casualty (conscious / not conscious and breathing / not breathing). This is important information that the emergency call centre will require.
- Dial the Emergency Services, using 999, from the landline which is situated in the kitchen near to the cooker and in cupboard in the Training Room, or on a mobile.
- The address for Island Barn Sailing Club is: **Ray Road, West Molesey, Surrey KT8 2LF – just off the junction of Ray Road and Molesey Park Road.**
- The landline number for Island Barn Sailing Club is: **020 8979 9057**. This may not be heard so give a mobile number too.
- Once the emergency services are alerted, despatch two adults to meet them: one at the junction of Ray Road and Molesey Park Road and the other at the base of the steps – so that they can be quickly brought into the club. Give the adults a radio to stay in touch when required.
- Once this is done, use the radio to inform the Duty Team that you have called the emergency services so that they know help is on the way.



## RISK ASSESSMENT FORM

Risk assessments must be carried out before training using the form below.

Completed forms should be filed in the document rack on the left of the main door.

	Risk / Area to Be assessed	Comments	OK to Sail?
1	Wind strength & direction (Now + Forecast)		
2	Visibility (Now & Forecast)		
3	Temp - Now & Forecast		
4	Number, type & condition of boats & stage of sailors		
5	Number and crewing of patrol boats adequate for conditions?		
6	Communication: Are radio links all working?		
7	Are parents & carers on site?		
8	Risk from or to other users?		
9	First Aiders on site?		
11	Risk of Hypothermia or cold shock		
12	Risk of Entrapment		

CONCLUSION (Can sailing continue? Any conditions?)

Name

Signature

Date

## Medical consent and emergency contact form



# Island Barn Reservoir Sailing Club

[www.islandbarn.org.uk](http://www.islandbarn.org.uk)



(Most bookings are online so the following forms will be completed during booking. This means course managers and instructors must have access to a printout or the completed online form.)

**THIS FORM IS DOUBLE SIDED – PLEASE ENSURE YOU TURN OVER**  
**Please complete all sections in Block Capitals**

## SAILOR DETAILS:

Sailor Name:		
Home Address:		
Date of birth:		
Email address:		

## EMERGENCY CONTACTS:

### Emergency Contact

Name:	
Relationship:	
Home Number	
Mobile Number:	

### Alternative Emergency Contact:

Name:	
Relationship:	
Home Number	
Mobile Number:	
Parent's Name & Mobile (Under 18s if neither contact above is the Parent)	

**Name:**





# Island Barn Reservoir Sailing Club

www.islandbarn.org.uk



It is your responsibility to make known any potential medical conditions that may affect you during the activities associated with the programme you will be taking part in. Please therefore provide as many details as possible.

This information will be shared with the organisers and coaches at events and training.

Have you ever suffered from any of the following conditions?

• Asthma/bronchitis	Yes	No
• Heart conditions	Yes	No
• Fits, fainting or blackouts	Yes	No
• Severe headaches	Yes	No
• Diabetes	Yes	No
• Travel sickness	Yes	No
• Allergies to medication	Yes	No
• Any other allergies	Yes	No
• Other illnesses or disabilities	Yes	No

If you have answered yes to any of the above, please provide details in the box below.

When did you last have a tetanus vaccination?

Year .....

Are you currently taking any medication? If so, please specify:

Are you suffering/recovering from any injuries which may affect your sailing?



# Island Barn Reservoir Sailing Club

www.islandbarn.org.uk



## TO BE COMPLETED FOR ALL UNDER 18S:

### Consent

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

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

I understand that in accordance with Island Barn RSC's Child Protection Policy no individual photographs or videos will be taken or published without the consent of the parents or guardians.

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

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

Name of Doctor: ..... Contact no of Doctor.....



## Training Boats

- Sailing Boats

Description	No.
Optimists	6
Toppers	15
RS Feva	4
Lasers	6
Visions	5
Pico's	5
RS 200	2

Casualties should be  
brought back to shore  
via the T-pontoon

- Power Boats

Description	No.
Whaly 370	3
Jeanneau Newmatic 3.6	2
Jeanneau Newmatic 370	2
Sea Jeep	1
Jeanneau CAP 370	1
Jeanneau 360	1



### **Acceptance and Agreement of Standard Operating Procedures**

I confirm that I have received a copy of the Standard Operating Procedures relating to Island Barn Reservoir Sailing Club.

I have read and understand Island Barn Reservoir Sailing Club Standard Operating Procedures and agree to abide by the conditions contained in the document.

Name.....

Signed.....Dated.....