

HRSC OPERATING PROCEDURES

GENERAL

ACCIDENTS: If a minor accident occurs the Senior Instructor should be informed. A full report must be entered in the **Accident Book** (located in the HRSC Office). If a major accident occurs you should refer to the Major Incident Procedure.

ATTENDANCE: No-one should be involved in an HRSC activity unless they have not be authorized by Captain Juniors. A register should be taken upon commencement of each session by the Senior Instructor or their nominated person.

BUOYANCY AIDS: All participants should wear a Buoyancy Aid on, in, or near the water. It is the responsibility of all volunteers and staff to ensure that every child is wearing a correctly fitting Buoyancy Aid.

BRIEFING: No activity afloat should commence without a briefing that includes weather, tide, operating area, potential hazards, communication signals, and the aim of the exercise. Each session should be concluded with a debriefing.

CHILD PROTECTION: You should avoid being alone with a child or group of children out of the sight of another adult involved with HRSC. Wherever possible you should work in partnership with another adult. You should familiarise yourself with the **HRSC Child Protection Policy and Procedure**.

CLOTHING: Clothing that is suitable for the conditions and the activity should be worn by all participants. This should include sensible footwear, and a hat is recommended. A change of clothes and towel should be brought by all participants.

CONSENT: No person shall go afloat without first completing an enrolment form containing a Health Declaration, and details of an Emergency Contact. In the case of children under 18 this shall be completed by the parent or guardian.

DEFECTS: Any defects should be reported to the Senior Instructor or Captian Juniors, who will inform the Bosun.

LAUNCHING/LANDING: You should complete a visual check of your chosen launching and landing site for any potential hazards prior to yourself or your group launching or landing.

NEAR MISSES: If an incident occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Senior Instructor, and a full report should be entered in the **Near Miss Book** (located in the HRSC Office) in order to help enable the prevention of an accident in the future.

OPERATING AREAS: Wherever possible operating areas should be planned to avoid the moorings, congested areas and other water users. You should check your proposed area with the Senior Instructor.

STAFFING: The Senior Instructor (or nominated person) must be in attendance whilst taught activities take place afloat.

THIRD PARTY: You should inform the Senior Instructor of any incident involving a Third Party either afloat or ashore, however slight.

SAILING

1. No one should go afloat without approval from the Senior Instructor, unless they are involved in recreational sailing, in which case they should seek approval from the nominated person/s.
2. There should be a ratio of not less than one Safety Boat to every six sailors (six single handers, or three double handers, or any combination thereof).
3. There should be a ratio of no less than one Instructor to every nine students in the case of double handers (eg. Three boats with three students in each, or four boats with two students in each). There should be a ratio of no less than one instructor to every six students in the case of single handers. Where the Instructor is aboard a crewed dinghy with their students there should be a ratio of no less than one instructor to every three students.
4. No one should go afloat until there is a Safety Boat already afloat, or available for immediate use. In the case of more than six sailors there should be an appropriate number of Safety Boats afloat.
5. Sailing dinghies should not be loaded with more than the manufacturers recommended weight. The Senior Instructor will advise on suitable numbers if there is doubt.
6. Prior to leaving the shore the group Instructor should check that each dinghy's hull, rig, fixtures and fittings are in good working order, and that all equipment is present and in its correct position. The group Instructor should also check that all participants' dinghies are correctly rigged, and suitably set up for the conditions.
7. At the end of each session the dinghies should be de-rigged, rinsed with fresh water where possible, neatly packed away (including covered if a cover is provided), and stored in a suitable location (this will usually be determined by the Senior Instructor). The group Instructor should check each dinghy to ensure this occurs.