

HRSC SAFETY POLICY

UPDATED 7 JUNE 2021

RESPONSIBILITIES

The overall and final responsibility rests with the Club's RYA Principal, Dom Brandreth. When he is absent it shall rest with her nominated person. The Senior Instructor is responsible for the day to day management of the centre, in particular, of ensuring the implementation and maintenance of HRSC policies and procedures, in order to minimise risk and provide a controlled environment as far as is possible, at all times. Every volunteer and member of staff has a responsibility to co-operate with the Senior Instructor in the implementation and maintenance of HRSC policies and procedures.

ADDITIONAL RESPONSIBILITIES

Maintenance of the clubhouse, Facilities: Capt Amenities
Maintenance of the moorings: Capt Moorings
Maintenance of powerboats, and their equipment: Capt Rescue Boats
Maintenance of sailing dinghies and equipment: Boswain

See the HRSC website for details: <https://helfordriversc.co.uk/committee/>

ACCIDENTS AND INCIDENTS

When an on-water session is underway the First Aid kit should be situated on the HRSC waterfront next to the check-in board. At all other time the First Aid kit will be in the HRSC Office in the Junior Sailing pigeonhole.

It is the responsibility of Captain Juniors to check and replenish First Aid kits. It is the responsibility of Captain Rescue Boats to check and replenish the emergency grab-bags in the safety boats.

Medical Information and Emergency Contact information for volunteers and students is kept in the HRSC Office. In the event of a serious accident either the Senior Instructor or Captain Juniors will contact the next of kin.

If damage to kit or equipment occurs, or it is found to be faulty:

1. The Senior Instructor or Captain Juniors should be informed.

ASSESSMENT OF STUDENT VULNERABILITY

Volunteers are asked to provide information of previous experience and qualifications on their enrolment forms, and will undergo a dynamic assessment by their instructor at the beginning of each course, or upon the commencement of a new volunteer role, to ascertain their suitability and competence. Volunteers are encouraged to discuss their performance, and may be asked to keep a brief record of their training. Instructors may keep a brief record of their training, which is available to them.

Children will initially be asked to sail or row a simple course to ascertain their ability, if they are not deemed to be beginners. They will be encouraged to discuss their feelings about their performance and progression. Instructors may keep a brief record of their training, which is available to them.

PROVISION OF INFORMATION

The HRSC website will be kept up to date with relevant information, including policies and procedures. All volunteers are encouraged to familiarise themselves with its contents and regularly check it.

FEEDBACK

All volunteers are asked to complete a feedback form at the end of each training course, and are encouraged to comment to the Senior Instructor or Assistant Senior Instructor on any aspects of HRSC that they feel need attention. If volunteers or parents wish to discuss anything in confidence they may contact either the Senior Instructor or Captain Juniors. Their contact details can be found on the HRSC website.