

# HRSC SAFETY POLICY

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## RESPONSIBILITIES

The overall and final responsibility rests with the Principal, Mark Buckley. 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: JC Skewes (Capt Amenities)  
Maintenance of the moorings: Giles Ruscombe-King (Capt Moorings)  
Maintenance of powerboats, and their equipment: Chris Hosken (Capt Rescue Boats)  
Maintenance of sailing dinghies and equipment: Andrew Hosking (Boswain).

## 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 a minor incident occurs:

1. The Senior Instructor should be informed.
2. A full report must be entered in the Accidents & Near Misses Book (located in the First Aid kit during on-water activities or in the HRSC Office).

If a major incident occurs, at incident location:

1. Assess immediate danger to the casualty, group and self.
2. If safe to do so, remove casualty from danger and take action to ensure the safety of the rest of the group.
3. Apply relevant First Aid, and monitor the condition of the casualty.

4. Inform the Senior Instructor. If the Senior Instructor is incapacitated then inform the Captain Juniors or the Shoreside Coordinator S/he will assume control of the situation.
5. The Senior Instructor will assess the incident and determine whether any external assistance is required.
6. The Senior Instructor will request a head count, and that anyone remaining afloat be brought ashore.
7. If necessary and safe to do so, the Senior Instructor will request that the casualty and a person witnessing the incident proceed to the **Ferry Boat Inn beach**.

Upon return to shore:

1. A nominated person should collect witness statements from all involved.
2. Those involved should fill out a report in the Accidents & Near Misses Book (located in the First Aid kit during on-water activities or in the HRSC Office), and check the RIDDOR guidelines (<http://www.hse.gov.uk/riddor/>)
3. No one should discuss the incident with the media, or comment publicly.

If an incident occurs where no one was injured, but it is considered to be a near miss:

1. The Senior Instructor or Captain Juniors should be informed.
2. A full report should be entered in the Accidents & Near Misses Book (located in the First Aid kit during on-water activities or in the HRSC Office), in order to help enable the prevention of an accident in the future.

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

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

## **ALL ACTIVITIES AFLOAT**

Other than in the case of recreational volunteer sailing, power boating or rowing, the Senior Instructor must be present for all activities taking place afloat. No persons should go afloat until it has been authorised by the Senior Instructor, who will take into account the actual and forecast weather conditions. The operating areas, recall signal, and planned duration should be clearly defined by the Senior Instructor, and known by all afloat.

All participants must wear a Bouyancy Aid complying with the CE 50 Newton standard when 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 Bouyancy Aid.

No person shall go afloat without first completing a 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.

**Communication afloat shall be by VHF Channel P4 aka M2** or by mobile phone. In the case of an emergency, a VHF radio is carried by the Senior Instructor and Assistant Senior Instructor, and flares are located in the emergency grab-bags in the rescue boats.

## **SAILING**

For every six sailors (six single handers or three double handers) there shall be a Safety Boat that is crewed ideally by two people. The Helmsman shall hold a minimum qualification of RYA Powerboat Level 2. This applies to both taught and recreational sailing activities.

## **INSTRUCTIONAL PERSONNEL**

Every HRSC volunteer or contractor should provide a photocopy of any relevant qualifications (including First Aid) they hold that were not issued by HRSC, or were issued by HRCST prior to 2013. These will be stored electronically in the HRSC Dropbox account.

## **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 familiarize 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.