

Wilsonian Sailing Club



Royal Yachting Association (RYA) Recognised Training Centre Operating Manual

Site Address

Wilsonian Sailing Club
Church Farm
Main Road
Hoo St. Werburgh
Kent
ME3 9HF

Scope

Wilsonian Sailing Club is a RYA Affiliated Club, the club provides facilities for racing and cruising for club members. The club is active in training and providing training courses that follow the RYA syllabus that the club has been certified to provide by the RYA.

Dinghy Courses

Dinghy Level 1 – Start Sailing
Dinghy Level 2 – Basic Skills
Dinghy Level 3 – Better Sailing
Dinghy Day Sailing
Dinghy Start Racing
Dinghy Seamanship Skills
Dinghy Sailing with Spinnakers
Youth Sailing Scheme – Start Sailing Stage 1
Youth Sailing Scheme – Start Sailing Stage 2
Youth Sailing Scheme – Start Sailing Stage 3
Youth Sailing Scheme – Start Sailing Stage 4
Race coaching
Start, Intermediate and Advanced Racing.

Powerboat Courses

Power boat Level 1 Course
Power boat Level 2 Course
Safety Boat Course

Theory Courses

Essential Navigation and Seamanship Course: Classroom

Day Skipper Theory Course: Classroom

First Aid Course: Classroom

Health and Safety Policy

Wilsonian Sailing Club Recognised RYA Teaching Establishment.

Aim

The health and safety policy is put in place to run a safe environment for the activities of the club as a RYA recognised training centre.

Introduction

The club and its members and students are expected to take notice of any safety brief given by instructors any behaviour that contravenes these instructions may lead to the instruction being suspended until full understanding of the health and safety requirement is understood.

Health and safety is for everyone on the club premises to be aware of to protect themselves and others (this includes visitors, members of the public passing by on the beach in front of the club as well as club members and students)

Responsibilities

There are named officers of the training establishment who are responsible for the primary health and safety of the establishment.

The overall responsibility for safe operation of the training establishment is the responsibility of the Training Principal, Chief Sailing Instructor, and the Chief Power Boat Instructor, race coach or visiting instructors or coaches.

Session responsibility

All sailing courses are overseen by a Senior Instructor who is responsible for the health and safety of the instructors and students taking part on the course. This also includes the general public, visitors

and club members who may enter the area where the training session is being held. The general health and safety is the responsibility of all parties, students must act in a responsible manner to avoid incident or injury to themselves or others.

Safety Inspections

The club premises will be subject to health and safety inspections, to include buildings, Dinghy Park and equipment (Boats, winch, and clothing). The club general committee is responsible for the buildings and dinghy park maintenance carried out during the closed season overseen by the Site Services Manager and the Maintenance Co-ordinator who are assistant officers of the club. Monitoring of boat maintenance will be carried out by the club boatswain in conjunction with club members using club boats.

Courses

Recognised training courses are published on Wilsonian Sailing Club website for Wilsonian Sailing Club Members who have access to the training notice board where the health and safety model rules are published along with a copy of this policy on the training notice board.

Non members who join courses will be given health and safety instruction and their attention brought to the model rules on display.

General points of health and safety will be part of the course briefing to all participants given by the Senior Instructor overseeing the course being run by Wilsonian Sailing Club.

Incident Reporting

All incidents that occur during the running of a recognised training course must be brought to the attention of the principal. An investigation will be undertaken by the Principal or Chief Sailing Instructor or Chief Powerboat Instructor. The investigation will be overseen by one of the Wilsonian Sailing Club Flag Officers, Commodore, Vice Commodore or Rear Commodore. The incident will form part of the formal agenda at the next available general committee meeting where all incidents are discussed in full. Actions and recommendations from the general committee will be deemed as mandatory. It may be necessary to alert other authorities if an incident occurs especially on the waters of the River Medway, Peel Ports Authority, Coast Guard and the Police depending on the type of incident. The nature of the incident may be reportable to the Health and Safety Executive and advice would be sought from the RYA.

Incidents that cause actual harm to a person

Wilsonian Sailing Club has a two part accident book located behind the Bar located on the upper floor of the clubhouse. All incidents of actual harm (injury) must be entered in the accident book. These incidents will be discussed by the general committee of Wilsonian Sailing Club at least annually with trend analysis and entered into the minutes of the meeting.

First Aid Equipment and Training

Wilsonian Sailing Club as a Recognised Training Centre makes all effort to encourage as many members as possible to maintain a current first aid qualification. All Instructors must hold a First Aid Qualification that is acceptable to the RYA (Syllabus is available on the RYA website).

Wilsonian Sailing Club maintains a sufficient level of first aid equipment to support an injured person until expert help arrives from the ambulance service.

First aid equipment is maintained by a nominated person (Training Principal) within the club house and safety boats. There is a stretcher located in the committee room adjacent to the foyer of the clubhouse. All safety boats listed carry in date first aid kits.

Kittiwake
Bluebird
Dunlin
Wilsonian
Grebe
Heron

Health and Safety During Sailing and Onshore

At the start of any course all students will be given a safety brief, it is essential that all course members attend this briefing, late comers must be given the same brief or asked to defer their partaking of the course depending on how late in arrival they are.

The instructor in charge will authorise all on- water activities, no student is allowed to go on the water unsupervised (without permission of the instructor in charge).

All students, Instructors and Personnel afloat **must** wear buoyancy aids complying with the CE50 Newton Standard.

Patrol Boats will be provided during training sessions, a minimum of one boat per group. If there is insufficient crew to man, the patrol boat then the course will not be run.

All Wilsonian Sailing Club Powerboats are fitted with kill cords and have instruction that they must be worn at all times on the water around the leg of the coxswain. They cannot be worn by a crew member not in charge of the vessel. Kill cords **must not** be worn around the wrist.

Operating areas for all activities will be defined by the Senior Instructor in charge and instruction given to all afloat.

An arrangement of simple instructions for defined signals for “returning to shore”, “come within hail” and “follow me” will be given to all afloat as part of the safety brief.

Instruction Personal Qualifications and Training

Instructors are to have the appropriate level of in date certification awarded by the RYA, qualification must include a valid first aid certificate.

Instructors are usually members of the Wilsonian Sailing Club. If they are not the Principal or Senior Instructor on the day of the course will ensure that all visiting instructors are aware of all Wilsonian Sailing Club health and safety policies.

Related documents:

Wilsonian Sailing Club Model Rules for Health and Safety
Duties of the Chief Duty Officer (CDO)
Safety Boat operating instructions
Operating instructions for Wilsonian Sailing Club VHF Radios.
GPS manuals