

***Activity Methods Of Work
Updated 24/11/2017***

Sailing Procedures

Sailing

Site sailing is split into four distinct areas

- 1. Royal Yachting Association Courses**
- 2. Activity Sailing as part of an activity session**
- 3. Casual Hire**
- 4. Membership of Centre**

The following pages are dedicated to the methods of working that will be adopted by all instructors on the site. Failure to comply with the directives is considered a serious offence that can lead to dismissal.

Risk assessments for each section will follow the methods of operation.

Waterland Risk Management

Royal Yachting Association Courses And Sailing Tasters

Waterland is a recognised centre by the Royal Yachting Association and the following methods of operation will apply: -

Students

1. All students will have completed a relevant booking and medical form before commencement on a sailing course.
2. All students will have been sent a kit requirements list before commencement on the course.
3. All students will at all time whilst afloat wear an approved and tested flotation aid supplied by the company and fitted correctly by a qualified instructor.
4. All students whilst on sailing activity will wear appropriate footwear.
5. All students whilst under instruction will wear safety helmets.
6. All students will at all times undertake to follow the requirements concerning health and safety of the instructor in charge of the sailing course and failure to undertake those requirements may mean removal from the course.
7. All students will take appropriate care of kit that has been supplied.

Instructors

1. All instructors for R.Y.A Courses will be to the standards recognised by the R.Y.A at the time that the course is run, and a Senior Instructor (Dinghy Sailing) will be on site whilst any sailing activity involving instruction is taking place.
2. All instructors will be responsible for making themselves aware of any medical issues concerning their students.
3. All instructors will be responsible to the Senior Instructor and in conjunction will make a dynamic risk assessment for the conditions for sailing. If any instructor has doubt of the student's ability to cope an alternative activity or other method of teaching must be adopted.
4. All instructors are responsible to brief the students in the appropriate method for kit care.
5. All instructors will make sure that all persons under instruction will wear appropriate head protection.
6. All instructors will be aware and trained in the methods of: - righting a capsized craft b. towing, c multiple tows, and must as a minimum hold the R.Y.A Powerboat Level Two certificate with rescue endorsement.
7. All instructors will make sure at all times; the students are supervised.
8. No instructor will allow any student to go on activity unless footwear is worn.
9. The Senior instructor has the role to designate the sailing area in conjunction with the Instructor.

Waterland Risk Management

10. The instructor, whilst students are afloat will maintain a safety boat to effect rescue if the need arises.
11. All instructors have a responsibility to the principal who will have the last word after consultation with the Senior Instructor but will always err on the side of safety.
12. Senior Instructor (Dinghy) can deputise for the Senior Instructor (Windsurf) and vice versa

The Principal

The Principal of the centre is responsible to the Health & Safety Officer for the safety of sailing activities. The Health and Safety Officer delegates the responsibility for Royal Yachting Association Courses and sailing instruction to the Principal of the Centre but does not delegate the responsibility for site safety.

1. The Principal role is to make the instructors aware of their obligation to follow the methods of working statements above.
2. The principal in conjunction with the Senior Instructor has overriding authority to decide if a session or course takes place. In that he/she will assess the weather against the ability of the students and take heed of the instructor responsible for the group and his / her opinions. If the principal decides that the activity is unsafe it will not take place.
3. The principal in conjunction with the Senior instructor will make sure that all paperwork and certificates are completed as appropriate.
4. Only the principal has the role to stamp and authorise the issue of certificates.
5. The instructors work under the direction of the centre principal or the Senior Instructor

Staffing

Staffing ratios for courses will be as the Royal Yachting Association requirements
One Instructor to 6 Boats. Minimum standards to instruct sessions is R.Y.A Dinghy Instructor. (single hander's)

One instructor to three boats (double hander's)

Additional Staffing R.Y.A Senior Instructor will be on site and during lessons, activity sessions and RYA Courses.

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Staffing ratios for activity sessions will be as deemed safe by competence and experience of instructor and prevailing weather conditions. One to twelve doubled up on single handlers is a general norm.

What is Entrapment?

An entrapment occurs when a person(s) becomes trapped below the waterline and unable to reach the service and hence air as a result of a Capsize the boat may be inverted or partly inverted. All trained power boat crew need to be aware of the danger of entrapment, especially the awareness of lack of air pockets in many boats. It should be remembered that the risks of becoming trapped is very, very low.

Cause of Entrapment.

This incident occurs across a wide range conditions and boats. There are no clear patterns in the cause of incidents. It does not appear to be due to a lack of experience and has occurred at all levels of sailing ability.

Based on a survey undertaken by the RYA the most common cause of entrapment was 30% getting ropes tangled around the body or limbs, 30% was getting caught on other control lines and straps and 30% involved some part of the trapeze harness.

Guidelines on Rescue

If any boat capsizes on the lake all Waterland trained powerboat drivers on the land and on the water must determine if the possibility of an entrapment exists. If this does occur that they must take action immediately. More than one power boat may be required to make the rescue.

The most effective rescue of a trapped sailor is to bring the boat upright as quickly as possible. This may be achieved by pulling on the centreboard/dagger board, with heavy boats it may be necessary to approach the dinghy from one side and attach a tow line to the shroud on the opposite side and reverse the powerboat away at 90 degrees to the long axis of the capsized boat.

It is quite possible that the mast will be stuck in the mud which will make the rescue more difficult. If the boat is reluctant to come up it may be necessary to dive under the boat to free the person. Knives should be available but not used unless it is clear as to what is to be cut.

Rescue can be difficult in the time available and staying calm contributes to the chances of releasing a person. Be aware that a sailor may be some distance from the capsized boat so look around first.

Attend – Assess - Action

Casual Hire Of Equipment

All persons who wish to hire equipment have to prove competency in the hire. This is either achieved through National Governing Body Qualifications or by proving competency by answering questions and or rigging equipment. No person, under the age of eighteen may hire equipment unless their parent is on site and in physical contact with Waterland staff. Waterland reserve the right to refuse hire to any person that in the opinion of the company does not reach the standards expected to hire.

Membership

Members must have proof of third party public liability insurance and prove that to the satisfaction of Waterland. Members must never sail alone on the lake, and therefore an additional person standing on the bank must be present all times when sailing is going on.

Waterland Risk Management

Area of Operation
Area of Operation

