

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

Windsurfing Procedures

Windsurfing

Site Windsurfing is split into four distinct areas

- 1. Royal Yachting Association Courses**
- 2. Windsurfing 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 Activity Sessions

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 or checked by a company employee.
4. All students whilst on sailing activity will wear appropriate footwear.
5. All students will at all times undertake to follow the requirements of the instructor and failure to undertake those requirements may mean removal from the course.
6. All students will take appropriate care of kit that has been supplied.

Instructors

1. All instructors for R.Y.A Courses and taster sessions will be to the standards recognised by the R.Y.A at the time that the course is run. The minimum requirements for instructors on site will be a Start Windsurfing R.Y.A instructor, working under the direction of a Senior Instructor with Windsurf Instructor Qualifications.
2. All instructors will be responsible for making themselves aware of any medical issues concerning their students.
3. All instructors will be responsible, in the first instance in conjunction with the Senior Instructor, making a dynamic risk assessment for the conditions for windsurfing. 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 be aware and trained in the methods of: -Towing a board and board rescue using a powerboat, and should as a minimum hold the R.Y.A Level two powerboat certificate with rescue endorsements.
6. All instructors will make sure at all times; the students are supervised.
7. No instructor will allow any student to go on activity unless footwear is worn.
8. The instructor has the role to designate the sailing area in conjunction with the Senior Instructor
9. The instructor, whilst students are afloat will maintain a safety boat to effect a rescue if the need arises.

Waterland Risk Management

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10. If board games are played due consideration must be made concerning injuries when boards are in close proximity with one another.
11. All clients whilst on activity will wear helmets if more than one windsurfing group is on the water.

The Principal

The Principal of the centre is responsible to the Health & Safety Officer for the safety of windsurfing activities. The Health and Safety Officer delegates the responsibility for Royal Yachting Association Courses to the Principal of the Centre but will have overriding control should the need arise.

1. The Principal role is to make the instructors aware of their obligation to follow the methods of working statements above.
2. The principal 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 Senior Instructor (Windsurfing) and 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.

Staffing

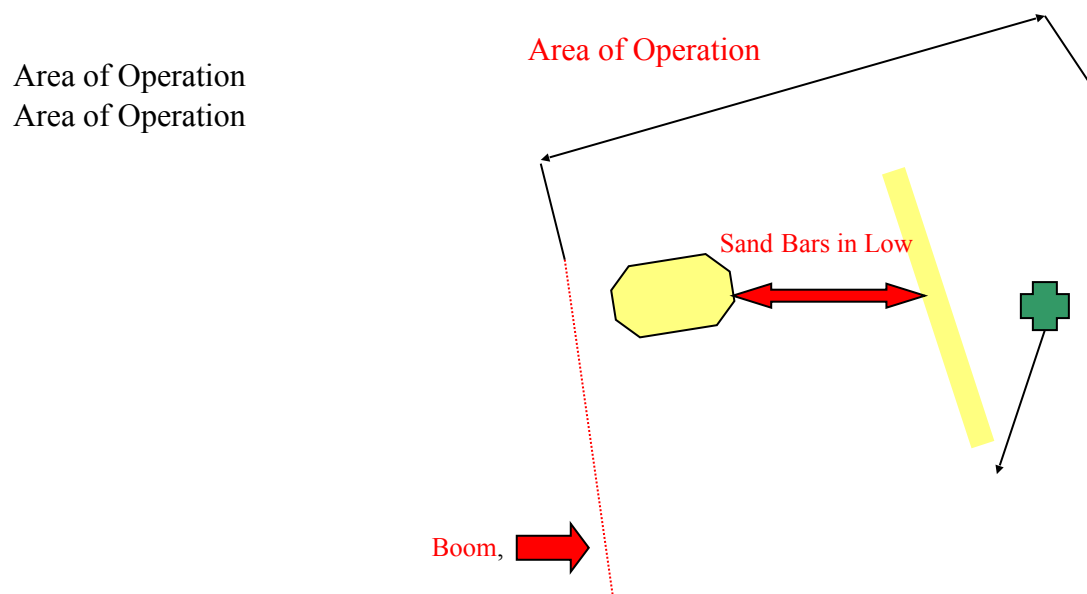
Staffing ratios for courses will be as the Royal Yachting Association requirements

1 R.Y.A Start Windsurfing Instructor (Minimum) One Instructor to 6 students.

Please note* Windsurfing lessons or sessions will only take place when there is a R.Y.A Senior instructor on site supervising the session.

For Activity Sessions Ratio is 1 – 8 pupils

Waterland Risk Management



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 Windsurf alone on the lake, and therefore an additional person standing on the bank must be present all times when Windsurfing is going on.