



Operating Procedures and Safety Policy for training activities

Weir Wood Sailing Club provides training for its members in sailing and power boating (non-members must be temporary members while on a course). The main committee has delegated the responsibility for organising training to the training committee. The RYA Principal, who is supported by the senior instructors, chairs the training committee.

Courses follow the appropriate RYA Scheme and take account of RYA standards and guidance. The following Policy applies only to those activities organised and run through the Training Committee.

- Every course has a Senior Instructor or Lead Instructor who runs it, supported by other RYA-qualified Instructors and Assistant Instructors. A Senior Instructor must supervise if more than one course is running.
- Everyone involved with training must work together and with the Officer of the Day (OOD) to ensure a safe teaching environment.
- Support boats will have at least one instructor with a power boat qualification on board and will normally have a crew of at least two people. The Senior Instructor or lead Instructor supervises the support boats. Club and RYA rules require the use of kill cords in powerboats.
- The ratio of instructors to students will at least meet RYA recommendations.
- There will always be one dedicated safety boat for training activities as well as the normal cover supplied by Club support boats. The number of safety boats covering training will be:

Dinghies (single-handed or crewed)	Up to 6 dinghies – 1 safety boat
	7 to 15 dinghies – 2 safety boats

- All crewed dinghies will use masthead buoyancy.
- A standard set of safety signals will be demonstrated to students before they go on the water and the lead Instructor or SI will designate the sailing area to be used.
- Training activities have priority in use of the 'training' RIB.
- A GPS will be available on powerboat courses (Basic Skills and above).
- Instructors will check all sailing dinghies and powerboats before each use and resolve minor problems. The lead Instructor should refer more serious problems to:

Wayfarers	Peter Hargreaves, 01444 456759
Laser 2000s	Tony Carter, 01342 892580
Toppers	Allan Jones, 01883 346188
Safety boats	John Gibbs 01342 326501 or Ken Stone 01293 421768



- There is a First Aid kit in the Club House which the Main Committee maintains. The Training Committee maintains two First Aid and safety kits. We will use club First Aid kits if there are more than two safety boats.
- All training safety boats will carry:

A First Aid kit	A knife
At least one paddle	An anchor
VHF radio	Throwing line
Tool kit	Spare kill cord
Spare rope	
- There is a list of people with appropriate First Aid qualifications clearly displayed in the club house and in the OOD's file. The Principal updates the list every year after the First Aid course.
- All students must provide emergency contact details, relevant health information and assurance of their swimming ability or water confidence.
- Everyone involved with training will wear a buoyancy aid on the water and on the pontoon (Club rules).
- Instructors will continually assess students and give appropriate advice and feedback. We will advise students not to continue on courses that are too demanding for them.
- The Senior Instructor or Lead Instructor must report any accident to the senior instructor, who must make sure that details are recorded in the Club Log book for that day.
- The Senior Instructor or Lead Instructor must record any non-injury incidents or near-misses in the Training Logbook which is kept in the top right-hand cupboard in the training room.
- The Lead Instructor will provide a brief report to the Training Committee after each course. The report must include any incidents or accidents.
- The Training Committee will review the Training Risk Assessment after every incident or accident, and at the start of each sailing season.
- The Training Committee has prepared a standard briefing sheet for instructors, covering all issues identified in the risk assessment that need to be communicated to students.
- A copy of this policy will be given to all instructors and assistant instructors who will sign that they have read and understood it.