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## **1 Safety Policy**

Newhaven and Seaford Sailing Club is a recreational watersports club owned and run by its members on a volunteer basis, operating from the Seaford beach site and from the inland site at Piddinghoe. Berths are leased at Newhaven Marina for support/rescue boats and keelboats. It is also registered with the RYA as a Training Establishment for dinghy and keelboat sailing, windsurfing and powerboating. The Club is also registered with ALAA for water activities. The main activities of the Club are for members to sail their own boats at Piddinghoe and on the sea at Seaford, to organise sailing races, provide support on the water, train learners of all ages

to sail, to helm powerboats using the RYA schemes, standards, and guidance.

Social activities for members and non-members are also held.

Overall responsibility for management is the Commodore, supported by Directors and non-directors, who manage different sections of the club. (See current Officers on the club website.)

It is the intention of the Club and its volunteer Members to provide these activities in a safe and healthy environment for all those using the facilities of the club and participating in events organised by the club.

Health and Safety arrangements for on water training and activities devolve to the Chief Instructor, supported by the Principal of the Sailing School.

Health and Safety arrangements for other club activities devolve to the Club Officer organising that activity

This information is published on the Club website and on notice boards in both Clubhouses and should be reviewed annually.

## 2 Legal requirements

Current Employee and Public Liability Insurance Company, Policy no. and expiry date are advertised on the Club Website and on club notice boards

First Aid Kits are kept in both Clubhouses. Minor kits are kept in rescue boats.

Accident Books in both Clubhouses, kept with Main First Aid Kits.

First Aiders. All current RYA Instructors are required by the RYA to be trained and certified, as recorded in the Instructors records.

The Galley (Seaford) should provide its own Risk Assessments and Operating Procedure and First Aid certificate holders.

Health and Safety Law Posters in both Clubhouses.

All sail and powerboat Instructors/ Trainers are RYA certified, and competence recorded. See Instructors Register.

Welfare facilities in both Clubhouses. Toilets, washbasins, showers etc

Seaford Incident/near miss Logbooks, in the Office and Race box.

Piddinghoe in the Galley and Bosuns Store,

Bosuns Logbook for Piddinghoe club boat repairs kept in the Bosuns Shed.

Repair/Maintenance Register for mechanical equipment, eg, trailers, outboards, mowers, estate maintenance equipment, kept with machines.

Trailers for the carrying of club boats to be inspected periodically by a competent person, to include tyres, brakes, lighting, etc. Faults, Inspections, repairs etc should be recorded in the file in office.

Portable Appliance Testing of electrical equipment should be arranged annually. Register kept in Office.

Fixed electrical systems in buildings to be tested every 10 years. Register kept in Office

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| Risk Assessments for activities (See Club Risk Assessments). To be reviewed annually  |
| Data Protection. Any personal records of persons no longer required by the club should be destroyed.  |
| Induction of Race Officers at the start of each season. At Seaford and Piddinghoe. E.g., Starting procedures and equipment, RYA rules, VHF protocol, sailing safety, Safety boat delegation, record keeping, emergency procedures, other duties,<br>Volunteer Day Officers/ Officer of the Day into their duties where possible.<br>Cadet information should be kept by the Cadet Coordinator, and on formal Cadet sessions records kept of all attending. Including staff. |

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| <b>3 Piddinghoe Operating Procedures for RYA Training Courses</b>  |
| The Principal/Lead Instructor/ Dinghy Instructors to check over and prepare the boats and prepare the site.  |
| The Training Organiser to liaise with trainees, take the bookings, collect the fees, gather the trainee information, and liaise with the instructors, prepare course registers and authorise expenses payments.<br>The Training Organiser to make the Trainee Register available to the Lead / all Instructors. It should contain information from the Booking Form: e.g. Emergency contact details, prior experience, any health issues, and swimming ability.<br>The Course Register should be marked for each session, to register attendance.<br>A course report should be written by the Course Leader, at the completion of the course and attached to the records in the Club Office. |
| The Trainees should be met and greeted on arrival by an Instructor, briefed on the day's programme, advised of facilities, any H&S arrangements, First Aid Kit, Emergency Procedures etc, The appropriate RYA Handbooks and Logbooks to be issued.   |
| A Club Buoyancy Aid, if required, should be issued, checked for fit and worn at all times within 2m of the water.<br>The training will be given to RYA standards, protocols and guidance, on a continuing assessment basis, with advice and feedback as appropriate.<br>The Instructor will demonstrate the meaning of signals given by whistle and / or arm movements.<br>Radios should be used, where appropriate, for communication.  |
| The session will be led by an RYA Dinghy Instructor, supported by other RYA Dinghy Instructors, overseen by the RYA Senior Instructor, supported by RYA Assistant Instructors. If under 18's are present Instructors should be CRB holders. All Dinghy Instructors to hold RYA Powerboat 2 certificates, and should hold Rescue Boat certificates also.  |
| It is the responsibility of Instructors to keep their qualifications up to date, and advise the Principal/Chief Instructor if re-validating or Training is required. High priority is First Aid and RYA  |

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| Safe and Fun when working with children.  |
| The Principal/Chief Instructor should audit and update the Instructors Register periodically.   |
| All staff are responsible for upholding Health and Safety arrangements and assess the risk of a hazard occurring on a dynamic basis, communicating to others as required.   |
| All persons on the water must wear a buoyancy aid or life jacket. It is recommended that small children and vulnerable persons wear buoyancy aids near the water.   |
| Instructors to inspect kit after each use. Buoyancy Aids should be zipped up and buckles closed and placed on the correct rack for size. Resolve minor problems at the time or enter into incident log and report to Lead Instructor, who may take kit out of commission.<br>Check all kit before issue.  |
| Incidents, near misses, breakages, weather conditions, staff present, etc, should be recorded in the Daily Logbook in the Galley, Boat and equipment issues to be entered into Bosuns Log in Bosuns Shed<br>Accidents / injuries to the person to be logged in the Accident Book, kept with the First aid Kit in the Galley.  |
| Keys used to unlock will be returned immediately to their storage place after use.  |
| Radios. After use, to be returned to store and plugged in for recharging.   |
| <b>Toppers and Oppie Training boats</b> are stored in racks, during the winter months from November to March they should be stored upside down. During the sailing season when they are in frequent use, they should be stored up the right way, for ease of loading. Care should be taken when lifting the boats from the racks, usually on to a trolley, that there is not a lot of water after heavy rain. If there is the water should be drained or syphoned out before attempting to lift. If possible, the newer Oppies have drainage bungs so would be best stored on the top shelf of the racks. Foils, masts, and sails are stored in the bosuns shed. Please ensure that all equipment is in good order when being rigged. After use, please ensure that equipment is returned to its correct place in the shed. |
| <b>Quests, Zests and Sport 14 training boats</b> are stored on trolleys with covers. Before moving ensure that tyres are properly inflated, and the covers removed and rolled behind the boats. The foils and sails are either stored under the covers or in the bosuns shed. After use make sure that the boat is secured to its trolley, the cover is on and the boats are tied down to the posts.  |
| <b>4 Sailability</b> Piddinghoe Sailability events  |
| <b>Boats to be rigged, launched, helmed, recovered and packed away by competent persons.</b><br><b>Boat safety capsizing prevention</b><br>Hansa dinghies must have their centre board locking pins engaged when on the water, and not to be used in windspeeds over 20 knots.<br><b>Volunteer safety on and off the water Manual Handling</b><br>When assisting disabled visitors into and out of dinghies particular care is required to ensure the helpers do not over strain when helping.  |

All Helpers to be made aware of specific handling instructions for each sailor.

**Hoist usage / avoidance of misuse.**

Volunteers to be briefed/inducted on its usage before helping visitors. Annual induction and record of volunteers in use hoist to be maintained by Sailability leader

**Hoist safety**

LOLER checks and procedures are in place to ensure maintenance and reliability of hoist. records to be maintained by Sailability leader. Inspections every 6 months, maintenance annually.

**Visitors with learning difficulties**

When taking out sailors with disabilities, whether a learning or physical handicap, the instructor is to be informed by the Carer/Session Leader of the specific disability to assess the appropriate action to take during the session.

**Volunteers who are under 18 years**

Where volunteers are under 18 yrs., the Sailability leader will advise the disabled sailor or carer before allocating a junior volunteer to take them out.

Junior volunteers are to have a higher level of induction and training for the specific disability of the disabled sailors.

**5 Procedures for informal sailing and windsurfing sessions at Piddinghoe, eg. WOW, MOB, ASS, windsurfing, Sailability.**

These should be led by an experienced and competent member in that discipline, but preferably a qualified RYA Instructor(s), and supported by similarly competent members. The ratio should be 1:6 .

The session should be supported by Safety boats and helms to be:

Over 18 years old,

Hold a valid PB2 certificate

Have attended the current 4S for Seaford, and Pond Update if at Piddinghoe)

Should have a crew, dressed ready to enter the water to do the rescue work.

Under 18 year old helming, can be supervised by a qualified adult in the boat..

Coaching/training can be done by the helm alone.

**The exception is, if the under 18 year old is a qualified RYA Instructor who is actively engaged in teaching, coaching, setting up, packing away a session, and with the knowledge of the Senior Instructor / Session Leader.**

Helm to have Killcord securely attached to leg only, not around wrist or attached to BA. and should follow the procedures as for an RYA course, but no SI is required

**6 Bosuning of Club boats, equipment and resources**

The responsibility is devolved from the Principal of the RTC to the Chief Instructors of each school. Dinghy CI. Powerboat CI (both Seaford and Piddinghoe) and Windsurf CI. To ensure the resources are in good working order. Repairs, alterations, maintenance and annual checks should be kept in a register, available for inspection.

To be done to the respective RYA Training Checklists. Defective equipment should be withdrawn from service, (RIBS. Removing keys from use. Piddinghoe. Red Tagging)

**7 Safety Boats Piddinghoe**

At session start, refuel and mount engines to Rescue Boats using Engine Hoist, fit lanyard through clamps and tied to boat.

If a remote fuel tank is used, it should be secured to the floor.

Start engine and warm up. Check engine stops on Killcord.

**Killcord to be attached around leg only.**

Safety Boat must be in water and ready for duty before any dinghies are in the water

Ratio of Safety Boats to dinghies in the water. 2:12, 3:25, 4:40, 5:50: 6:60

The Pond safety boat will have as standard equipment and checked at every use by the helm: A Killcord securely attached to the helm, a First Aid box, a spare Killcord, kept in the First Aid box, Oars or paddles, an anchor, a throwing/towing line, and normally a crew if performing rescue duty. (Crew not required if coaching from boat.) A rescue Knife is required to be carried by every RYA Instructor.

At session end, pack dinghies and equipment away. The Rescue boat is last off the water. Use hoist and trolley for engine handling. Enter hours run into engine log.

Ensure keys are in their correct storage place. Lock sheds, stores, gates etc. make last check round before leaving etc.

**8 Operating Procedures for Powerboat use on Courses from Newhaven Marina**

The Lead Instructor will check over and prepare the boats, and prepare the site.

The Training Organiser will liaise with trainees and Instructors, take the bookings, collect the fees, gather the trainee information, and will collate expenses payments, payment to be authorised by the Training Director.

The Training Organiser will make the Trainee Register available to the Lead Instructor. It should contain information from the Booking Form: the Trainee contact details, next of kin contact details and any health issues.

The course Leader is responsible for completing at each session, the register of attendance of trainees, and instructors,. At the completion of the course, the register with written course report, weather conditions, incidents, to be returned to the course organiser for completion and analysis.

At session start, Collect Safety Tubs, check contents, ( see below) Keys, fuel, extra buoyancy aids, navigation kit, wet weather clothes from the Clubhouse at Seaford.

Sign out/in name and date in Bosun's Log, incidents, near misses, damage, losses

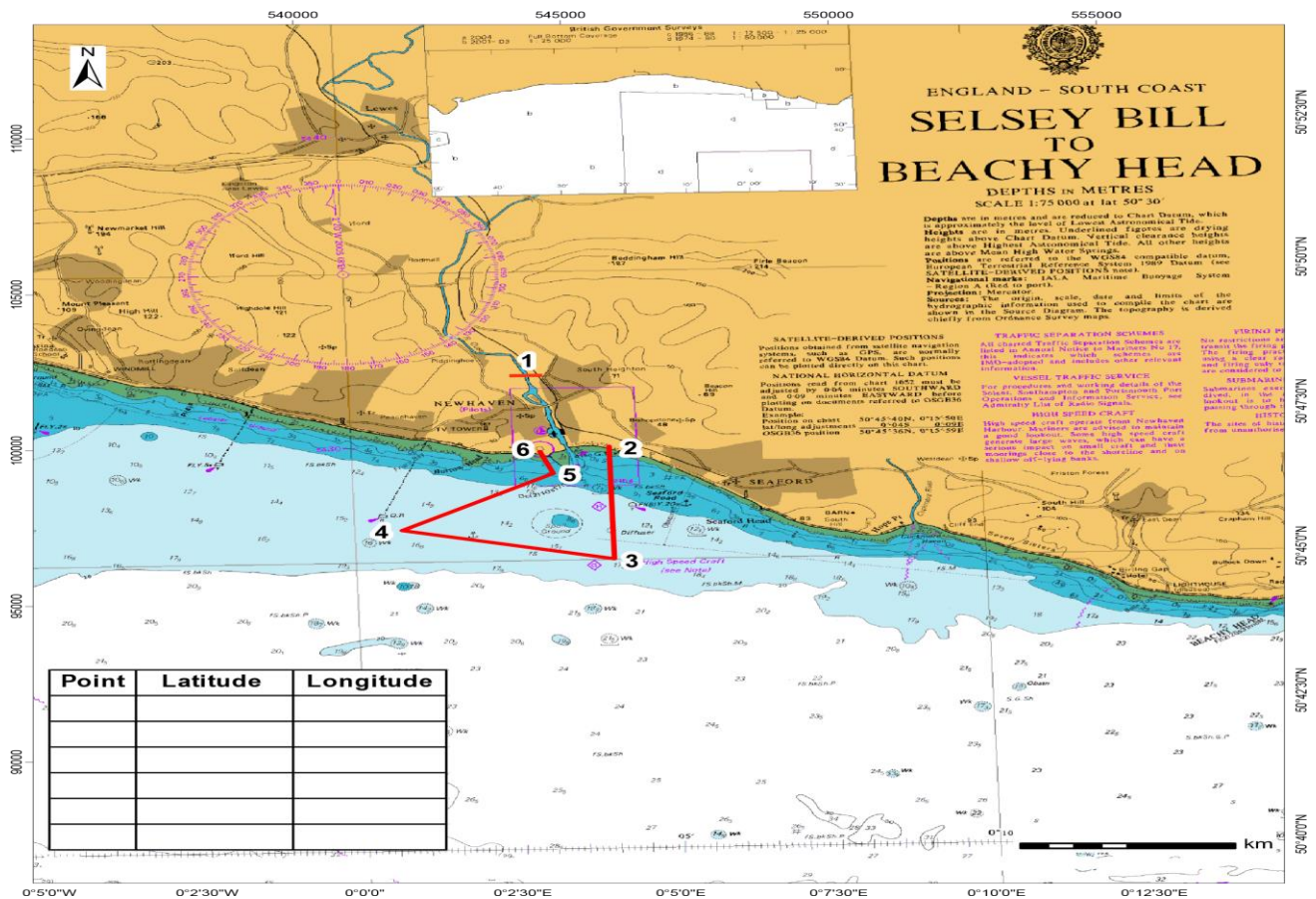
Keys used to unlock fuel store etc, will be returned immediately to the key press after use

The Trainees will be met and greeted on arrival **at Newhaven Marina** by an Instructor, briefed on the day's programme, advised of facilities, any H&S arrangements, First aid Kit, and advised of Emergency Procedures etc,

The Instructor is to give a safety briefing prior to entering the Marina pontoons,

Check fitting of Buoyancy Aids. All trainees, as weather dictates, to bring wet weather clothes with them, OR sun protection and water.

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| <p>The RYA Handbooks and Logbooks to be issued.<br/>The training will be given to RYA standards, protocols, and guidance, on a continuing assessment basis, with advice and feedback as appropriate.</p>  |
| <p>The session will be led by an RYA Powerboat Instructor, and max 3 Trainees per Instructor per RIB. Up to 8 persons can be aboard Ark. If under an under 18 on a 1:1 basis is present, the instructor should hold a DBS</p>   |
| <p>All Instructors are responsible for upholding Health and Safety arrangements and assess the risk of a hazard occurring, on a dynamic basis, communicating as required.</p>   |
| <p>Buoyancy Aids are to be worn on water, or within 2m of the water's edge.</p>   |
| <p>Incidents, near misses, breakages, malfunctions, comments etc. involving Rescue Boats/ Marina noted by helms, are to be communicated to the Race Officer, and recorded in the Bosuns Logbook in the Club Office, when returning keys and Safety Tubs.<br/>During Racing, recorded in the Racing Log in the Race box by the Race Officer.<br/>Injuries and accidents to be recorded in the Accident Book, kept with the First Aid Kit on the stairs by the Galley in the Seaford Clubhouse.</p>   |
| <p>On the sea, the RIB is to stay within a 3-mile limit from the Harbour Arms. SEE CHART attached<br/>Except for the annual races to Brighton Marina and Birling Gap</p>  |
| <p>The RIBs will have as standard equipment, and must be checked at every use by the helm:<br/>A Killcord, not attached to the ignition key, <b>securely attached round the leg only</b>. A VHF radio fixed to consul. In the Safety Tub: Local chart and tide times, a First Aid box, survival bag or blanket, a spare Killcord, Flares, Compass, rescue knife and tool kit. Attached to the hull will be, Paddles, an anchor, (tied down when not in use,) a throwing line, a towing line, a crew if performing rescue duties. The crew member should be dressed to enter the water and be fit enough to help a tired sailor into a RIB, Ark will have similar equipment, but is not required to have a killcord attached to the helm. <b>Engine to be turned off when changing helms. Not Ark.</b></p> |
| <p>At the end of the session, moor up boats to professional standards. Return remote fuel tanks and Safety Tubs back to Seaford for storage.</p>  |



**9 Racing Support at Seaford.**

**Operating Procedures for use of RIBs and Ark for mark laying and rescue duties**

The RIBs will have as standard equipment, and must be checked at every use by the helm:  
 A Killcord, not attached to the ignition key, **securely attached round the leg only**. A VHF radio fixed to consul. In the Safety Tub: Local chart and tide times, a First Aid box, survival bag or blanket, a spare Killcord, Flares, Compass, rescue knife and tool kit. Attached to the hull will be, Paddles, an anchor, (tied down when not in use,) a throwing line, a towing line, a crew if performing rescue duties. Ark will have similar equipment but is not required to have a Killcord attached to the helm.

**Special Hazards in Newhaven Harbour**

It is an Operational Port with commercial traffic, including the ferry, fishing boats, Windcats, dredger etc.  
 All movements are controlled by the Port Authority, and must be authorised by them using radio contact on VHF Channel 12 .

**RIB helm and crews**

All helms will be certified to RYA Level 2 Powerboat and should have attended an annual Club 4S upskilling session.  
 Crew should be dressed ready to go into the water to aid sailors and should be fit enough to help a tired sailor into a RIB.



**Note** A RIB may be helmed by a certificated 16yr old and over, with an adult PB2 holder in close supervision, but it is the policy of the Club that a RIB helm, **carrying out rescue procedures**, must be over 18.

### **Buoyancy Aids**

Are to be worn on water, or within 2m of the water's edge by all persons using the safety boats , Wear wet weather clothes or sun protection, as appropriate. Bring own water and food if required.

### **Preparation for a race**

Collect Safety Tubs, Keys, fuel, and Parking Permits from the Clubhouse at Seaford.

Keys used to unlock fuel store etc should be returned immediately to the Race box in the Club after use.

The Helm is to make himself aware of weather conditions, tide times and directions, give a safety briefing to any crew prior to leaving the beach/pontoon, and to stay within the 3-mile limit from the Harbour Arms. Except for the annual races to Brighton Marina and Birling Gap or See attached chart.

### **Racing in inclement weather**

All Club members are responsible for upholding Health and Safety arrangements and assessing the risk of a hazard occurring on a dynamic basis, communicating as required to the Race Officer.

Rescue Safety boat helm, after discussion with the RO, has the authority to call off race/ expedition if conditions on sea deteriorate.

### **Substitution of RO and Safety helm**

If the Race Officer and Safety Boat helm do not feel confident to manage a race in inclement weather, and decide to cancel a race on grounds of safety, they may do so.

However, if another RO and helm feel confident to take over and carry on, they may do so, BUT they must inform a Club Director, and receive acknowledgement, before starting proceedings.

They should also counsel all sailors that each dinghy helm is responsible for their decision to launch, of the potential hazards due to inclement conditions and use their judgement to advise inexperienced sailors not to launch.

They should also assess that two RIBs should be in attendance, as one RIB may not be able to deal with all incidents.

### **Reporting incidents and accidents**

Incidents, accidents, near misses, breakages, etc, are to be recorded in the Race Officers log, and the Bosuns Logbook in the Club Office.

ALSO, record injuries in the Accident Book, kept with the First Aid Kit on the stairs by the Galley in the Seaford Clubhouse.

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| <b>Leaving / entering Harbour</b>  |
| Call Newhaven Radio CH12 for permission to enter or leave. Make radio contact with the Race Officer (Arrow, on Ch37A/N1/M1) as soon as possible once clear of the harbour for instructions relating to laying buoys. |
| <b>At the end of the session</b>   |
| Return keys, tubs and Parking Permits to the Race Box. to Seaford, unused fuel to fuel store   |
| <b>Special Hazards in Newhaven Harbour</b>   |
| It is an Operational Port with commercial traffic, including the ferry, fishing boats, dredger etc. All movements are controlled by the Port Authority, and must be authorised by radio contact on VHF Channel 12.   |

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| <b>10 Emergency procedures at Sea.</b>   |
| Inform Race Officer of situation. He will take charge of the situation.<br>The RO may instruct you to transfer walking casualty to RIB and onto Beach,<br>Moor a loose boat onto a Racing Buoy as an emergency measure.<br>He will organise a Beach Party.<br>If there is a chance of beaching the RIB, do not attempt the manoeuvre,  |
| IF SO there is a large shorebreak and getting close to shore is not possible<br>The RO will call the Coastguard Rescue via 999 (ask for CG) This will allow for more information to be gathered about the injured party or situation.<br>The RO will relay instructions from CG who will take over the situation. You may be instructed to leave station and take casualty to a casualty landing site in Newhaven Harbour. |
| If immediate assistance is required from a Search and Rescue unit (Coastguard Rescue or Lifeboat) then Dover Coastguard should be alerted straight away via a Mayday call. See below:<br>HM Coastguard will co-ordinate all assets required and organise ambulance and Coastguard Rescue team to beach or at a casualty landing site in Newhaven Harbour.  |
| If a helicopter extraction is required and you are alerted of this by HM Coastguard then inform other dinghies to clear the immediate area and follow instructions from the helicopter.<br>(ch 16 or 67)   |
| If life is in danger and you need immediate help<br><b>Use VHF Ch 16, call the Coastguard, and say<br/>Mayday,..... Mayday,..... Mayday<br/>This is.....Rib..... Rib .....Rib</b>  |

'Mayday', .....Rib  
 My position is.....  
 I have .....persons on board  
 Nature of problem  
 I require immediate assistance.  
 Over.  
 Release button.

If you return unaided, inform Coastguard on Ch 16

### 11 Piddinghoe Emergency procedure. Medical

Advise Senior/Lead Instructor of situation from the water by radio if possible

Bring casualty to shore if possible.

He will himself, organise others, or instruct you to:

Call 999 by mobile for ambulance, give injury and details

Address is **Sailing Club, Piddinghoe Pond BN9 9AF**

**For What3Words use: performs.note.houseboat gives location at double gates.**

Send one person to the junction with the Lewes Newhaven Road,

Send another to the end of the track by the Bus Shelter to direct ambulance.

Send another into car park. Arrange to move cars if required, to gain access to double gates

#### In the event of a fire

Evacuate immediately, do not return for belongings

Call Fire Brigade on 999.

Assemble all persons in car park.

Address is Sailing Club, Piddinghoe Pond BN9 9AF

Send one person to the junction with the Lewes Newhaven Road.

Send a person to the end of the track by the Bus Shelter to direct appliance.

Send another into car park. Arrange to move cars if required, to gain access to gates.

### 12 Seaford Emergency Medical procedures

Stay with casualty

Advise Race Officer or OOD of situation.

He will himself, organise others or instruct you to:

Call 999 by mobile for ambulance, give injury and details

Address is **Newhaven and Seaford Sailing Club, Marine Parade, Seaford, BN25 2QR**

**What3Words use: feast.boards.richly for location at bottom of ramp**

Send a person to the road entrance to direct ambulance.

Send another into car park. Arrange to move cars if required, to gain access.

Alternative access to the Beach via the Club East gate, (Use usual gate code for the lock),

or onto the Promenade from Marine Parade

### In the event of a fire

Clubhouse at Seaford. Evacuate immediately and assemble in car park,

Call Fire Brigade on 999.

Address is Newhaven and Seaford Sailing Club, Marine Parade, Seaford, BN25 2QR

Send a person to the road entrance to direct appliance.

Send another into car park. Arrange to move cars if required, to gain access.

## 12 Emergency Action Plan

### Dealing with a major incident after emergency services have been summoned

Responsibility of Race Officer/ Lead Instructor/Instructors or appropriate Club Member.

The priority is the safety of participants and instructors, to get them ashore. Deal with boats after.

Remove all involved from the scene/site of the incident. List all witnesses and keep together for interview by relevant authority.

Contact any Director of the Club immediately to report the situation. See the list of Club officers on the Notice Board

**Avoid the Press and Media.** Do not allow them past the outer gates, onto Club premises or allow anyone to speak to them, no matter how well meaning. Instruct them and you to declare 'NO COMMENT' to all questions.

**The director will contact the RYA Communications Team Immediately.**

Communications Manager 07789 556080

Press Office 023 8060 4209

To advise there has been an incident.

Also see RYA website Accident and Incident Reporting, guidance to Emergency Action Plan. See printout in Club Office.

**Dealing with Relatives or Aggrieved Parties. This should be left to a Director.** It is important to be sympathetic, without admitting liability.

Remain calm and say that every effort is being made to mitigate the effects and that the appropriate authorities, with whom you are co-operating, are investigating the incident.

**Fatalities.** If there has been a fatality the police will inform the next of kin, as with all injured people when a criminal offence or traffic collision occurs.

Do not publicise the name/s of the casualty/ies until you know this has been formally carried out by the Police, even if the press appears to know who it is. **This should be left to a Director**

**Dealing with the Press**

For help contact the RYA Press Office 023 8060 4209

Apart from 'NO COMMENT', state that 'the Club will issue a written press statement in due course' Direct statements and interviews with the Press or Media are to be approved by two Directors, acknowledging that an incident has occurred, The nominated person may produce a written statement that can be given to the press.

**Directors Duty**

"The Newhaven and Seaford Sailing Club regret to announce the death/injury of a member who fell overboard etc ... When..... Where.....etc.

We extend our deepest sympathy to the relatives. A full statement will be issued at .....Day .....time (Give yourself time to collate the information).

If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to read from a prepared statement, call the RYA for advice.

- Don't hold a press conference
- Decide who will speak to the press (a Director)
- Do not allow well-meaning but ill-informed members to make public comments **This should be left to a Director**
- Try to keep a record of whom you have spoken to, who has contacted you etc.

**Notifications** Duty of a director

Who must be notified in accordance with the requirements of your location. In the UK:

If it is water-based incident, the Marine Accident Investigation Branch (MAIB) must be informed within 24 hours on 023 8023 2527

If it involves work-related fatal or major injury the Health and Safety Executive must be informed. 24/7 Duty Officer 0151 922 9235, Office hours on 0345 300 9929 or online via the HSE website, Accident Reporting, RIDDOR.

Closure. The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public.

- A meeting should be held with all those involved in the handling of the incident and any experts who may be required (legal, insurance, structural etc).

This meeting should finalise all records of the event and determine what follow up action to take that may be required

A record should be made of lessons learnt and a plan developed for implementing ways to improve procedures and the major incident response system.

**13 Dealing with a complaint**

The training environment may occasionally create situations where we have not met someone's expectations. A discussion face to face usually resolves the matter.

If you are an Instructor, consult the Lead, Chief, Senior Instructor or Principal.

If the complaint is not resolved, make a short-written report, with contact details, what happened, and what was said.

Ask any witnesses to do the same, and what they heard and saw.

The aim is to defuse and resolve the situation amicably. This is where the Principal (and Directors) can make an unbiased decision, based on facts, of what is best for the Club.

**14 Cadets Training and events**

All participants (children and parents) must be members, except those signed in as member's guests, or as temporary members if on a course or in a competition.

All Cadets and Instructors/Helpers should be signed in on entry to an event.

Sessions on the water will be led by an RYA Dinghy Instructor and supported by RYA Assistant Instructors. An RYA Senior Instructor should be present. The ratio of Instructors/Assistant Instructors to children should be no more than 1:6.

On shore and rescue support is given by competent persons.

Support/ Rescue boats will be in the water with engine running before any dinghy launched, and last out, after on water activity has ceased.

Rescue boat to dinghy ratio should be a maximum of 1:6, 2:12, 3:20, 4:40, 5:50, 6:60

Helms for Rescue Boats must be PB2 certified, should have attended a refresher session for tiller steered boats before operating one.

Parent helpers are encouraged to help rig and launch their children's boats, catch, de-rig and put away.

It is important that spars and foils are returned to the nominated storage racks in a tidy way.

Any breakages etc are entered into the Bosun's Log and put to one side for repair.

Hulls and rigs should be red tagged to show they are out of service.

**Events away from Piddinghoe**

Organisation. Event To be arranged by the Cadet Coordinator/Parent or equivalent.

Under 18's to be under close supervision of Parent or person nominated by parent to be 'in loco parentis'

Transport to site in private cars, may be Seaford or event at another club, Road Traffic Act applies to seat belting etc.

Communication. All organisers/parents to event to have mobile phone contact details of each other.

Welfare. Food and drink to be available to all youngsters at appropriate times.  
 Safeguarding. Effected by organisers and parents.  
 Support/Rescue for on-water activities to be available before launching and after ashore  
 Coaching and Training to be given by RYA qualified staff or competent persons.  
 Emergency action plan, Use site specific plan published for site

### **15 Procedures for Cadet Sea sailing at Seaford**

Pre Seaford training at Piddinghoe to be given before moving to Seaford, to give expectation of how conditions change on the sea.  
 Hold a specific session on a slipway to give experience of a beach launch, with differing wind directions, rudder and daggerboard timings.

#### **At Seaford**

Training area. All sea sessions are to extend no further than Splash Point to the Harbour Arm,.  
 An exception is for a Birling Gap or Friars Buoy Race. Rescue boats to be in attendance.  
 Return to shoreline if large vessels appear. Eg, the ferry.

Manned by Instructors, Coaches, RIB helms and crews, Shore Party, Race Box staff for overall view, All must have vhf radio contact with each other.

Cadets to sign out and in, to be given full briefing, and example given by an experienced Cadet if new to sea launching and coming in.

Leading Instructor/Coach to carry out Risk Assessment with regard to tide, wind strength and direction, wind and water temperature, Cadets dress and sailing ability, experience and availability of event crew,  
 Ratio 6 Cadets:1 staff. 1 RIB, preferably 2 or more.  
 Risk Assessment form to be filled in and lodged in RO log in Race box.

Seaford Beach/Shore Party. A minimum of two competent persons, preferably Instructors, must be present at all times during sea launching and coming in, assisted by other experienced helpers especially to help in Cadets retiring from race / event.

Instructors on shore to be in charge on Beach Party and control order of boats landing.  
 Coaches in charge on water.

Launching procedure. Oppie is rigged, put into water, Cadet in Oppie, held by 2 Shore Party members, puts down daggerboard. The rudder is fitted to the stern and pushed out.  
 Landing procedure. Cadet comes in (preferably on a reach), held by shore party while rudder removed and daggerboard lifted, and then lands on shingle.

### **16 Safeguarding of Children and Vulnerable Adults**

It is the policy of the Club that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the

context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

### **17 Newhaven and Seaford Sailing Club Code of Conduct**

**Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.**

#### **Participants - young sailors, windsurfers and powerboaters**

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times.
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

#### **Parents**

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

#### **Coaches, Instructors, Officials and Volunteers**

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance, (eg, Wear a shirt at all times)
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies



- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

**Vulnerable Adults** should be under close supervision of carers and supervisors at all times, who should act as a guide to NSSC staff.

If you are concerned that someone is not following the Code of Conduct, you should inform the person in charge of the activity, the Principal, or a Club Officer, as appropriate.

**There are notices in prominent places in the club for contact details of the Club Child Safeguarding Officer to report concerns.**

### 18 Camping on Club sites

A Club officer should be nominated as the person responsible for managing the site.  
Tents and caravans should be spaced 3m apart and 3m from water's edge.  
Water's edge near the campsite should be fenced off during hours of darkness  
Open fires to be within a container or pit, and doused and cooled after use.  
Fire extinguisher should be close to hand  
Toilet waste should be disposed of into a sewage drain.  
Pets should be restrained adequately  
Rubbish should be removed from the site by campers

### 19 Seaford Beach. Winch operations

#### **Members to have had an induction into winch use before use.**

This is now a 2 person operation for bringing boats up the beach, and operators must be over 18 and have been trained to use the winch.

A third person will be needed to take the rope down the beach

The responsibility for organising crew for winching is now with the Race Officer, who should delegate to the ARO as part of setting the transit.

The new warning cones are on the Transit Trolley. Set these out parallel to the rubber matting and approx. 3m apart

Open up lid and take out hand controller and foot pedal. Turn on isolators and test.

The Main Operator should stand down the beach at the extent of the control wire, and uses the hand control. The hand control trailing cable should face the winch box.

The blank button should be held down with one thumb. If released the winch stops

The other thumb operates the UP **or** DOWN button

The Second Operator stands behind the winch box and presses the foot button.

If released the winch stops.

Sailors tot have a tow rope attached to the axle of their trolley to attach to the winch rope by use of a Rolling Hitch, with a quick release loop.

The winch rope must not be knotted to the trolley.

Maximum load: 4 Dinghies. (A Cat equals 2 dinghies).

Signals.

Sailors. To start raise arm and shout ready.

Winch Operator. Raise arm to acknowledge and warn of start, and drop arm followed by pressing button.

Sailors. To stop raise arm again and shout stop.

Winch Operator, should say 'stand by to stop', followed by button release.

At the end of the session, all equipment to be put away and electric isolators turned off.

**Sailors should have a tow rope attached to the axle of their trolley**, to tie on to the winch rope with a Rolling Hitch.

These instructions are on the Winch Box, in the Operating Procedures File in the Race Box and on the Website under Operating Procedures.

### **20 Seaford boat ramp**

No cars are to use it.

The top and bottom ends should be roped off gated when not in use for boats to dissuade non members from using it.

The cleats are to be checked periodically by a competent person for safety/attachment, and repaired as required,

### **21 Seaford Workshops**

Can be used by Club Members for repair of their own boats, as available, Non-members may not enter the workshops

It is Club Policy that no Member under 18 yrs, may use the workshops on their own, unless always accompanied and under close supervision by an adult. (Safeguarding)

### **22 Maintenance and repair of the Club owned boats.**

This is led by the Principal or Chief Instructor of the Sailing School and delegated to competent persons. Bosuns.

Any losses, damage to boats, spars and foils etc will be written into the Bosun's logbook, dated and signed.

Any work done to repair damage, or replace parts, should be written into the log, dated and signed, and form the register of work done as a record.

**23 Sale and acquisition of Club boats and assets.** To be sanctioned by Directors.

**24 Seaford and Piddinghoe grounds maintenance**

The ride on mowers and strimmers, and any powered equipment may only be used by competent persons who have been authorised by the relevant Director. Over 14's, and Under 18s must have an adult in close supervision.

Report any loss, damage, incident etc at Seaford in Bosun's Log in Office, OR Galley at Piddinghoe,

Wear PPE. Boots, overalls, face mask, ear defenders, gloves as appropriate

Walk the site to check for debris before mowing operations.

Before every session, check oil levels on the machine and top up if required.

Clean deck and under side after operations by hosing off.

Return to secure storage after use

Refuel when cooled.

**25 Building Maintenance**

This is to be carried out by competent persons, under the guidance of a club member/director in charge. Electrical work to be done by a qualified person.

Sewage pumps to be worked on by a competent person, with another person in attendance.

**26 Cleaning of buildings and toilets.**

This is organised by the relevant Director. It is likely that a cleaner may be working alone, so contact details should be provided in the event of an incident. See Health and Safety Law Poster

**27 Fire extinguishers**

To be checked annually under contract by a registered fire safety company.

**28 Event management**

eg dinners, dances, functions. The Sub-committee organising the event will post instructions locally.

**29 Contractors to the club**

Contractors using the club/providing services, must have their own Public and Employer Insurance, Safety Policy, Risk Assessments and Food Hygiene Certificates, where appropriate.

The certificates should be produced on request. They are managed by the nominated person or Director.

**30 Camping at Seaford and Piddinghoe.** Permitted by arrangement with a Director. Open fires are permitted, Water to be nearby. No fire left unattended.

### **31 Water quality in buildings at Piddinghoe and Seaford**

Legionnaires prevention.

Water temperatures at all outlets should be taken and recorded monthly

Hot water at heat source / before a mixer valve should be above 50degC and cold water below 20degC.

Taps should be flushed for 1 minute monthly.

Showerheads should be dismantled and disinfected with a suitable cleaner monthly and date recorded

At each use, Hosepipes should be run onto the ground and not sprayed until cold.

### **32 Water quality at Piddinghoe lake**

In the event of Blue Green algae, water activities may be curtailed at instruction from Directors. Hands should be washed before eating. Avoid swallowing pond water.

### **33 Asbestos register**

Asbestos has been used in the construction of the Seaford building and any works carried out under the first floor and over the false ceilings of the changing rooms must be with the knowledge and permission of the building supervisor and recorded in the Asbestos Register.

### **34 Crisis or major incident management.**

Responsibility of Directors. See Emergency Action Plan in Operating Procedures.

### **35 Register of operators .**

All operators of powered equipment should sign a relevant document to confirm that they have read and understood the Club Operating Procedures and Risk Assessments