

CSC Operating Procedures and Policies 2026

These Operating Procedures are not exhaustive and are designed to provide safety and enjoyment for all at the club.

Clywedog aims for the best safe working practices and that these procedures are followed at all times by anyone associated with the Club, whether on land or on the water. These SOP's comply with RYA Guidance notes and should be applied in a manner that is relaxed, fun and enjoyable to all.

Paul Feely

Principal Clywedog Sailing Club RTC

April 2026

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RYA Training

1 Personnel

The Principal is Paul Feely, the Training Senior Instructor is Keith Rollinson

1. The Principal may appoint an RYA Senior Instructor to act as Duty Instructor for any session.
2. Instructors and Assistant Instructors should lodge copies of relevant NGB and CRB (if applicable) certificates with the Senior Instructor.
3. The Principal will maintain an up to date record of induction training and refresher training sessions , and will also keep a record of tuition observed. These logs to be kept in the OD office filing cabinet.
4. Before any training session takes place, the Senior Instructor checks
 - each participant has a completed a Registration Form, and a Medical Disclosure if required
 - an Activity Risk Assessment Daily Sheet and a Coaching Safety Checklist have been completed and filed ashore
 - a sheet, detailing all persons afloat, including emergency contact details and medical info, to be available to the shore duty officer.
5. Ratios
 - 1:6 in a maximum of 6 boats per instructor for Learn to Sail activities
 - 1:3 boats for double handed boats with instructor on board
 - 1:6 for Sailability sessions
6. Wind and Temperature - these are recommended limits but can be varied if the Senior Instructor and safety cover are in agreement.
 - Wind force 0 – 5
 - Min water temp. +5C, Min air temp +5C

2 Child Protection

1. CSC has a Child Protection Policy based on RYA and Canoe Wales recommended practice. All adults connected with the scheme are required to read and sign to confirm understanding of this document.
2. Child protection document is available, on request, to any parent or outside body.
3. CSC Child Protection Policy details all important information with regard to the protection of children/vulnerable adults, including steps to prevent, or deal with any issues arising..

3 Club Craft for RYA training

1. CSC has the following sailing craft available:
 - 3 x Topper Sailing Dinghies.
 - 3 x RS Feva Dinghies
 - 1 x Pico dinghy
 - 1 x Wayfarer dinghy
 - 3 x Opibats
 - 2 x Hansa 303 double (sailability)
 - 2 x Hansa 203 double (sailability)
 - 1 x Hansa 203 single (sailability)
2. CSC has the following powered craft available at present:
 - 1 x XS Rib 50 hp mercury/mariner
 - 1 x Avon Rib 25 hp mercury/mariner
 - 1 x Rigiflex 15 hp yamaha
 -
 - The remaining club craft are not used currently used for RYA training.
These are wheelyboat, cruiser Leona.

4 Use of Powered Craft as Safety Craft

1. **Definition:** a “safety craft” is any powered vessel to support sailing events.
2. Safety craft to be maintained per section 6, and fully able to carry out the role
3. All Safety Craft must be equipped as set down in “Power Boat Equipment”.
4. The safety boat helm is responsible for checking the operational ability and equipment of the boat, prior to use.
5. To be the helm of a safety craft, you should:
 - a. Hold a valid RYA National Powerboat Level 2
 - b. Be conversant with the operational areas, including any hazards
 - c. Liaise with the Duty Instructor before the start of the session .
 - d. Maintain safe practise , including correct use of the kill cord at all times (securely **fitted around the leg**), Matching the vessels speed to conditions and proximity to boats, adhering to the Dead Slow area close to shore, not driving in a manner likely to cause damage or excessive wear to the boat , using engine tilt or pulling engine up manually in event of operation in shallow water where propeller damage is likely and reporting any signs of abnormal operation as soon as possible (e.g. no cooling water, unusual sound, lack of performance etc), etc.
 - e. Ensure that a radio is carried, and is always turned on, and channel 8 is selected. Radio Checks to be performed before leaving shore.
 - f. Inform the Duty Person when sessions are over, or the group is ashore, and safety boats are unmanned.
 - g. Not to drive in a manner which is dangerous or discourteous to other water users, or to affect the reputation of CSC. These include, but are not limited to;, slowing while passing fishing boats, persons in small boats, kayaks, paddleboards or racing sailing boats, and keeping wash and noise at the lowest level , especially around the jetty or close to the shoreline.
6. The minimum age for being helm of a safety craft is 18.
7. The Exception to the above is when a full RYA Dinghy Instructor under 18 is driving while teaching. In this instance, they should be supervised by a senior instructor with a second Safety Boat on the water.
8. All Powered craft should be manned with a minimum of 2 persons. The only exception to this is that the vessel may be manned solely by an RYA Senior Instructor or Powerboat Instructor with Safety Boat endorsement.

9. Safety craft shall be kept clear and clean , to minimise chance of slipping/tripping.
10. Should a powerboat fail on session, the session should be stopped, all group members returned to shore before recovery or anything more in depth than basic fault-finding is undertaken.
11. **A Spare kill cord MUST be carried on each vessel at all times, the spare is usually located in the grab bag. Please check.**

5 General Notes Concerning All Club Craft

1. **Definition:** For this purpose a “craft” is any vessel owned by CSC or brought in to assist CSC event.
2. All craft must be maintained and serviceable -
3. The Duty Senior Instructor is to be responsible for checking that all craft are fit for use prior to launch, and is responsible for ensuring breakages, failures, damage or defects are entered into the relevant log book in the Clubhouse.
4. No craft shall be overloaded. The maximum loads for sailing craft are to be found on the “CE” plaque or as directed by the Senior Instructor.

6 Maintenance

1. The Bosun shall be in overall control of maintenance/repairs
2. No repair should be carried out unless it is to allow the vessel to operate safely in an emergency situation in order to land the vessel . In all cases, the Bosun should be informed as soon as possible in person or via the log book.
3. The Bosun looks after the safe storage and COSHH recording of any hazardous materials on site.
4. Any person should assist the bosun where possible.
5. Any vessel that is not fit for use shall be clearly indicated using hazard tape.
6. All powerboats must be regularly serviced, and engine replacements considered, if their reliability is of concern.
7. Kill cord systems on powerboats must be fully operational, and the boat must be capable of full operation, including steering, engine start/stop, and forward and reverse gears.
8. The bosun shall make sure that engines and working parts are fully lubricated, and that the correct materials (fuel, oil etc) is used, as per the manufacturer's guidelines.
9. Maintenance logs are kept in the clubhouse .

7 Operation

- 7a Sailing areas are defined by the Senior Instructor on the day, and shall normally take place within the local area, in site of and not more than 1 mile from the clubhouse.
- 7b During any RYA training session a shore based contact must be available to help, and must be **Powerboat Trained**. A second powerboat should be available for use. The Session should be overseen by a Senior Instructor, who should have a VHF Radio.
- 7c At the start of any session, all students must be given the safety brief . This shall be conducted by either the SI, a Dinghy Instructor, or an Assistant Instructor.

8 Roles and Responsibilities

1. Role of the Senior Sailing Instructor (SI) before session start:

- Obtaining a weather forecast prior to the session start. If the weather looks to be borderline, then a second forecast should be obtained.
- Arrangement of crews within boats, and decisions as to which boats to be used.
- Briefing with powerboat helms, and instructors to set out the session plan, including who is delivering briefing, and logistics of collecting powerboats etc.
- Ensuring that helms are competent, that the briefing is delivered and sailing areas clearly defined, including all relevant safety advice.
- Ensuring that lines of contact are open with shore based contact.
- Ensuring that boats are reefed if necessary, and helmets worn if circumstances demand.
- Checking that every person going afloat is dressed appropriately and wearing suitable personal buoyancy.
- **The decision to run or cancel a session is down to the SI of the day, and should not be influenced by members, instructors or parents.**

2. Role of the SI/DI before session start:

- Ensuring that you are happy with the sailing area, and any hazards therein.
- Ensuring that your craft is fully equipped to the standard set out in “powerboat Equipment” sheet.
- Ensuring craft are fuelled, fully functioning, visual checks etc.
- Ensure your crew is prepared to enter the water if necessary.
- Ensuring that the craft are ready for use when required by the SSI.

- Ensuring that the boat is in a good state of repair and fit for the session.
- Ensuring all of the crew are properly dressed and wearing correctly fitted personal buoyancy.
- Ensuring that anything taken afloat (e.g. food) is properly stowed, so as not to interfere with the operation of the boat.
- Be responsible for the safety of the vessel and persons on board.
- Know the sailing area and the session plan.
- Ensure that boat is launched safely, and that all persons remain ashore until instructed to launch by the SI.

3. Shore role before session start:

- Collection of fees
- Checking medical forms are in place and up to date
- Fielding questions from parents, and passing info onto SI if necessary.
- Pass info regarding numbers onto the SI and tracking any changes.

4. At the end of each session the SI should ensure relevant dinghy and rib log books to be completed to record usage and any issues with equipment.

The CSC Welcome and Safety brief to participants

On Arrival

Inside-

- Slippery floor
- water is hot
- Don't leave valuables.
- Don't stand on benches.
- Remove all jewellery
- rubbish control

Outside

- Appropriate footwear at all times
- Fire assembly point
- Keep the area clear and beware of tripping hazards
- Getting masts down must be supervised by an AI or adult.
- Warm clothing No jeans. Nothing wool. Wear a hat.
- Drinking water and suncream.

Before Getting Boats Out

- Beware of tripping hazards
- Use the handles provided
- Mind toes
- Mind cars
- Do not run

At the slipway

- Do not get below a boat on the slipway
- On the slipway do not remove chocks without permission
- Uneven Surface
- Don't launch or leave until told

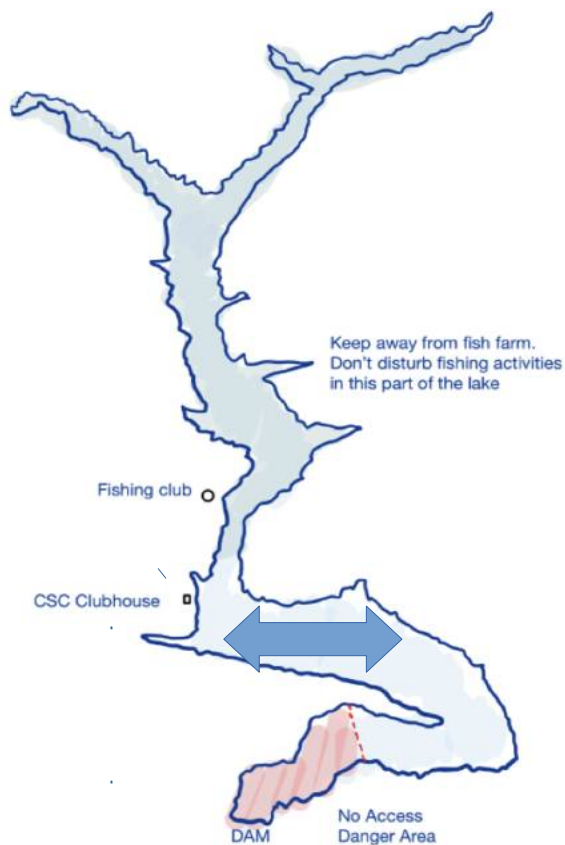
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Operational Training Areas

The standard operation area is that clearly visible directly in front of the club house . This area is also shown on the wall map outside the main club house door. The distance to the furthest shore is over 1 mile so care must be taken to ensure that adequate safety cover is available in the area being used .

Operation outside the area, for example through the Narrows and into the northern arm of the lake, although outside radio coverage, is permitted for both training and racing provided that:

- A session/race plan is left at the clubhouse
- Someone ashore is aware of the plan and the expected return time
- All participants are fully briefed
- Adequate safety cover is available for both the group outside the main area and any group left in the main area.



POWERBOATS

Dated Aug 24

The CSC powerboats are an XS 4.6m RIB with 50 hp Mariner Petrol Engine, an Avon Searider 4m RIB with 25hp Mariner Petrol Engine and a Rigiflex 4m with 15hp Yamaha petrol engine.

This equipment is used for:

Delivery of RYA Powerboat Courses from RYA Level 1, 2, and Safety Boat.

The boats will be operated by qualified staff; the qualifications are:
RYA PB Level 2 or when teaching.

RYA safety boat certificate (When operating in a safety role).
for Safety Boat Procedures.

RYA Powerboat Instructor when used in teaching role.

The boats are to be maintained by locally contracted professionals; however normal daily checks including checking lubricant and fuel levels are the responsibility of the qualified boat operators. A record of use and servicing is to be recorded in the clubhouse log books .

If teaching 8 – 16-year-olds , a second kill cord must be worn by the instructor and the participant must only observe launch and recovery procedures.

Students and Instructors must wear a life jacket or buoyancy aid at all times when on the water. They must wear suitable clothing and footwear for the venue and conditions.

Anyone suffering from Epilepsy must wear a gas inflation life jacket that is to be inflated by an instructor in an emergency. Any medication required by group members must be identified to the instructor and carried with the group.

It is not always necessary for an individual to be able to swim to participate in powerboating . At the discretion of the instructor in charge, non-swimmers may take part provided the instructor is satisfied so far as is possible that they will co-operate in the case of an emergency and will not

panic. If an instructor is unsure about the matter, it must be taken up with Chief Instructor.

Clywedog bylaws are to be adhered to. Boats must not use planing speeds in prohibited areas except in an emergency.

Refuelling of boats is only to be carried onshore by qualified members. There is to be no smoking in the immediate vicinity of refuelling. All fuel containers are to be stored and secured correctly in the boat.

POWERBOAT CHECK LISTS

Pre start checks are to be carried out prior to launch:

Check bung is fitted.
Check oil levels.
Check fuel.
Check hull.
Check deck fittings.
Check throttle cables.
Check power trim.
Check battery.
Check stop cocks (where fitted)
Check water filters (where fitted)
Check engine starts and run up (Use muffs if appropriate)
Check kill cord operates.
Check all equipment is present (see Appendix 2)
Radio check with shore

Launching check list

Be aware of debris in water.
Be courteous to other users.
Check weather.
Check around before reversing vehicle to launch.
Take strain on painter (wrapped around launch trailer handle) before releasing winch.
Release winch strap when in position and allow boat to slip off trailer
As soon as boat is clear remove trailer and park up.

After use procedures:

Secure to mooring bouy. Close fuel tank vent , raise and lock engine.
Remove grab bag, radio and secure in OD office.
The Oboat fuel tank should be removed and returned to fuel store.
Note the inboard bung should be removed.
Enter hours in boat logs, noting any damages to the duty Boatswain.

SAFETY BOATS AND SAFETY CONTROLS

The following procedures are to be applied when providing safety boat cover .

Buoyancy aids will be worn by everyone in the safety boat at all times. The safety boat will carry the equipment laid down RYA Guidelines, as follows:

- a. An anchor
- b. A boat hook
- c. An alternative means of propulsion (Paddles)
- d. A throwline and 20m of 12 mm cordage
- e. A first aid kit
- f. VHF Radio
- g. Bailer
- h. Tow line
- i. Spare kill cord
- j. Fire extinguisher
- k. Toolkit

The safety boats will be driven by suitably qualified operators, the minimum qualification when operating in a safety role being: RYA Safety boat certificate.

The safety boat will be manned by a minimum of two people; one will be dressed to enter the water if needed and both should be qualified to drive the boat. The safety boat certificate holder is the lead operator and will brief the crew accordingly.

The driver will wear the kill-cord at all times when the engine is running; it will be worn around the leg.

The safety boat driver will follow best practice when driving:

Kill cord fitted at all times (around the leg).

One hand steering, one hand on the throttle at all times.

Communicate their intentions prior to manoeuvring.

Operate at safe speed at all times and keep all round lookout, displacement speed is the preferred speed and only powering up to planning speed to effect a rescue.

Engine is turned off when a person is in the water close to the boat

They will approach dinghies on the windward side where possible
The safety boat should approach any capsized dinghy at the mast and ensure the engine is kept facing away from the sailor at all times.

When the safety boat approaches a kayak they should treat as per a man overboard procedure.

If the safety boat goes alongside and makes contact with the dinghy or windsurfer, once in contact, kill the engine.

The safety boat will carry an instructors' grab bag that contains:

- (1) Whistle
- (2) Wet notebook / pencil
- (3) Spare cordage
- (4) Sharp serrated knife
- (5) Water (For drinking)
- (6) Sun cream (For sailors)

The ratio of safety boat to fleet is a minimum of 1 safety boat to 6 dinghies or windsurfs and be large enough to take all the people off the crafts if the need arises.

The safety boat operators should recover any injured persons first before taking care of equipment.

There must be a radio check prior to leaving the shore at the start of the session.

At least one of the crew will be first aid trained.

Towing of other craft with students on board the tow should be avoided where possible. It is often difficult for an instructor in the tug on his own to monitor own progress and the security of students in the tow. Wherever possible, students should be in a safety boat, especially when there is the danger of towed boats capsizing or inverting. However, it is recognised that some sailing dinghies require a helmsman while under tow.

It is the responsibility of the instructor to ensure that he/she is aware of the towing characteristics of any boat in his charge. Participants who are towed in boats must be properly briefed on how and where to sit and behave and if at all possible, a crew member should be in the safety boat to monitor the tow.

Actions on Man Overboard (MOB).

Prevention is better than cure.

Use clear signals and instructions, manoeuvre safely for the conditions you find yourself. Observe area before manoeuvring. If a MOB should occur, carry out the following actions:

Shout “MAN OVERBOARD” to alert other on board.

Skipper/helm nominates somebody on board to observe and point at the MOB. Keep pointing, do not lose sight of the MOB.

At sea - Carry out VHF MAYDAY procedure for MOB and press MOB button on the GPS.

Skipper decides best approach to recover MOB and briefs the remaining crew.

Helm manoeuvres the RIB to pick up the MOB in the manner best suited to the conditions/direction of approach.

Throw MOB a lifebuoy/lifeline when within throwing range.

When in contact with MOB, crew member shouts “contact” and helm switches off engine.

Recover MOB into the vessel in the most appropriate manner.

Be careful not to cause back injuries.

Give First Aid as required, be aware of hypothermia and update Clubhouse as required.

REFUELING PROCEDURES

Note, there is a strict NO SMOKING near fuel or refuelling operations.

Apply the following principles and procedures when undertaking refuelling operations:

Make secure alongside the jetty

Ensure fenders are used and sufficient warps are available to make secure. Ensure correct, non-slip footwear is used, be aware of fittings and any other slip hazard on the pontoon and access gangway.

Remove the red fuel container restraining strap (a bungee cord in the Rigiflex) and disconnect the fuel line by depressing the brass plate and pulling away.

The fuel stored is padlocked for security. Take out a jerry can , use an appropriate funnel and do not overfill fuel containers. Anti splash glasses and a spill kit are both stored in the fuel bunker.

An eye wash and first aid kit for use in the event of fuel contamination of the skin and eyes is located in the clubhouse.

Leave empty containers with caps off to prevent a build-up of explosive gases.

The areas surrounding the fuel store are to be kept clear of all debris and rubbish.

Radio Operation and Procedures

Short range V.H.F. radios at Clywedog – on **Channel 8**

1. The frequency and volume have been preset .

2. To operate:

- a. Switch on by pressing the PWR button on left hand side of the dial.
- b. Then hold down the PTT button (the large button on the left hand side of handset) and transmit your message.

3. To receive and transmit clear messages.

- a. Speak slowly; holding the radio in front of your mouth, not by your ear
- b. When transmitting, hold the button in for a short time {2/3 seconds} after saying "over" otherwise your message may be cut short.
- c. Similarly, the recipient should not press the transmit button immediately after hearing "over". (2/3 Seconds).
- d. Always keep messages to facts. Forget niceties such as please and thank you.

4. Use the designated call signs.

- a. Race officer is "Race Control".
- b. The rescue boats are "Rescue 1", "Rescue 2". *N.B. Other call signs may be used according to the type of event as decided by the event organisers on the day. eg "Beach master".*
- c. Always say the call sign you are calling FIRST. Repeat 2 or 3 times.
- d. On completing a call and want a reply end it with "Over"
- e. Responding to a call say "Rescue 1 receiving, over".
- f. On completing an exchange of messages end it with " out" .

A typical exchange of messages will be:

Rescue 1, Rescue 1 this is Race control "over".

Rescue 1 receiving "over".

Rescue 1, there is a dinghy capsized near the fish cages, can you attend "over".

Message understood. We're on our way. " out".

REMEMBER TO SECURE RADIO TO YOURSELF OR THE BOAT

Launch and Recovery Using the Winch

The use of the winch is an identified hazard in CSC's Risk Assessment – a summary of safe operating procedures is given below. The winch should only be used by authorised persons. If in doubt about operation **ASK**

Hazards

1. Uncontrolled descent of boats and trailers while being lowered and recovered up a steep slope .
2. Wonky jockey wheels
3. Boats parked on the slope.
4. Tripping over the winch line.
5. Slippery surfaces.
6. Boats approaching a lee shore.
7. Using the winch.

Actions

A two man job (minimum), one works the winch and one guides the trailer.

Be Aware. There are often many people engaged in launching and rigging at the waterside, who pay little attention to what's going on around them.

Heavy boats and keel boats to be secured to their trailers so they do not slide off prematurely.

Do not stand below the trailer; work from the side or from the uphill end.

Trailers with a wonky jockey wheel need to be guided from the front.

Trailers on the slope to be chocked when not being winched or not attached to the winch.

EMERGENCY ACTION PLAN .

The Emergency Action Plan (EAP) will be used for any emergency situation. The Principal is the lead for any emergency and will take control of the situation, in his absence the OD/Duty SI will take charge. A landline telephone is sited in the OD Office.

In the event of an onshore emergency :

Locate the nearest phone, dial 999 and request Ambulance, Fire Brigade, or Police as necessary giving details of the situation, stating location and nature of the incident, how many casualties and assistance required.

If an accident occurs on the water:

Lead instructor of that session administers first aid if appropriate.

If the situation requires more attention, call shore giving: (1) accident details. (2) Numbers involved. (3) Names (4) Assistance required .

If the casualty can be taken ashore: Drive vessel with casualty on board to the pontoon or slipway. Administer first aid if possible as required .

Actions taken ashore when emergency call comes in by VHF:

Person taking the call logs information.

Contacts emergency services (if required) and arranges meeting place

What 3 words **MANAGE.TRIATHLON.HELPLESS**

Requests assistance from other members of staff to:

Assists with the vessel arrival if required

Warns other water users of emergency and clear the pontoon or slip way.

Clear other on-water based sessions

Set up an emergency room, and set up communication pathways

Meet and greet emergency services and follow their orders

Manage the other students and keep them away from the immediate area

Contact the Next of Kin if required and appropriate.

React to the changing situation and hand over to the emergency services for their direction giving details as per ATMIST6 report.

After the emergency has been dealt with,

An accident report form should be completed.

Inform the RYA and MAIB if situation demands it.

A risk assessment should be conducted to assess the situation.

Get statements from staff involved and conduct post event review.

EMERGENCY ACTION PLAN INCIDENT AFLOAT

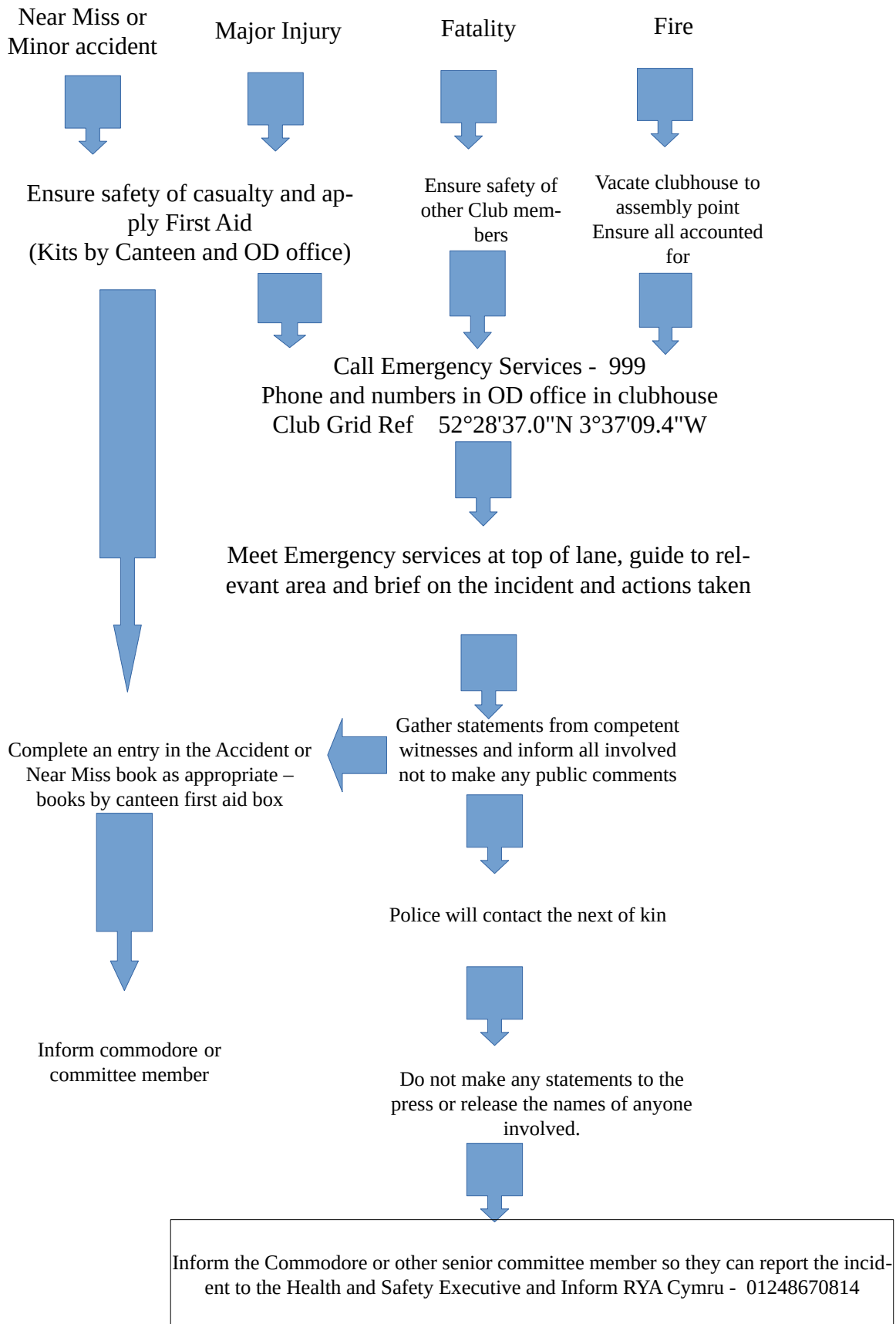
<p>CRITICAL CASUALTY INSTRUCTOR TAKES CONTROL</p>		<p>NON CRITICAL CASUALTY INSTRUCTOR TAKES CONTROL</p>
<p>INFORM EMERGENCY SERVICES Tel 999/112 Then inform shore</p>	<p>SHORE PREPARE TO RECEIVE. Clear area, prep incident room, log calls, post person to meet emergency services</p>	<p>ADMINISTER FIRST AID IF REQUIRED INFORM SHORE FULL DETAILS</p>
<p>ADMINISTER FIRST AID. TRANSPORT TO SHORE or PREPARE FOR ON WATER EVAC</p>		<p>RETURN CASUALTY TO SHORE CARRY ON TRAINING</p>
<p>PASS CASUALTY TO EMERGENCY SERVICES/SHORE PERSONNEL</p>	<p>CARRY ON FIRST AID UNTIL SERVICES ARRIVE</p>	<p>SHORE LOG DETAILS CALL 999 IF NEEDED INFORM NOK GET STATEMENTS</p>
	<p>INFORM POLICE IF NOT ALREADY INVOLVED. POLICE INFORM NOK</p>	
	<p>INFORM MAIB and H&S Executive INFORM RYA GET STATEMENTS</p>	
	<p>ACCIDENT BOOK REVIEW SOP'S</p>	<p>ACCIDENT BOOK REVIEW SOP'S</p>

Dealing with a Major Incident

These notes give guidelines for use in the aftermath of a major accident.

- Your first priority is, of course, the safety of participants, but once ashore you are going to have to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the key witnesses from the Club to a place you can talk to them away from the press.
- Produce a written statement that you can give to the press e.g:
Clywedog Sailing Club regret to announce the death of a Club member who..... where..... when.....
Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow (give yourself time to collate the information).
- Don't hold a press conference
- Decide who will speak to the press
- Don't allow well meaning but ill informed members to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA Training (023 8060 4181) who can assist with compiling your statement to the press.
- If the rescue services have been involved the press will have probably obtained some information from them.
- If there has been a fatality the police will contact the Training Centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- Keep any relevant equipment e.g. Lifejackets, logbooks, radio log etc.

INCIDENT & EMERGENCY ACTION PLAN



SAFETY, HEALTH, ENVIRONMENTAL PROTECTION, EQUALITY AND DIVERSITY AND FIRE STATEMENT.

Overall responsibility for SHEF at Clywedog SC is vested in The Principal. This SHEF Statement, which is to be observed and displayed throughout the areas controlled by CSC indicates the organisation and arrangements that have been set up to achieve my objectives of discharging my duty to comply with the Government SHEF Policy. Furthermore, it reflects the importance attached to protecting the environment and personnel who may be affected by our activities.

It is the intention to conduct our activities in such a manner that will avoid damage to the environment and protect personnel, so far as is reasonably practicable with:

- a. Safe facilities and equipment.
- b. Safe systems of working.
- c. Safe and healthy places of work with safe access and egress.
- d. Sufficient information, instruction, training and supervision to enable personnel to carry out their work/training safely and without risks to their health or the environment.

Central to the successful provision of the above is a system that identifies significant workplace fire hazards and carries out an assessment of the risks associated with them. It is expected all members implement the system and all others cooperate with its aims and advise of any significant hazards that might arise in the workplace not subject to existing controls.

Action will be taken to address all newly identified hazards with adequate controls as far as reasonably practicable.

Procedures covering emergencies and accidents are contained within the SOPs and are displayed in the Clubhouse. All members and visitors should read and understand these procedures.

Duties to others.

All visitors are to be made aware of hazards that exist in the work place, also any practices which may result in damage to the environment. Wherever appropriate they are to be aware of any risk assessments that might apply to their activities.

Those working on the water are to make themselves familiar with those areas, and comply with any safety and environmental regulations.

All members and visitors have a duty of care to protect the environment, preserve their own safety and those around them. You should understand all details contained within this Statement and the CDC SOPs. It is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence at work should be reported immediately to the Chief Instructor/Principal.

SHEF TRAINING

Where needed training will be provided for all SHEF practices. All new arrivals to CSC should attend a Work Induction Package where SHEF policies and procedures will be explained.

EQUALITY, DIVERSITY, AND INCLUSION STATEMENT

People are at the heart of CSC training delivery and are the most important factor in delivering safe, fun and effective training. We believe in giving people the same opportunities, what's more, we value the individual skills and abilities that come with a diverse workforce and client base. All members are responsible for playing their part in achieving the objectives of this policy. Our ethos is that CSC wholeheartedly supports the principle of Equal Opportunities in the workplace for employees, associates, clients, visitors and guests and opposes all forms of unlawful or unfair discrimination as outlined in the Equality Act 2010, noting that minimum exemptions from discrimination law are endorsed in order to ensure safe delivery of training.

FIRE PREVENTION PROCEDURES AND ACTIONS IN THE EVENT OF FIRE

PART 1 - GENERAL

The prevention of fire is of vital importance and must be the first consideration for all using CSC. These procedures are to be read and understood by all who work or visit CSC .

The Principal is responsible for ensuring offices, stores and training rooms are inspected monthly. A record of inspections is kept by the treasurer. Any repairs or defects to firefighting equipment are to be notified to the Principal who will inform KP Fire Ltd.

Tidiness and cleanliness are essential fire prevention measures and such conditions are to be maintained throughout the building.

SMOKING

Smoking is **PROHIBITED** in all buildings. The only designated smoking area is outside in the public car park.

COMBUSTIBLE MATERIAL

No combustible materials to be stored in corridors and entrances where they can obstruct or endanger means of escape.

Cleaners' equipment and materials are to be kept in closed cupboards or lockers. Metal containers with lids are to be provided for rags used for cleaning liquids or polishes.

Any COSHH items are to be separated and be stored within a locked container, which must be clearly labelled as holding such items.

ELECTRICAL APPLIANCES

Unauthorised electrical appliances are not to be used. Where staff wish to use personal appliances, permission is to be sought from the Principal. Authorised electrical appliances to be used from wall socket outlets.

Electrical appliances are to be disconnected from the mains by withdrawing the plug when not in use and where practicable whenever a

room is vacated. Electrical items in use within the buildings must conform to industry standard and checked regularly.

No repairs, additions or adjustments are to be made to any electrical lamps, fittings or switches unless authorised. Defects are to be reported to the Principal and the affected circuit isolated.

The use of multi-way adaptors is only allowed as a temporary basis, pending the completion of new works to have additional power points installed. Where additional power points are required a survey by an appropriately qualified individual is to be undertaken.

FLAMMABLE LIQUIDS

The storage or use of flammable liquids such as petrol and kerosene is forbidden in the buildings. All personnel are warned not to expose liquids near any open flame or other possible source of ignition such as electrical radiant heaters.

FIRE/SMOKE ALARMS

The type of alarm in use within the buildings is smoke detection. An audible alarm is sounded upon activation of this system, when activated, staff are to leave the building by the safest and quickest means.

FIRE FIGHTING EQUIPMENT

Portable hand-held fire extinguishers are positioned at strategic points around the clubhouse. These are known as first aid firefighting appliances and are not designed for protracted and intensive firefighting operations. Therefore, it is of the utmost importance that the Emergency Operator is called immediately a fire is discovered on 999.

The portable extinguishers nearest the scene of a fire will usually be operated by the person discovering the fire (IF SAFE TO DO SO). Additional extinguishers if required are to be brought into use by those persons first on the scene after raising the alarm. Water is NOT UNDER ANY CIRCUMSTANCES to be used on electrical or flammable liquid fires.

Personnel are not to move these appliances from their designated points unless used to fight a fire. They are not to be used as doorstops.

MEANS OF ESCAPE

Should we have to evacuate the building , unless otherwise directed leave by the nearest fire exit, and report as quickly as possible to the Assembly point near the slipway.

Everyone should familiarise themselves with the fire exits.

The Principal or Chief Instructor in his absence, is to undertake the following monthly inspections:

Means of escape are kept free of obstructions.

All new staff are briefed on fire evacuation plans.

Fire appliances are checked for visible damage.

Staff receive instruction in the use of fire extinguishers.

PART 2 – ACTION ON THE OUTBREAK OF FIRE EVACUATION PROCEDURES

Any person discovering a fire is to:

Shout – FIRE, FIRE, FIRE.

Call the emergency operator by dialling 999 or 112 giving your name, location, type of fire and whether casualties are involved.

Attempt to fight the fire (IF PRACTICABLE)

Inform the Principal/Chief Instructor of actions taken.

If the fire is extinguished before the general alarm is given, the person who **extinguished the fire is to report this to the operator who in turn will notify the Fire Service.**

DISCIPLINARY PROCEDURES

The CSC disciplinary procedure exists to maintain satisfactory standards of conduct and performance. Below are some examples which might result in use of disciplinary procedure.

Failure to comply with CSC policies.

Smoking within unauthorised areas.

Failure to use kill-cords correctly and inappropriate powerboat driving.

Incompetence.

Unreasonable standards of dress or personal hygiene.

Informal action in the form of an informal discussion where there is cause for concern will be used to resolve minor issues before any further action is taken. If informal action is not appropriate or if the matter is not resolved following informal action, the case will be investigated to establish the facts and a disciplinary hearing held.

Some conduct may be considered to be Gross Misconduct and may warrant membership termination without notice – examples are-

a. Theft, including unauthorised possession of CSC property.

b. Dishonesty.

c. Serious bullying, harassment or discrimination on any unlawful grounds.

d. Breaches of confidentiality prejudicial to the interest of CSC

e. Being unfit for duty because of drugs or alcohol.

f. Breach of confidentiality/security procedures.

g. Physical assault, breach of the peace or verbal abuse.

h. False declaration of qualifications or professional registration.

i. Failure to observe CSC operating procedures.

j. Wilful damage of property at work.

k. Serious incompetence or failure to apply sound professional judgement.

l. Gross breach of safety requirements likely to endanger other people or the employee. This includes the incorrect use of powerboat kill cords.

m. Conviction for a criminal offence which might result in the reputation of CSC being adversely affected.

GRIEVANCE and COMPLAINTS POLICY AND PROCEDURE

The grievance procedure is intended as a tool by which a member may formally have a grievance regarding any aspect of their experience at CSC to be heard by the management of CSC.

In the event of a member wishing to raise a grievance or complaint , it is preferable for the issue to be satisfactorily resolved informally as close to the individuals involved as possible.

If this is not possible any grievance or complaint should be put in writing and submitted it to the club secretary for consideration by the committee.0

Once all facts have been determined the decision will be advised by the club secretary.

Club Racing and Club Events

Club racing at CSC is under the direction of the Officer of the Day (OD) Below is a guide to the duties and responsibilities of the OD. Standard Operating Procedures for club racing are very similar to those for training activities.

Ratios

1 crewed safety boat to 12 dinghies is a maximum, account must be taken of the skill and experience of crews and the prevailing conditions.

Wind and Temperature- subject to reconfirmation by the Race Officer

- Wind force 0 – 6
- Min water temp. +5C, Min air temp +5C

Child Protection

- CSC has a Child Protection Policy based on recommended practice.
- Child protection document is available, on request, to any parent or outside body.
- CSC Child Protection Policy details all important information with regard to the protection of children/vulnerable adults, including steps to prevent, or deal with any issues arising.

Safety Craft

CSC has the following powered craft available at present:

- 1 x XS rib 50 hp, 1 x Avon rib 25 hp, 1 rigiflex 15 hp.
- 1 x wheelyboat 25 hp, 1 x Shetland committee boat 25 hp..
- All engines use E10 4 stroke petrol.

Use of Powered Craft as Safety Craft

- **Definition:** a “safety craft” is any powered vessel supporting sailing events.
- All safety craft must be maintained, and fully able to carry out the role
- All Safety Craft must be fully equipped to the standards set down in “Power Boat Equipment”.
- Each safety boat helm is responsible for checking the operational ability and equipment of the boat, prior to use.

- Only qualified personnel are allowed to drive a powered craft.
- In order to be the helm of a safety craft, person must:
 - Hold a valid RYA National Powerboat Level 2
 - Be conversant with the operational areas, including any hazards
 - Ensure that safe practise is adhered to at all times, including (but not limited to); use of the kill cord at all times (securely **fitted around the leg**), Matching the vessels speed to conditions and proximity to boats, adhering to the Dead Slow area close to shore, not driving in a manner likely to cause damage or excessive wear to the boat (engine, gearbox etc), using engine tilt (where fitted) or pulling engine up manually in event of operation in shallow water where propeller damage is likely and reporting any signs of abnormal operation as soon as possible (e.g. no cooling water, unusual sound, lack of performance etc), etc.
 - Ensure that a radio is carried, and is always turned on, and channel 8 is selected. Radio Checks are to be performed before leaving shore.
 - Inform the Duty Person when sessions are over, or the group is ashore, and safety boats are unmanned.
 - Not to drive in a manner which is dangerous or discourteous to other water users, or may affect the reputation of CSC. This includes slowing while passing fishing boats, small boats, kayaks, paddleboards or racing sailing boats, and keeping wash and noise at the lowest level possible, especially around the jetty and near to any part of the shoreline.
- Persons sixteen to eighteen with an RYA PB2 can helm a powerboat, the other crew onboard must be over eighteen.
- All Powered craft should be manned with a minimum of 2 persons, one shall be in command and be aged eighteen years or over .
- Safety craft shall not be cluttered, and working area should be kept clear and clean where possible, to minimise chance of slipping/tripping.
- Should a powerboat fail during racing, notify OD to implement group control measures before recovery is attempted, or anything more than basic fault-finding is undertaken.
- **A Spare kill cord MUST be carried on each vessel at all times, the spare is located in the grab bag. Check it is there.**

Operation Area

Sailing areas are to be defined by the Race Officer/OD, but shall normally take place within the local area, not more than 1 mile in sight of the clubhouse. Activities taking place outside this area shall be subject to extra safety precautions.

Guide to Officer of the Day (O.D.)

The first thing to mention is that this duty is not as difficult as it may at first seem, especially at Clywedog where there are always members who will help you. So, if you are not sure about something, then **just ask!**

Before leaving Home

Remember that you may have to go out on the water so bring suitable clothing and your buoyancy aid.

On Arriving at the Club

1. You should arrive at the Club at least one hour before the first race.
2. Determine the wind direction and strength. Is racing safe under the prevailing conditions? If not are conditions likely to improve? You need to take account of the number and experience of safety boat drivers available. If AND ONLY IF you are sure that safe racing can take place you then need to assess whether a Clubhouse start is possible. If in doubt about any part of this decision making you can discuss the options with your safety crews, the sailors and the more experienced ODs. The final decision is yours and you should not proceed if you are in any doubt that safe racing is possible.
3. If conditions worsen and in YOUR VIEW it is unsafe to continue racing/sailing sound the hooter 3 times – long blasts, and inform safety crews that racing is abandoned and ALL boats should return to shore. This applies whether or not they are racing. Safety boats should stay afloat until all boats and sailors are safely ashore and checked by the OD.
4. If a clubhouse start is not possible, then you will need to arrange a committee boat start from a position out on the lake. This is not difficult since a mooring buoy has been laid to make it possible and the committee boat has also been fitted with an anchor. (Those who have taken the committee boat out have said that they feel more part of the racing than when they sit in the O.D.'s office - and there are less distractions!).
5. Decide on a course and post it on the course board and on the blackboard.
State the
 - * race start time;
 - * the start line;
 - * the marks to be rounded and on which side they are to be left;
 - * the finish line;* the number of laps; aim for a race of 1 hour duration - put too many laps rather than too few, you can always shorten a race but not extend it.
For a committee boat start, the course and number of laps should also be displayed on the gantry on the boat, the markers are kept onboard as are the signal flags.
4. Determine what boats are racing.
5. Check that a rescue crew is present and out on the water, you must not start a race without safety cover being on hand. Before the rescue crew(s) go(es) out ensure each has a radio, which is on the same channel as yours (Channel 8), and the emergency "tub". If there is only one rescue crew assigned, ensure that the other RIB is on the jetty and ready for emergencies.

Handicap Race - how to start.

A. From the Clubhouse.

Set the race watch for a 5 min. countdown (instructions on the box.)

It may be prudent to run another watch as well as the race watch (batteries do run out!).

Warning - 5 mins before the race is scheduled to start.

Sound the hooter once, start the race watch and display the class board (hang it on the fence).
For all club racing this will be X [blue cross on a white background] with 5 mins. written on the back of it.

Preparatory - one minute exactly after the warning signal (4 mins. to the start).

Sound the hooter once and display the 4 min. board [P] (white central square with blue border).

One-minute (4 mins. exactly after the warning signal).

Sound the hooter once, longer than previously, and remove the P board.

#. Starting. (exactly 5 mins. after the warning signal).

Sound the hooter and remove the X board.

If any part of a boat is over the line (on the course side - [O.C.S.]) at the starting signal sound the hooter once and leave board X in position. The offending boat must return to the pre-start side of the line and start properly. It is the boat crew's responsibility to do this but you may assist by hailing the crew and informing them that they were O.C.S.

If a number of boats are O.C.S. sound the hooter twice and display the First Substitute board (flag) all boats should then return to the pre-start side of the line.

To restart the race sound the hooter once and remove the First Sub., exactly one minute later commence the starting procedure as previous.

Having reached zero the race watch will now continue in normal time so that an elapsed time can be determined for each boat when finishing.

B. From the Committee boat

The procedure is exactly the same as above except that you will hoist signal flags when you sound the onboard hooter.

While the Race is Running

On each lap, as each boat crosses the line, record its position on the race sheet .

Establish whether you will need to shorten course. The easiest way to do this is to use the specified finish line and reduce the number of whole laps. As the lead boat rounds the last mark before the finish line sound the hooter twice and display board(flag) S ,blue central square with a white border) and the boats finish when they cross the line.

To Finish a Race

1. Sound the hooter as each boat crosses the line;
 2. Record the time each boat crosses the line (to the nearest second);
 3. Calculate the corrected time using the formula at the bottom of the race sheet;
round up or down any decimal results you get (up to 0.5 is down: 0:6 and above is up)
PN numbers can be found in the Manual.
 4. Place the boats in their finishing position, the lowest corrected time being the winner.
- Again, if you are not sure someone will help you.

Pursuit Race - how to start.

1. In a pursuit race the start is staggered with the slowest class starting first with faster later starting boats trying to overhaul them. You will therefore need to know beforehand the classes which are racing.
2. In the Manual you will find spreadsheets for Pursuit Timings for different lengths of races. These will tell you at what intervals the different boats should Start. The intervals will be expressed as + mins. (or secs.) from the Start (when the first boat starts) and must be displayed on the board along with the race duration so that helmsmen will know when they are to start.
3. The starting procedure is the same as for a handicap race (5-4-1-GO) and the first boat will start followed by the others at their various intervals until all the boats are racing. The race watch will be running to give you the time and you will sound the hooter for each class of boat. .

While the Race is Running.

Take a note of the order in which boats cross the start line at the end of each lap since this will help you towards the end of the race.

To Finish the Race.

The race ends at the specified time from when the first boat started. The hooter is sounded and the position of the boats along the course is noted. You may be able to determine the finishing positions . from the office (Comm. Boat) but if not, get the rescue crew to determine them for you.

If all the boats are on a downwind leg on the same lap it will be easy because they may all be in a line astern. Generally, however, you will have some boats running and some reaching. For those boats reaching it will be necessary to motor in a straight line from one mark to the previous mark and determine which boat is furthest up the course irrespective of what tack it is on.

General

O.D's are expected to remain on duty until sailing has finished for the day or until the rescue crews inform boats sailing that cover is being withdrawn. O.D's must ensure that the radios and the emergency tubs are returned to the office and the radios are put on charge.

If there is a serious injury on the water a rescue crew will call you on the radio and request medical assistance from an outside source which you will co-ordinate. Refer to the Major Incident section of this document.

In the unlikely event of the radios not working the rescue crew will wave:-

- an ORANGE flag for outside medical assistance
- a YELLOW flag if the rescue boat breaks down

Major Event Procedures

Introduction

Clywedog SC occupies quite a small site on the shore of Clywedog Lake and, while the Club facilities are good, we run out of space quite quickly. We use a traffic and fleet management policy designed to maximise the comfortable, efficient and safe use of the site. The Standard Operating Procedures for Club Racing will apply to major events, in addition specific arrangements will be in place, as detailed below, to reflect the large number of visitors on site and sailors on the water.

Organisational Structure

CSC Event Organiser

Principal Officer Race

Event Safety Officer/ Course Safety Leader

Child Welfare Officer

Beachmaster

RIB Launch Co-ordinators

Lead Coach

Race Office

Galley Manager

Major Event Procedures

Visiting Volunteer and safety boat information

Arrivals

The Club will be open the day before the event for safety boat and competitor boat delivery. If at all possible we would appreciate an early indication of time of arrival to or clywedogsailing@gmail.com.

If you need to drop boats off earlier in the week please contact the Commodore to arrange a time as the Club gate is locked during the week.

The Club telephone number is 01686 640305

Visiting Safety boats

Please ensure that you are familiar with the SOP for CSC prior to launch.

Launching will be possible on the afternoon before an event from 12.00 until 19.00 and between 08.00 and 09.00 on the first morning. The CSC site is relatively constricted so the club will coordinate this, please do not launch your RIB without first making contact with the RIB Launch Co-ordinators.

Briefing and Timings

Event timings will be as per the published information.

Fuel

There is no fuel available on site. The nearest filling station is in Llanidloes. Please bring sufficient supplies with you.

Trailers

Please drop your trailers in the location specified by the RIB Launch Co-ordinators. Where possible RIB trailers will be re-positioned to the grass area above the club gates.

Recovery

Safety boats leaving on Sunday evening will be recovered immediately after sailing has ended. The site is likely to be very busy so additional care would be appreciated. Owners/crews please liaise with the Club RIB co-ordinators.

On Water Personnel

Food, water and sun cream: Please ensure that you have adequate supplies.

Food, drinks etc. for competitors: All RIBs — please be prepared to carry food and drinks etc for competitors. Support is fine between races, but please keep clear of those still racing and remember you cannot help competitors once the preparatory signal has been displayed.

Buoyancy Aids and Kill Cords: Please ensure that these are used at all times when on the water. CSC bye-laws require the use of buoyancy aids when on the pontoon.

ID Flags: All safety boats will carry a yellow numbered identification flag, please return these to the Race Office at the end of the event.

Competitor Launching: This will be on a verbal instruction from the Beach Master with a long sound signal. Launching will be allowed once the Course Safety Leader is satisfied that there are sufficient safety boats afloat. CSL will confirm with Beach when to launch, will confirm when all sailors are launched, and will then establish radio communications with all RIB's. Be prepared to assist sailors in launching rapidly and moving away from the slipway.

Escorting sailors to and from the race area: No boats will be towed unless instructed by the Course Safety Leader or the Lead Coach. At the end of racing, subject to weather conditions, as the first

sailors come across the finishing line, the CSL may allow them to sail directly to the beach under the supervision of safety RIB's released from the course.

Retiring Sailors: Sail numbers of Retiring Sailors and or sailors that have been finished on the course ('W' flag) must be reported to the Committee Boat. Retiring Sailors returning ashore are asked to inform the Race Office after tallying off.

Emergency Procedure: Please see the CSC Emergency Response Procedures

Emergency collection point: If you need to bring in an injured sailor (or other person), the ambulance collection point is at the front of the clubhouse radio the Event Safety Officer to coordinate this.

First Aid: The main shore based First Aid Point is situated in the Clubhouse.

Under NO Circumstances should sailors proceed ashore without prior permission of the CSL, Lead Coach or Race Officer.

Capsized boats: In the event of capsize, the nearest available safety boat is asked to attend. This will serve as an indication to other safety boats that the capsize is being dealt with. Please allow the sailor to make every effort to deal with the situation, before stepping in. Once you consider the sailor is in control, move away.

Tape for abandoned boats: Tape will be given out at the event safety briefing. If you need to take a sailor(s) off a boat and leave it, tie a strip of tape to the rudder fitting — then it can be identified that the sailor(s) are safe. Always communicate this to the CSL. Abandoned boats can also be collected and tied to a designated bouy or as directed by CSL.

Medical information: All competitors have completed a medical information sheet. This information will be collated at registration and the CSL will be given details of sailors with conditions we need to be aware of.

Numbers on the water: Following registration, final numbers for each fleet will be given to the Race Officers, CSL and Beachmaster. Once each fleet has launched the Beachmaster will confirm to the CSL and RO actual fleet numbers launched.

Local Requirements: Safety Boats must maintain a slow and controlled speed when in proximity to sailors and the pontoon. Beyond 10 metres from shore there are no shallow areas on the lake. Llyn Clywedog is a fishing venue and there will be hire boats over parts of the lake all day. They will generally try to avoid any area affected by sailing traffic however if a conflict of interest does arise then please be prepared to deal with it courteously bearing in mind that safety comes first. Be aware of floating fly-fishing lines up to 20 metres down-wind of these boats.

RIB drivers are requested to be respectful of the environment when it comes to speed, unless under exceptional circumstances.

Environmental Hazards:

If you are travelling from, or have been sailing at a location known to harbour blue-green algae and/or *Dikerogammarus villosus* (killer shrimp) please ensure that all decontamination procedures on boats and personal equipment have been completed before arrival.

Major Event Procedures

Site and Foreshore management

Introduction

Usually traffic will fall broadly into three categories - safety boats, competitor vehicles and trailers and volunteer cars - and will arrive and depart within four distinct time periods. The traffic management plan is designed to manage the flow as best we can, resulting in boat classes and fleets being best placed for launching and recovery during Sunday, while protecting the environment of the Club as much as possible.

The foreshore rigging area will then be divided into areas allocated by class or fleet to ease the job of the beach team in directing launching.

The key objective is to keep a route through the site clear for the flow of vehicles; at least for as long as possible. The attached site plan shows the preferred throughway. Drivers should be encouraged to drop their trailers as quickly as possible before re-parking off-site.

Safety boats

Since RIB trailers take up a lot of space, as usual we aim to have them moved to the field above the club.

Visiting competitor boats and trailers

These fall into two groups:

1. Car + multi boat trailers

Trailers from these will need to be positioned to the foreshore. Once again please encourage drivers to drop the trailer before reaching the training container and be prepared to enlist any help available to manually move the trailer further on. Drivers should be asked to follow the circuit out to an off-site car park.

2. Car topped boats and single boat trailers

These should be unloaded then positioned on launch trolleys to the foreshore. Cars and road trailers should then be directed around the site out to the nearest parking area.

Car parking - including volunteers and members competing

There will be someone at the top gate to direct cars to the parking area.

Foreshore management

Beach will not permit competitor launching (either from shore or pontoon) until cleared to do so by the Course Safety Officer. This means that as many as 70 boats will need to launch and sail to the single start line in a 25 minute window. So as far as possible we will try to keep them in these groups on the foreshore rigging area to minimise conflicts.

Please see the attached plan (Appendix B) for the location of these areas. The gate team will have informed drivers of their allocated area(s) but this will probably need to be reinforced by the beach team when competitors reach the foreshore.

Communication -

Two short range radios (Channel 1) are available to help in communication around the site. One will be with the team members at the gate, one with a team member in the unloading area and one with the beach team. The gate team should be prepared to give the beach team an early warning of any large trailers heading their way so they can plan parking where possible.

Remember that the beach team will also be using one of the Club marine band sets so may not respond immediately to your call.

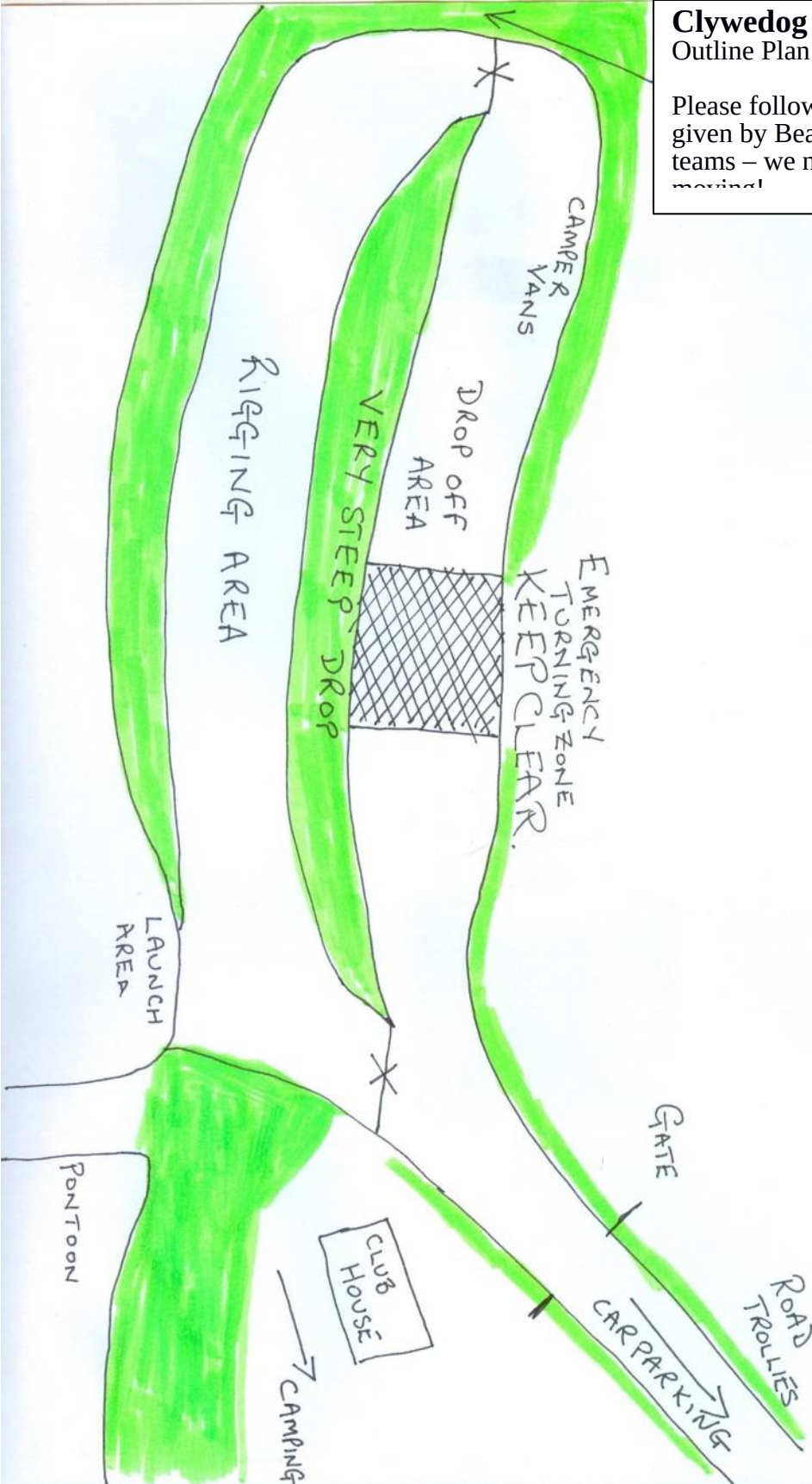
And finally...

As always, we need luck and good weather on our side; plus willingness and good humour from our helpers!

Volunteers involved in traffic management are at the sharp end of the Club 'experience' our visitors receive and are massively important in determining the impression left on them at the end of the day.

Clywedog Sailing Club
Outline Plan of Site

Please follow all directions given by Beach and Parking teams – we need to keep traffic minimal



X No vehicles past this point
08:00 to declared open
by Beach master

PARKING
DIRECTION
AT TOP
GATE

Water-based Emergency Procedures

These procedures apply to all activity on the water.

The responsible persons shall be:-

For training – the Event Organiser

For club racing – the Officer of the Day

For major events – the Event Organiser

In the event of an emergency occurring, an injury or any damage that may cause a general hazard, the first safety boat on the scene should inform all stations using the code words “**CODE RED**” and its location.

The boats nearest to the “**CODE RED**” boat’s location should immediately proceed to help. All other stations should minimize radio traffic whilst those on scene assess the situation. Further assistance can then be called in after updating the Event Organiser can then decide whether to declare an Emergency Situation.

Only the minimum numbers of boats are to remain involved with the Emergency, all others are to continue to provide safety cover for the fleets in the normal manner.

Any request for the Emergency Services is best done by the event organiser. If appropriate, the casualty should be taken ashore main slipway to meet up with the Emergency Services.

EO/OD should take control the situation as soon as possible to allow the CSL/Safety 1 to go back to managing his fleet. If appropriate he will make the situation safe then arrange recovery of the crew and boat or hand them over to the appropriate authority.

If the situation is considered by event organiser to be hazardous to the rest of the fleet, they should consider abandoning the race. In this event fleets should be instructed to make their way ashore under the control of the safety crews.

An Emergency is declared closed when the situation has been resolved, the danger removed, the damaged boat made safe or the casualty evacuated to the safety. The CSL or EO/OD informs all stations that **CODE RED** is Cleared.

The Safety Fleet is only able to stand down and to return ashore when the Beachmaster/OD has confirmed that all boats and crews are safely ashore and permission to stand down is granted by EO/OD.

ADDITIONAL CONSIDERATIONS

FOR USERS WITH DISABILITIES AND LONG-TERM HEALTH CONDITIONS

The Person

The person going sailing knows themselves, what they can and can't do, how they function and react. The club or centre and its staff and volunteers know about sailing. A conversation between both parties will provide all the information needed to make good decisions about safety.

The person, the sailor, is at the heart of the conversation and every effort should be made to include them however difficult communication may prove to be. If needs be, and if the person agrees, you may choose to have a conversation with others who know the person well.

The situation

Any assessment has to take into account where you are boating, the type of activity you are engaged in and the conditions on the day. Consider:

The sailing area and the conditions on the day

The nature of the activity and the boats / equipment being used

The organisations' scope of responsibility, liability and any constraints e.g. insurance

Staff / Volunteers

While one person may make the decision whether the activity goes ahead and what resources are needed to ensure any activity is safe, there will be a number of staff and / or volunteers involved in helping with the delivery of the activity. Consider:

The competence and experience of the staff and volunteers supporting the activity and their familiarity with the equipment being used.

The questions they have and the training they need,

Who needs to know about the conversation with the sailor and decisions made – it's a balance between discussing needs in a private environment and sharing information on a 'need to know basis'.

Buoyancy aids

Must be suitable where you might reasonably expect to end up in the water, for example if there is a risk of capsize or inversion.

Work well for conscious people and for those with enough mobility to actively participate in their self-righting

An aid to buoyancy where it is assumed help is close at hand.

Lifejackets

Suitable where you do not expect to enter the water, for example where it is not anticipated the vessel will capsize or invert.

They can turn an unconscious person or someone who cannot actively participate in their self-righting into a safe position and require no subsequent action by the user to maintain this position.

Can increase the risk of entrapment where there is a risk of capsize or inversion.

All flotation devices should be well maintained, serviced and be ready for use.

Remember

The devices only work if they are worn.

Lif jackets and buoyancy aids have different levels of buoyancy and for self-inflating

Lif jackets have different mechanisms to trigger auto-inflation – all of which will influence the choice you make.

Ability Restrictions and limitations

Factors related to the person are likely to have more of an impact on the performance of flotation devices than the characteristics of the device itself. Specifically, if using a lifejacket which is designed to self-right, self-righting can never be guaranteed due to a wide range of variables.

The variables include but are not limited to:

Swimming ability

The ability to actively participate in self-righting once in the water,

The way people are likely to fall into the water (for example people may slip out of the boat head first and end up face down) and whether this will affect the performance of personal flotation device, particularly trigger mechanisms,

The buoyancy of the person – as a general rule people with more buoyant legs may require a larger volume flotation device. Buoyancy in legs might be affected by muscle wastage (muscle has negative buoyancy) and bone density,

The size and shape of the person – for example a small and thin person with a wide lifejacket may find self-righting capacity is impaired,

The clothing the person is wearing can have a significant impact on buoyancy. Dry suits and anything that enhances buoyancy around the legs can have a negative impact on an individual's ability to right themselves, or a lifejacket's self-righting capacity,

Whether a person is likely to accidentally or deliberately activate an auto inflate mechanism.

The environment

Factors relating to the environment should also influence choice, including:

The vessel - its stability and righting ability

The conditions
The activity
The sailing area

Strapping and Harnesses

A sailor using a wheelchair should not be strapped to their chair while on a pontoon, slipway or other location where there is a risk of the chair falling into the water.

Any strapping or equipment designed for fixing sailors to boats to maintain posture or improve control of sails / steering, or for any other reason should be very carefully risk assessed and procedures put in place because of the increased risk of entrapment.

If it is decided that a sailor should be secured to a vessel for any reason, the method of securing should be a quick release type and those responsible for safety should be familiar with the mechanism. Buckles that require positive release using two fingers are not appropriate. For example, many side release buckles require pressure on both sides to release.

Self Righting Boats

Users of any vessel should familiarise themselves with its stability and righting characteristics.

Use vessels within the limits and safety features described by the manufacturers.

Any mechanism for securing the plate or keel in the down position should be checked to ensure it is operating as intended and all sailors and volunteers should be briefed on the importance of its use.

Brief volunteers, instructors and participants about the value of actively trimming sails rather than cleating them off.

If a sailor is limited in their ability to help themselves if they ended up in the water or where they are secured to the vessel in any way, it is worth considering additional mitigations:

mast head buoyancy

reducing sail area

the level of safety cover to ensure supervision in the immediate vicinity.

when the conditions may limit operation (see manufacturers recommendations).

Procedures and drills for recovering a self-righting boat

should include scenarios

where a) the boat has inverted with the keel in the lowered position and b) where the keel or centreboard has retracted from its 'lowered' position,

When choosing engine size and vessel type for safety boats, consider the types of vessels you may be recovering,

The preference is to right a knocked down or inverted boat in reverse, with the engine away from anyone who may be in the water. However, if low engine power may cause concern and potentially restrict the ability to recover the craft, you could consider using a longer tow rope and recover by driving forwards.

Recovering People

Consider additional equipment such as hypo hoists or Jacobs cradles that may be needed to recover people

Practice use of hypo hoists, Jacobs cradle etc if you have them

If using vessels with drop bows for recovery, carefully assess the risk, detail procedures to be followed and test the procedures.

Develop individual plans for sailors to be recovered to their own vessel or a safety boat, who due to a combination of factors have been assessed as difficult to recover if they were to end up in the water.

Establish good communication between the safety and shore teams so that the right people and equipment are available when needed

Rev: CSC Aug 2024

Lone Sailing

Lone Sailing / Paddling / Canoeing

Hafren Dyfrdwy/Severn Trent has requested the Committee to advise members and visitors to follow guidelines to promote a safer environment for sailing/paddling . Whilst not wishing to prohibit activity, Clywedog is a remote location so these precautions are in your own interest and will satisfy the Water Authority to allow us to continue to provide access.

Members and visitors choosing to use the lake when there is no scheduled safety cover and especially when the clubhouse is closed down over winter must take into consideration the weather conditions and evaluate their abilities to handle an emergency situation without support.

This means:

Be aware of the weather conditions and forecast .
Wear appropriate clothing , a buoyancy aid and carry some means of attracting attention.
Let a 3rd party know your schedule, and have an emergency contact onshore.
Canoeists and paddleboarders go out in 3's, and have an emergency contact onshore

in addition

The club insists on the following safety points:

All craft must be suitably insured as required by the Club Rules - £5,000,000 public liability.

Members and visitors using the reservoir must wear buoyancy aids, waist aids are not allowed.

Junior members should wear buoyancy aids whether on the water or by water's edge.

Boats must be well maintained with particular attention to the boats system of buoyancy (inbuilt tanks or buoyancy bags).

Swimming in the reservoir is prohibited by order of Hafren Dyfrdwy.

Only use club slipways to access or leave the lake.