



WEALDEN SAILABILITY

SAFETY POLICY AND OPERATING PROCEDURES

General Statement

Wealden Sailability (WS), takes responsibility for all WS activity on the water and on the pontoons during organised sessions. At all other times and places the responsibility and care for all participants remains with themselves or their carers.

The decision to allow any boats to go afloat, to be reefed or not, or for any or all boats to return to the pontoons, rests with the Session Manager, who will liaise with the Safety Boat Coxswain as required. Whilst operating at Longford Lake Chipstead, WS operates generally under the Rules and Byelaws of Chipstead Sailing Club and otherwise operates more specifically as detailed below.

Safety Policy

WS shall take reasonable appropriate precaution to ensure the health and safety of all persons attending at WS sessions who are engaged in activities on its behalf. Volunteers will receive training in relevant techniques as appropriate.

Operational Status.

1. WS currently operates on a sessional basis. i.e. persons attending for sailing may do so only by prior arrangement with WS and only for the duration of the agreed period. Persons wishing to attend outside of these restrictions should contact a WS Trustee.
2. Sessions will normally be held on Tuesdays and Thursdays from April to October inclusive and will normally start at 10:00. Any deviation from this will be communicated appropriately.
3. For the purposes of this document;
 - a. All persons acting on behalf of WS shall be generally referred to as WS “volunteers”.
 - b. All persons attending sessions run by WS shall be generally referred to as “participants” and their “carers” or “guardians”.
 - i. Participants shall be those persons participating in WS sessions.
 - ii. Carers or guardians shall be those who are in attendance to provide care for the participants.

WS Management Team

PERSON	POSITION	Telephone	EMAIL
David McKee	Trustee- Chairman	01732 454197	Davidmckee81@gmail.com
John King	Trustee- Treasurer	01732 456454	Johnd.king@btoopenworld.com
Mike Mackenzie	Trustee	07788 581802	Mikemackenzie347@gmail.com
Steve Thomas	Trustee - Secretary	07810 392370	Stephenthomas53@aol.com
Nigel Lamb	Trustee	07768 884947	Nigel.p.lamb@btinternet.com

Management Definitions

1. **Session Manager**
 - a. The Session Manager will be a WS Trustee who will have overall responsibility for the management of the session, or for that part of the session previously agreed.
2. **Pontoon Manager**
 - a. The Pontoon Manager will either be the appointed WS Session Manager or a WS Volunteer appointed by the Session Manager, who will be responsible to the Session Manager for managing the pontoon during a session.
3. **WS Volunteers**
 - a. WS Volunteers are individuals vetted and approved by the WS Trustees to assist in the running of the WS sessions.
4. **Safety Boat Coxswain**
 - a. The Safety Boat Coxswain is the person responsible for on the water safety.

Child Protection and Vulnerable Adults

1. All Volunteers acting on behalf of WS and who are likely to come into regular contact with children and vulnerable adults shall be subject to appropriate screening in accordance with current legislation.
2. If any Group Members with children or vulnerable adults who are using the clubhouse or if there are Chipstead courses taking place involving children, then all WS Participants who are accompanied by carers will either be restricted to using the disabled toilet or must be accompanied by a carer to use the toilets and changing rooms.
3. See also Policies on Child and Vulnerable Adults Protection Policy
4. WS will have a person responsible for Child Protection and Vulnerable Adults

Arrival

1. The responsible WS Session Manager should:
 - a. ensure that access to the premises is possible at the agreed time.
 - b. be present, or arrange someone to be present, in order to greet the Participants and their Carers/ Guardians, and to assist as necessary.

WS Volunteer Briefing

1. The appointed WS Session Manager for the day should brief all Volunteers prior to the commencement of each session or as required.

Assessment

1. The capability and support needs of all Participants should be assessed by the Session Manager before the Participants go afloat.

Volunteers

1. WS Volunteers shall be assessed by the Trustees as to which boats they are capable of helming
2. WS Volunteers will be provided with such additional training and/or guidance as is deemed necessary for them.

First Aid

1. There must be at least one trained "First Aider" present during sessions.
2. There are two first aid kits available for the session:
 - a. **Shore Based Kit.** During sessions, this should be kept in the vicinity of the pontoon.
 - b. **Safety Boat Kit.** During sessions, this should be kept in the primary Safety Boat.

Accident/Hazardous Incident Reporting

All accidents and/or hazardous incidents should be reported to the Session Manager at the earliest practical opportunity.

Defect Reporting

All equipment defects should be reported to the Session Manager at the earliest practical opportunity.

Boats

1. Only sailing boats with the agreement of the WS Session Manager shall be used.

Safety Boat Cover Policy

1. No Participant will be allowed to go afloat until a Safety Boat is afloat and appropriately manned.
2. The number of safety boats to be used shall be at the discretion of the WS Session Manager in direct consultation with the Safety Boat Coxswain, and taking into consideration the number and types of boats afloat, the number of persons afloat, and the prevailing weather conditions.
3. The Primary Safety Boat will be helmed by a competent WS Volunteer assessed and approved by the Trustees. He will be 1st Aid trained and hold a current 1st Aid Certificate.
4. The Trustees will agree the appointment of newly qualified coxswains, and approval will be given by at least 2 Trustees.
5. The Safety Boat Coxswain will assess the level of safety cover required in conjunction with the Session Manager before the start of the WS sessions, which will be recorded, monitor the situation during the session, and where and when necessary, call for extra power boats to patrol activities.
6. The Safety Boat Coxswain is in the best position to assess conditions if the weather deteriorates during the session, and it will be his responsibility to advise the Session Manager when to call the boats off the water.
7. To helm either the Commando or the Pioner the WS Volunteer must be trained, assessed and approved by at least 2 Trustees.

Launching

1. If manhandling any boat down the approach ramp, due consideration must be given to having an adequate number of physically able people available to safely carry out this procedure.
2. Boats should not be launched with the mainsail hoisted.
3. Life jackets or buoyancy aids to be worn before approaching the water edge or going onto the pontoons.
4. All personal buoyancy should be worn outside of personal clothing.
5. The relevant WS Volunteers must check clients' personal buoyancy, before the participant goes afloat.
6. Participants and/or Carers/guardians not to enter a boat without permission of the session Manager or Pontoon Manager.

Sailing

1. The default rigging decision must always be "why should I NOT reef the boat".
2. The Stratos and RS Venture sailing dinghies must have fully inflated masthead buoyancy in place before leaving the pontoon. All other dinghies sailed by Wealden Sailability will be assessed according to their requirements.
3. It is the Session Manager's responsibility to ensure that all the boats have been correctly rigged before leaving the pontoon.
4. Sailing should take place only in the area designated for the purpose during the relevant briefing.

Return to the Pontoon

1. Volunteers should be available on the pontoon when clients return, to assist in berthing, and assisting clients out of their boats.

Wheelchairs and Hoists

1. When a wheelchair is stationary on the pontoon the brakes should be applied.
2. When not in use any wheelchairs will be removed from the pontoon.
3. The hoist may only be used by a trained WS Volunteer.
4. Where a Participant has a Carer in attendance, the Carer must supervise the Lifting Operation
5. For Independent Participants requiring to be hoisted, WS will have a Lifting Plan agreed with the Participant.
6. Where a participant in a wheelchair is on the Pioner, the participant will not be strapped in to their wheelchair. It will be the responsibility of the carer/guardian to advise the session manager and the pioneer helm if the participant has any behavioural issues prior to the participant going onto the Pioner.

Use of the Power Winch

Power for the electric winch is provided by operation of the foot switch set into the concrete pad. In order to avoid any possibility of fingers getting trapped in the drum, this foot switch must ONLY be operated by the person holding the rope tail leading from the winch drum. Only WS Volunteers are allowed to use the winch. No person under the age of 18 should be allowed to use the winch.

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Reviewed and revised DM/JK/ST 24.10.19. WS Management Team list revised, Note changed on Use of Hoist, Note changed on Sailing Item 3 Responsibility for checking rigging.

END