

2022 Safety and Operating Procedures

To be read in conjunction
with the
2022 Latest Covid
Risk Assessments and Procedures

1 Who is this document intended for?

Obligatory: Instructors, OOD, Race Officers, Safety Crew and those carrying out club duties are required to electronically sign a personal declaration of having read and understood it and completed a voluntary safeguarding self-disclosure.

Advisable: All club members who wish to be informed of the running of the Club both on the water and on shore. Key sections cover Safeguarding and Codes of Conduct expected from members

2 Why is it important?

It helps to ensure that there are planned, agreed and tested ways of running operations at the club safely and enjoyably for all. Without such Safety and Operating Procedures and the adherence to them the club could be in breach of both Statutory and RYA Training Centre obligations and place individuals and groups at unnecessary risk.

3 How is this document intended to be read?

This document is intended to be read in conjunction with reference to identified policies and documents on the Club Website. The rationale is to keep the size of the document to an acceptable length.

4 When will the document be updated?

The document will be reviewed and produced annually. Any required in-season changes will be highlighted, noted and members informed.

INDEXES

Within this section		Page(s)
1	Contents and Sections	3 + 4
2	Identified Policies and Documents	5

(1) Index - Contents and Sections

In this document references to Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) will be abbreviated to DYC ~ CHD

Section	Detail	Page(s)
*	Flysheet: Document - Who? Why? How? When?	1
Indexes		2 to 5
1	Contents and Sections	3 + 4
2	Identified Policies and Documents on the Club Website	5
Club Overview		6 to 8
1	Introduction	7
2	Amendments since 2021 for the 2022 Season	7
3	About the Club	7
4	Safety Policy statement	7
5	Operating Procedures	7
6	Operating Area	8
Safeguarding		9 to 26
1	Safeguarding and Child Protection Policy and Guidelines	10
2	Child Protection Good Practice Guide - Hand out	11
3	Code of Conduct - Safeguarding Children	12
4	What is Child Abuse?	13 +14
5	Flowchart 1: Safeguarding Concern <u>about</u> a Child	15
6	Flowchart 2: Safeguarding Concern about behaviour <u>towards</u> a Child	16
7	Safeguarding Adults Policy and Guidelines	17 + 18
8	Safeguarding Adults Good Practice Guide - Hand out	19
9	Code of Conduct - Safeguarding Adults	20
10	Adults at Risk - What is Abuse?	21 + 22
11	Flowchart 1: Safeguarding Concern <u>about</u> an Adult	23
12	Flowchart 2: Safeguarding Concern about behaviour <u>towards</u> an Adult	24
13	Social Media Policy and Code of Conduct	25
14	DYC ~ CHD Volunteer Self-disclosure Form	26

(1) Index - Contents and Sections (Continued)

In this document references to Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) will be abbreviated to DYC ~ CHD

Section	Detail	Page(s)
Safety on Shore		27 to 28
1	Major Incident Procedure	28
2	First Aid Equipment and the Nearest Defibrillator	28
3	Jetty Jumping	28
4	Slipway Area	28
5	Dinghy Park	28
6	Premises Management Statement	28
7	Concierge Duty Role	28
Safety on the Water		29 to 35
1	Equipment and Clothing	30
2	Qualifications	30
3	Recreational Sailing	30
4	Racing	30
5	Officer of the Day (OOD) and Approved Individuals	31
6	Race Officer (RO)	32
7	Training	32
8	Induction Checklist for New Teaching Staff	32
9	Safety Briefing Checklist for Students Before Going Afloat	32
10	Safety Boat Crew	33
11	Safety Boat Capacities	33
12	Duty of Care to Employees / Volunteers statement	33
13	Accident / Near Miss Reporting	33
14	Major Incident Policy - Flow chart + Guidelines	33 + 34 + 35
Safety Crew and Boats		36 to 40
1	Safety Boats - Crew Instructions	37
2	Safety Boats - Rib Checklist	38
3	Safety Boats - Spafel ('Red Tub') Checklist	39
4	Safety Crew - Personal Induction form	40
Use of Club boats		41 to 43
1	Club Boats Booking out System	42
2	Agreement with Outward Bound	43

(2) Index – Identified Policies and Documents

In this document references to Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) will be abbreviated to DYC ~ CHD

Identified Policies on the Website
Safeguarding and Child Protection Policy and Guidance
Safeguarding Adults Policy and Guidance
Social Media Policy and Code of Conduct
Disciplinary and Complaints Policy and Procedures
Equality Policy
GDPR Data Protection Policy
Grievance Policy and Procedures

In this document references to Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) will be abbreviated to DYC ~ CHD

Identified Documents on the Website
Employee Contract / Volunteer Agreement

CLUB OVERVIEW

Within this section		Page(s)
1	Introduction	7
2	Amendments since 2021 for 2022 season	7
3	About the Club	7
4	DYC ~ CHD Safety Policy Statement	7
5	Operating Procedures	7
6	Operating Area	8

(1) INTRODUCTION

This document is intended to present summary information on procedures and good practices. Reference should be made to the appropriate policies and other relevant information on the Club website where signposted. It is hoped that this document will be a source of information to make DYC ~ CHD a healthy and safe club to be part of.

(2) AMMENDMENTS since 2021 for the 2022 season

- Revision of the Safety and Operating Procedures document (overall review)
- Update of Safeguarding and Child Protection Policy and Guidelines, including Code of Conduct
- Addition of Safeguarding Adults Policy and Code of Conduct
- Addition of Social Media Policy and Code of Conduct
- Addition of Duty of Care to Employees/Volunteers statement
- Addition of Premises Management statement
- Update of Disciplinary and Complaints Policy and Procedures

(3) ABOUT THE CLUB

Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) is a sailing club based on the shores of the Dyfi Estuary and its aim is to promote the sport of sailing and other water sports to both locals and visitors alike. In order to do so it provides:

- A welcoming club house with showers, changing rooms, social facilities including bar and kitchen etc
- A dedicated dinghy park adjacent to the club house for the storage of club and members' boats
- RYA Training Centre Status, to help ensure certified standards of safety and operations
- Structured sailing training and leisure activities for the safe learning and development for both children and adults
- RYA powerboat courses
- A number of club sailing dinghies (x14 Toppers, 3 Laser, x3 GPS 2 Fevas and x1 Wayfarer - February 2022)
- A range of safety boats (x4 - February 2022)
- Regular racing and sailing events for dinghies and the facilitation of other water sport activities

(4) DYC ~ CHD SAFETY POLICY STATEMENT

Overall accountability and responsibility for health and safety is that of the Principal. Day-to-day responsibility for ensuring this policy is put into practice is delegated to:-

- Board members, officer of the day, senior instructor, instructors, power boat staff and members as appropriate.
- The Safety Policy of DYC ~ CHD is that all planned and formal activities which involve its members, employees and any visitors shall be managed in the safest practical manner, in line with the DYC ~ CHD Operating Procedures
- The Board for its part shall undertake annual Risk Assessments and shall provide a safe operating environment for all in accordance with all applicable Statutory Regulations in force at the time and in line the General Policies statements listed below.

The CLUB MEMBERSHIP, for their part, shall act responsibly to maintain a safe operating environment in accordance with the Club's published Safety and Operating Procedures and other reasonable guidance. The Club has an Equality Policy which all members are requested to follow. Complaints will be dealt with under the Disciplinary and Complaints Policy and Procedure

Instructors, OOD, Race Officers, Safety Crew and others carrying out club duties are required to electronically sign a six-part personal declaration on the website that they have read, understood and agreed at the start of every season:-

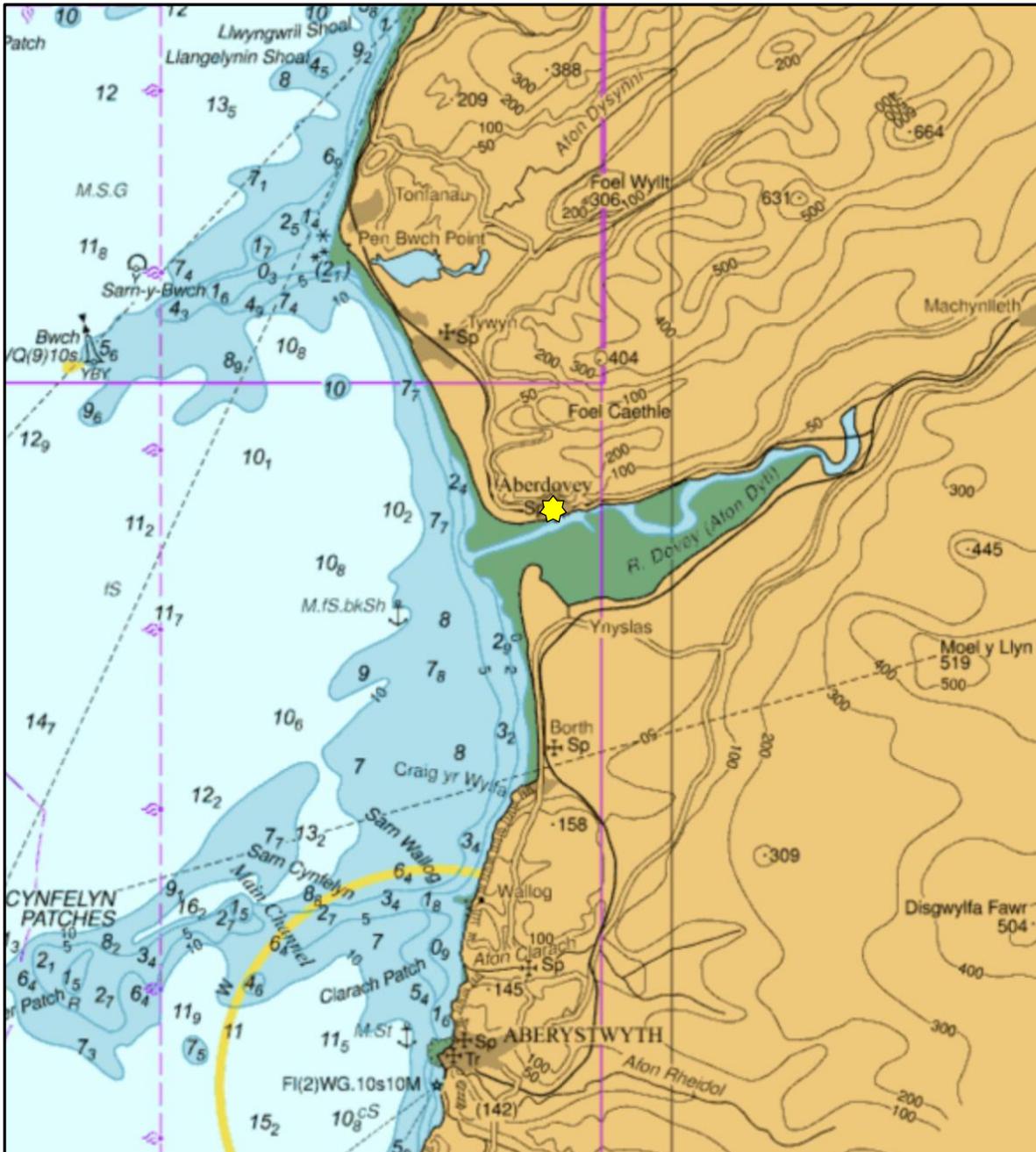
- (1) Safety and Operating Procedures - this document.
- (2) Identified Policies and Documents - see page 5 Policies (x7) and Documents (x1)
- (3) Employee Contract / Volunteer Agreement

All must have been able to answer No to the following three Voluntary Safeguarding Self-disclosure Questions in order for the declaration to be electronically signed off, otherwise further confidential discussions will be required.

- (4) Have you ever been convicted of any or have pending any criminal offence?
- (5) Have you ever been known to any Children's Services Department as being an actual or potential risk to children?
- (6) Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

(5) OPERATING PROCEDURES

All of the procedures below apply to operations in and around the Dyfi Estuary. Occasional visits may be made to other clubs and venues under the supervision of a senior member of the club. Approval to make these visits will be made by the Principal. This senior member of the club will be responsible to ensure that all safety and operating procedures at the external venue are made available and followed.

(6) OPERATING AREA

★ The Club operates mainly within the confines of the panoramic Dyfi Estuary and uses the main slipway and adjacent beach by the Club house for the launching and recovering of dinghy sailing boats.

Estuary weather and sea conditions can change quickly and are heavily influenced by strong tides and currents. Most of the dinghy sailing is done within two miles of the jetty westwards to and inshore of the bar, slightly upstream of the jetty (although not in the moorings) and south westwards to and up the River Leri. Known hazards are mooring and navigational marks, shifting sandbanks, the underwater cable and other water sport users operating often in confined channels. Specific safety procedures and guidance are detailed for any sailing beyond the bar.

Each activity session is risk assessed and the safe operating area(s) for that activity session defined and shared.

The Club recognises the variety of water sports, in addition to dinghy sailing, which members may undertake such as cruiser sailing, powered boating, canoeing/kayaking, SUP paddle boards, kite and wind surfing and sea swimming. Any activity in these water sports are entirely at each individual's risk. Guidance and advice can be sought from many sources, including the harbourmaster. Where the Club takes on an organisational role for any water sport activity a full specific risk assessment will always be undertaken.

SAFEGUARDING

Within this section		Page(s)
1	Safeguarding and Child Protection Policy	10
2	Child Protection Good Practice Guide Handout	11
3	Code of Conduct - Safeguarding Children	12
4	What is Child abuse?	13 + 14
5	Flowchart 1: Safeguarding Concern <u>about</u> a Child	15
6	Flowchart 2: Safeguarding Concern <u>behaviour towards</u> a Child	16
7	Safeguarding Adults Policy	17 +18
8	Adults Good Practice Guide Handout	19
9	Code of Conduct - Safeguarding Adults	20
10	Adults at Risk - What is Abuse?	21 +22
11	Flowchart 1: Safeguarding Concern <u>about</u> an Adult	23
12	Flowchart 2: Safeguarding Concern <u>behaviour towards</u> an Adult	24
13	Social Media Policy and Code of Conduct	25
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This is the first page of the policy which is published on the website. For the avoidance of doubt if any member has a safeguarding concern about a child or someone's behaviour towards a child then please contact the DYC ~ CHD Designated Safeguarding Officer (DSO) or if unavailable a Club Officer.

(1) SAFEGUARDING and CHILD PROTECTION POLICY and GUIDANCE

Dovey Yacht Club ~ Clwb Hwylïo Dyfi (DYC ~ CHD) is committed to safeguarding children taking part in its activities from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the child are paramount and that any child, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

DYC ~ CHD takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children taking part in its events and activities.

For the purposes of DYC ~ CHD's Safeguarding and Child Protection policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

Designated Safeguarding Officer (DSO)

DYC ~ CHD has a Designated Safeguarding Officer (DSO), who can be contacted by any adult or child with any concerns. Their photo and contact details are on the club notice boards and on the website. Should the DSO not be available please contact any club officer. 'Safeguarding' has become a more common term for promoting children's welfare, whilst 'child protection' tends to refer to actions taken in response to a specific concern or allegation.

Staff and Volunteers

All Club volunteers whose role brings them into regular contact with young people will be asked to complete a self-disclosure form. The Designated Safeguarding Officer (DSO) and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure with barred List Check if appropriate.

Good Practice: Changing rooms and showers

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

Good Practice: Photography and publications

The Club will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the DYC ~ CHD Designated Safeguarding Officer (DSO) or Club officer if unavailable.

Good practice: Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the DYC ~ CHD Designated Safeguarding Officer (DSO) or Club officer. If unavailable immediately, in strict confidence. The DYC ~ CHD Designated Safeguarding Officer (DSO) or Club officer if unavailable will follow the appropriate two flowchart procedures:-

- (1) Appendix 4: Flowchart 1 - Concern about a child outside the sports environment
- (2) Appendix 5: Flowchart 2 - Concern about the behaviour of someone at the club to a child.

Good practice: Compliance to the Safeguarding and Child Protection policy

Any member of the Club failing to comply with the Safeguarding and Child Protection policy or any relevant Codes of Conduct may be subject to disciplinary action.

Good practice: Relevant documents

All members and especially those working with young people should be mindful of all aspects and procedures relating to safeguarding and child protection policy and guidelines.

In this document

Appendix 1: Child Protection Good Practice Guide 'Hand-out for Instructors, Coaches and Volunteers'

Appendix 2: DYC ~ CHD Code of Conduct - Safeguarding Children

Appendix 3: What is Child abuse?'

Appendix 4: Flowchart 1 - Concern about a child outside the sports environment

Appendix 5: Flowchart 2 - Concern about the behaviour of someone at the club to a child

(2) Appendix 1 Child Protection Good Practice Guide - Hand-Out for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people.

You should also read the Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD's) Safeguarding and Child Protection Policy and the Safety and Operating Procedures which are readily available.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers.

In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

(RYA revised December 2016)

(3) **Appendix 2 : Dovey Yacht Club ~ Clwb Hwyllo (DYC ~ CHD) Code Of Conduct - Safeguarding Children**

It is the policy of Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) 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. The aim is for all participants to enjoy their sport and to improve performance.

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

- 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

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 coaches, instructors, officials and volunteers
- 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
- 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 Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform the DYC ~ CHD Designated Safeguarding Officer (DSO), club official or the person in charge of the activity.

(RYA revised January 2012)

(4) Appendix 3: What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' March 2018 and RYA updated guidance January 2019)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
- involving children looking at, or in the production of sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

(4) **Appendix 3: What is child abuse? (continued)**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Bullying (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

The acronym **STOP - Several Times On Purpose** - can help you to identify bullying behaviour.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused.

However, some of the more **typical symptoms** which should trigger your suspicions would include:

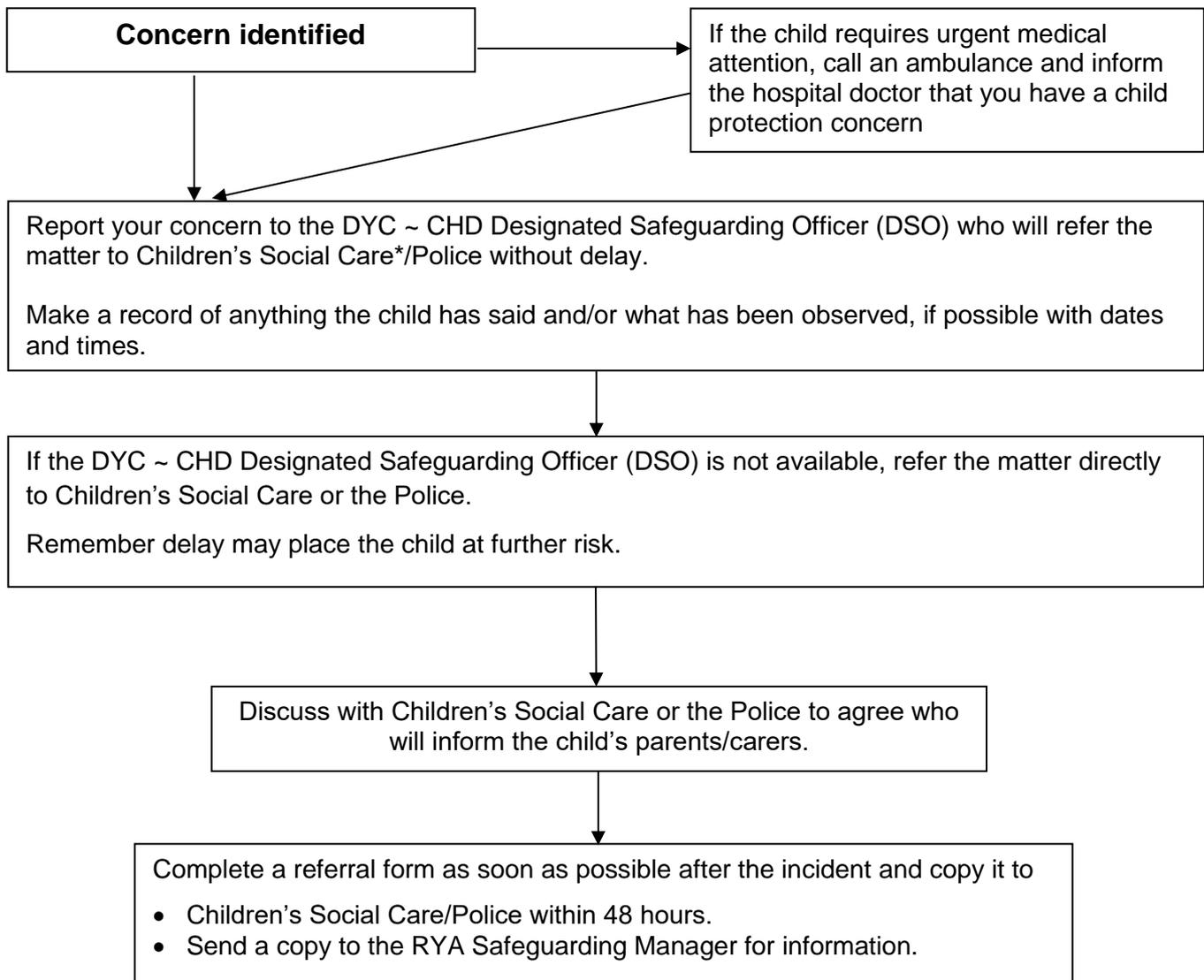
- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult DYC's ~ CHD's Designated Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

(5) Appendix 4: Flow chart 1 - concern about a child outside the sports environment



If you are uncertain what to do at any stage, contact

RYA Cymru Wales,

Peter Muskett, Tel: 01248 670814 Mob: 07824 990694

E-mail: pete.muskett@ryacymruwales.org.uk Website: www.ryacymruwales.org.uk

Royal Yachting Association,

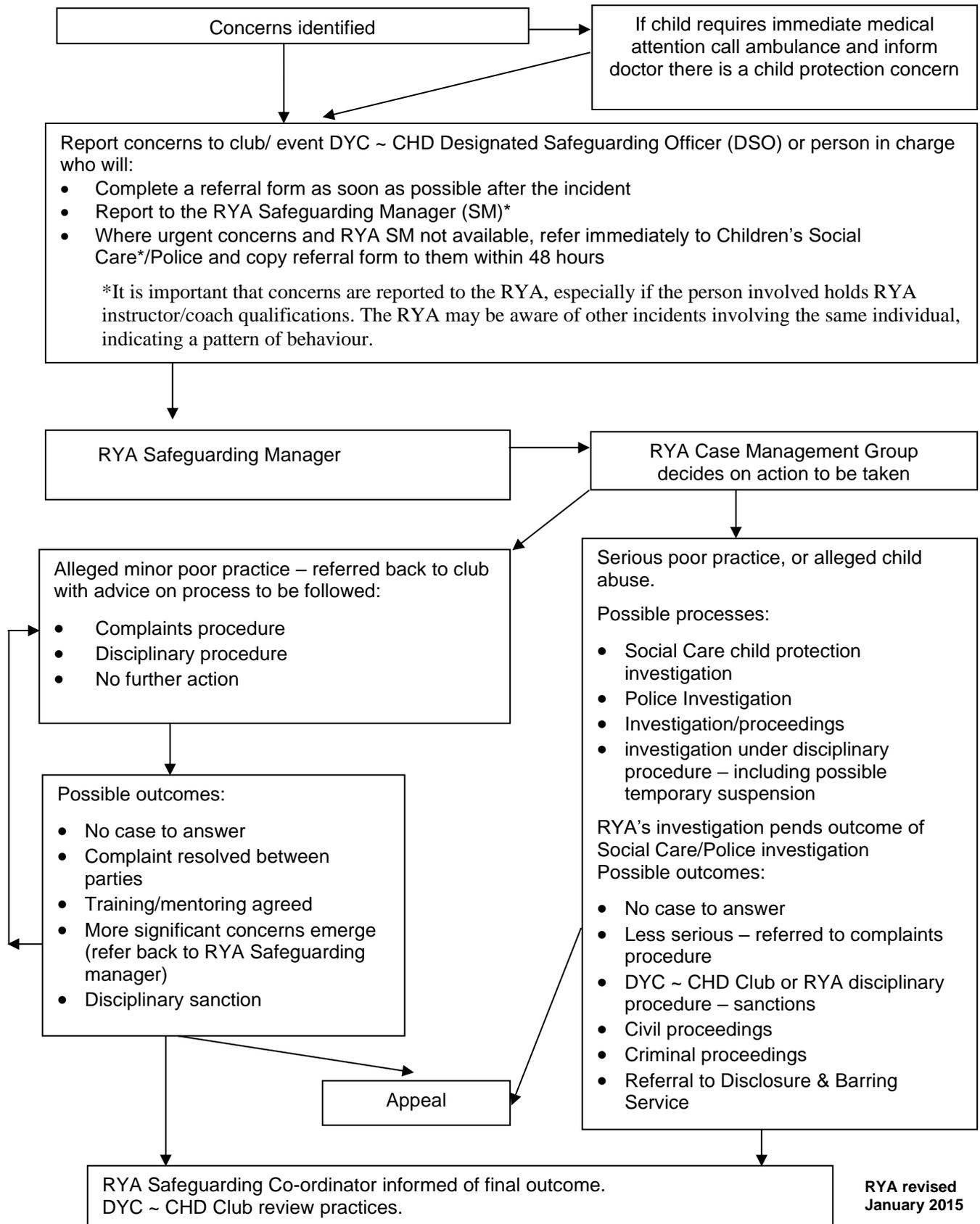
Safeguarding and Equality Manager, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, Tel: 023 8060 4104 E-mail: safeguarding@rya.org.uk Website: www.rya.org.uk/go/safeguarding

NSPCC

free 24 hour helpline 0808 800 5000. E-mail: help@nspcc.org.uk Website: www.nspcc.org.uk

RYA revised January 2015

(6) Appendix 5: Flow chart 2 - concern about the behaviour of someone at the club to a child



RYA revised January 2015

These are the first two pages of the policy which is published on the website. For the avoidance of doubt if any member has a safeguarding concern about an adult at risk or someone's behaviour to an adult at risk then please contact the DYC ~ CHD Designated Safeguarding Officer (DSO) or if unavailable a Club Officer.

(7) SAFEGUARDING ADULTS POLICY

Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) is committed to safeguarding adults at risk taking part in its activities from activities from physical, sexual, psychological, financial or discriminatory abuse or neglect. We recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse.

DYC ~ CHD takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe environment to adults at risk participating in its activities. All participants will be treated with dignity and respect.

All members and volunteers should be aware of the policy.

Adults at Risk

This policy refers to anyone aged 18 or over who may be defined by the Social Services and Wellbeing (Wales) Act 2014 as an 'Adult at Risk', who is in need of care or support, and who because of those needs is unable to safeguard themselves at all times.

Inclusion

DYC ~ CHD is an inclusive club and recognises that we may work with:

- people who have a physical disability, whether from birth or acquired through injury, illness or advancing age, ranging from those who can sail independently but need some assistance getting afloat, to those who depend on others for physical care and support
- people who are blind or visually impaired, who may need to be guided around the site and when getting on board, and sail with sighted crew
- people who are deaf or hearing impaired, whose needs are largely connected to communication and inclusion
- people who have learning disabilities or who for some other reason (e.g. brain injury, dementia) may not have the capacity (see Mental Capacity below) to make independent decisions or to assess risk
- people who are on the autism/Asperger spectrum
- people who are experiencing mental illness.

Mental Capacity and Consent

Although many of the good practice guidelines and principles to be followed when safeguarding children also apply to adults, there is a key difference. In the case of a child, there is a clear duty to act if we suspect that the child has been harmed or is at risk of harm. In the case of an adult, the starting assumption must always be that they have the capacity to make a decision and have the right to do so.

- If there is an allegation or concern about an adult who has capacity, **their consent must be obtained** before any referral is made, unless others are at risk of harm. No information should be given to the adult's family or carers without their consent.
- If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation.

Mental capacity refers to the ability to make a decision at a particular time. The term 'lacks capacity' means that a person is unable to make a particular decision or take a particular action for themselves at a particular point in time – although they may still be able to express an opinion or preference or take a less complex decision. Under the Mental Capacity Act 2005 a person lacks capacity to make a decision if they have an 'impairment of or disturbance in the function of their mind or brain' (either temporary or permanent), and as a result they cannot do **one or more** of the following:

- Understand the information relating to this particular decision (including its benefits and risks)
- Retain the information for long enough to make this decision
- Weigh up the information involved in making this decision
- Communicate their decision in any way.

(7) SAFEGUARDING ADULTS' POLICY (CONTINUED)

Designated Safeguarding Officer (DSO)

DYC ~ CHD has a Designated Safeguarding Officer (DSO), who can be contacted by any adult or child with any concerns. Their photo and contact details are on the club notice boards and on the website. Should the DSO not be available please contact any club officer.

Staff and Volunteers

All Club volunteers whose role brings them into regular contact with adults at risk will be asked to complete a self-disclosure form. The Designated Safeguarding Officer (DSO) and those instructing, coaching or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure. Those providing personal care will be asked to apply for an Enhanced Disclosure with Barred List check.

Good Practice: Changing rooms

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.

Good Practice: First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. If the individual lacks the capacity to give consent, and medication or medical treatment may be required in the absence of their carer, obtain prior consent from the carer

Good Practice: Individual responsibility and club liability

DYC ~ CHD recognises as an organiser of training or coaching sessions that the club has a duty of care to our members and must ensure that on-water activities are conducted safely. Adults are normally responsible for their own safety, welfare and behaviour. In the case of a person who lacks the capacity to take responsibility for their own welfare, the club may require a carer or designated adult to be on site. It will be made clear at what point responsibility transfers from the instructor, coach or organiser to that person.

Good practice: Concerns

Anyone who is concerned about the welfare of an adult, either outside the sport or within the Club, should inform the DYC ~ CHD Designated Safeguarding Officer (DSO) or a club official in their absence. They will follow the appropriate two flowchart procedures:-

- (1) Appendix 4: Concern about an adult at risk outside the sports environment
- (2) Appendix 5: Concern about the behaviour of someone at the club to an adult at risk.

Good practice: Compliance to the Safeguarding adults

Any member of the Club failing to comply with the Safeguarding Adults at Risk policy or any relevant Codes of Conduct may be subject to disciplinary action.

Good practice: Relevant documents

All members and especially those working with adults at risk should be mindful of all aspects and procedures relating to safeguarding contained in the policy and guidelines.

In this document

Appendix 1: Adults at Risk - Hand-out for Instructors, Coaches and Volunteers

Appendix 2: DYC ~ CHD Code of Conduct - Safeguarding Adults at Risk

Appendix 3: What is abuse of an Adult at Risk?

Appendix 4: Flowchart 1 - Concern about an adult at risk outside the sports environment

Appendix 5: Flowchart 2 - concern about the behaviour of someone at the club to an adult at risk

(8) **Appendix 1: Safeguarding Adults at Risk - Good Practice Guide Handout for Instructors, Coaches And Volunteers**

You should also read the Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) Safeguarding Adults at Risk Policy and the Safety and Operating Procedures which are readily available.

- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations
- Always try to work in an open environment in view of others
- Avoid spending any significant time working with adults at risk in isolation
- Do not take an adult at risk alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift
- Do not take an adult at risk to your home as part of your organisation's activity
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the organisation or the person's carers
- Design training programmes that are within the ability of the individual
- If you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others
- Take great care with communications via mobile phone, e-mail or social media that might be misunderstood or shared inappropriately. In general, only send group communications about organisational matters using these methods. If it's essential to send an individual message to a person who has a learning disability or other impairment that might affect their understanding, copy it to their carer.

You should never:

- engage in rough, physical or sexually provocative games or activities
- allow or engage in inappropriate touching of any form
- use inappropriate language
- make sexually suggestive comments, even in fun
- fail to respond to an allegation made by an adult at risk; always act
- do things of a personal nature that the person can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers.

In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

(RYA revised April 2018)

(9) Appendix 2: Dovey Yacht Club - Clwb Hwyllo (DYC ~ CHD) Code of Conduct - Safeguarding Adults

It is the policy of Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) 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. The aim is for all participants to enjoy their sport and to improve performance.

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

- 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/organisation or its members

Carers

- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health Act 2005
- Support the participant's involvement and help them enjoy their sport
- Help the participant to recognise good performance, not just results
- Never force the participant to take part in sport
- Never punish or belittle the participant for losing or making mistakes
- Encourage and guide the participant to accept responsibility for their own conduct and performance
- Respect and support the instructor/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 the participant wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for the participant'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 or vulnerable people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with participants and carers
- 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.

If you are concerned that someone is not following the Code of Conduct, you should inform the DYC ~ CHD Designated Safeguarding Officer (DSO), club official or the person in charge of the activity.

(RYA revised January 2015)

(10) **Appendix 3: Adults at Risk - What is abuse?**

(Based on the statutory guidance supporting the implementation of the Social Services and Wellbeing (Wales) Act 2014)

Abuse is a violation of an individual's human and civil rights by another person or persons. Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. This won't happen at a club/centre, but there could be concerns about a participant's home situation.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

Financial or material abuse - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they don't need.

Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; or in a water sports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care or could be an indication of a mental health issue such as depression.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Not included in the Social Services and Wellbeing (Wales) Act 2014 but also relevant:

Bullying (including 'cyber bullying' by text, e-mail, social media etc) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability - or for belonging to a different race, faith or culture.

(10) **Appendix 3: Adults at Risk - What is abuse? (continued)**

Mate Crime – a ‘mate crime’ as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual’. Mate Crime is carried out by someone the adult knows. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

Radicalisation - the aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Recognising abuse

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and ‘grooms’ individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance
- A change in behaviour or confidence
- Self-harming
- A person’s belongings or money go missing
- The person is not attending, or no longer enjoying, their sessions
- A person has a fear of a particular group or individual
- A disclosure – someone tells you or another person that they are being abused.

Concerns

If there are concerns about abuse taking place in the person’s home, talking to their carers might put them at greater risk. If you cannot talk to the carers, consult the DYC ~ CHD Dedicated Safeguarding Officer (DSO) or the person in charge. It is this person’s responsibility to make the decision to contact Adult Social Care Services. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Social care professionals involved in taking decisions about adults at risk must take all of the circumstances into account and act in the individual’s best interests. You are not expected to be able to take such decisions.

The following six principles inform the way in which professionals and other staff in care and support services and other public services in England and Wales work with adults:

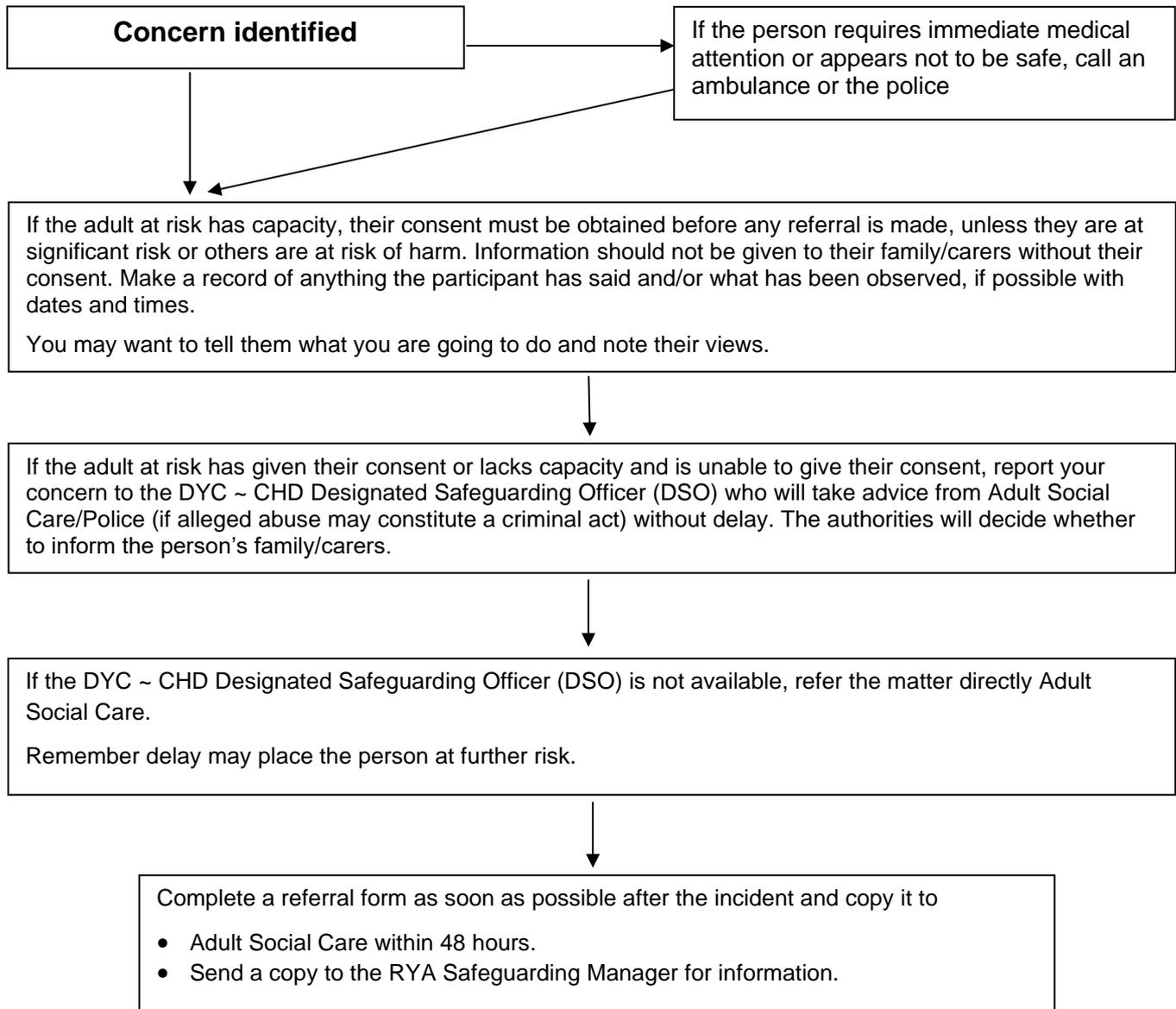
- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

Adult safeguarding should be person led and outcome focussed. The person should be engaged in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control, as well as improving quality of life, well-being and safety.

Some instances of abuse will constitute a criminal offence, for example assault, sexual assault and rape, fraud or other forms of financial exploitation and certain forms of discrimination. This type of abuse should be reported to the Police.

(RYA sections revised April 2018 and February 2020)

(11) **Appendix 4: Flow chart 1 - concern about an Adult at Risk outside the sports environment**



If you are uncertain what to do at any stage, contact

RYA Cymru Wales,

Peter Muskett, Tel: 01248 670814 Mob: 07824 990694

E-mail: pete.muskett@ryacymruwales.org.uk Website: www.ryacymruwales.org.uk

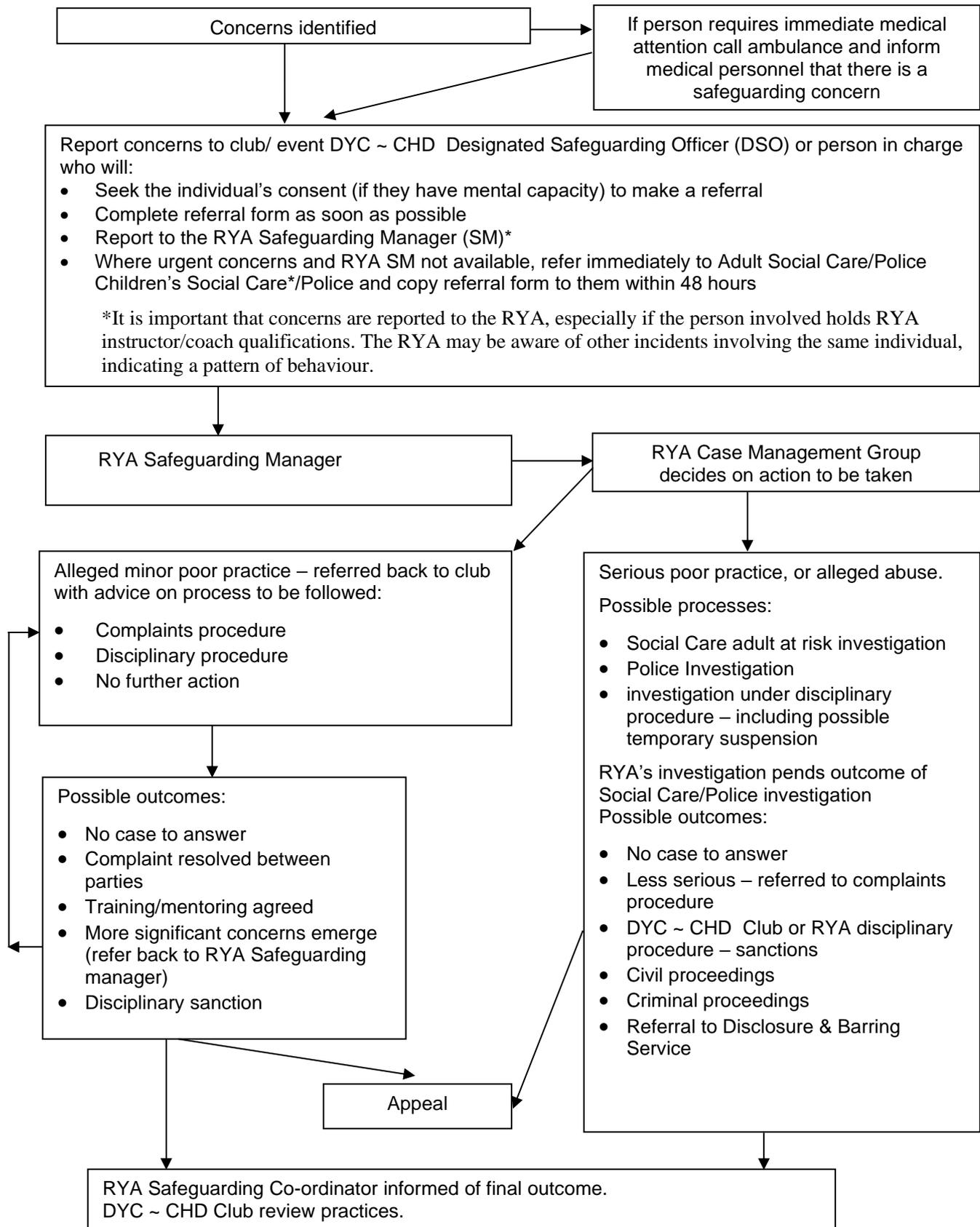
Royal Yachting Association,

Safeguarding and Equality Manager, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, Tel: 023 8060 4104 E-mail: safeguarding@rya.org.uk Website: www.rya.org.uk/go/safeguarding

Social Care Services - Your local phone book or the website for your County Council or unitary local authority will list numbers for Adult Services, generally with separate numbers for Adult Social Care and for the Emergency Duty Team (out of hours service).

RYA revised March 2015

(12) Appendix 5 Flowchart 2 - Concern About The Behaviour of Someone at The Club to an Adult At Risk



RYA revised March 2015

(13) Dovey Yacht Club - Clwb Hwyllo Dyfi (DYC ~ CHD) Social Media Policy and Code of Conduct

Online presence

The Club website is our main online presence. 'WebCollect' is used to process payments and for other important elements of our administration. Constructive suggestions from members of possible improvements to the website and the use of 'WebCollect' are welcome.

Social Media

In keeping with many organisations, the club uses various social media channels such as Facebook, Twitter and Instagram. Emails are used to communicate to members. DYC ~CHD uses a number of WhatsApp groups for which administrators will be appointed to manage these groups.

Members must be mindful that the Club has no control over other Social Media sources even should they carry the name Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) or the Club's insignia. The Club Code of Conduct applies to our recognised social media sources. The following guidance is offered to clarify how this might apply to Social Media to ensure our organisation is operating in line with our values and within the law regarding how we behave online

Guidance for Social Media Groups, including WhatsApp Administrators

- Members should be invited to join via a link that establishes the purpose of the Group
- Administrators managing our online presence will seek advice from the DYC ~ CHD Designated Safeguarding Officer (DSO) to advise on safeguarding requirements as appropriate
- The Code of Conduct and occasional reminders should be issued to the Group.
- Any minor breach should be dealt with by a member of the Group or the Administrator politely asking the poster to remove their post.
- More serious breaches could potentially be subject to disciplinary action but this should be a last resort. A member maybe removed from the Group if thought necessary.
- The Board may discontinue the use of any or all social media Groups if unacceptable use of the Group has occurred.

Social Media Code of Conduct (including WhatsApp)

- Social Media channels and WhatsApp Groups are there to promote the activities and aims of DYC ~ CHD.
- Messages should be brief, positive, and informative and look to celebrate success as appropriate.
- Assume that any message or pictures you post might appear in print and do not use inappropriate language.
- Do not post anything which would cause hurt or embarrassment to an individual member of the Group or would cause reputational damage to the Club.
- The Groups should not be used to promote any political or religious agenda, nor to engage in commercial activity other than the promotion of the Club.
- Identifying details such as a member's address, or telephone number should not be posted on social media platforms.
- Parents written permission for photographs or videos of their child to be posted on social media will be sought on membership and course forms.
- Members should not communicate with children via personal accounts.
- Any concerns, including safeguarding, reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures.
- Emails or messages will be used for communicating information (such as reminding children or young people about upcoming events, which kit to bring or practice timings) but not to engage in conversation.
- if a child misinterprets such communication and tries to engage a member in conversation, the member should take the following safeguarding steps:
 - End the conversation or stop replying
 - Suggest discussing the subject further at the next practice or event
 - Inform the DYC ~ CHD Designated Safeguarding Officer (DSO) in the interest of transparency
 - Copy the message trail and send to the parent

(with reference to RYA Safeguarding February 2020 and NSPCC January 2021)

If you are concerned that someone is not following the Code of Conduct, you should inform the DYC ~ CHD Designated Safeguarding Officer (DSO), club official or the person in charge of the activity.

(14) Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) - Volunteer Self-Disclosure Form for Applicants for Posts Involving Contact with Children and/or Adults At Risk

Private and confidential

Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding and Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form.

If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance. Please continue on a separate sheet if needing to supply additional details.

Name

1. Have you ever been convicted of any criminal offences or have pending any criminal offence?
YES / NO If yes, please supply details.

2. Have you ever been known to any Children's Services Department as being an actual or potential risk to children?
YES / NO If yes, please supply details.

3. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?
YES / NO If yes, please supply details.

Declaration:

- I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.
- If required I agree to provide a valid Criminal Records Disclosure.
- I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
- I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: **Date:**

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian (see below)

Parent/Guardian Name (if counter signature required):.....

Signed: **Date:**

SAFETY ON SHORE

Within this section		Page(s)
1	Major Incident Procedure	28
2	First Aid Equipment and the Nearest Defibrillator	28
3	Jetty Jumping	28
4	Slipway Area	28
5	Dinghy Park	28
6	Premises Management statement	28
7	Concierge Duty Role	28

SAFETY ON SHORE

(1) MAJOR INCIDENT PROCEDURE

A Major Incident Procedure flowchart and instructions will be posted in the

- (i) Upstairs lounge
- (ii) OD box
- (iii) Downstairs First Aid point and
- (iv) Downstairs lookout room – all on separate noticeboards.

- A grab-and-go file will also be stored in the downstairs lookout room
- The main landline phone is based in the upstairs office

(2) FIRST AID EQUIPMENT INCLUDING THE LOCATION OF THE NEAREST DEFIBRILLATOR

- A first aid kit is available in the galley and there is one for each safety boat held in the OD box.
- The first aid kit will contain materials to immobilise injured limbs and materials to stem bleeding.
- The maintenance of the first aid kit will be the responsibility of the flag officers.
- The nearest defibrillator is located at the entrance to the Tourist Office. The RNLI are in the process of obtaining one to go on the external wall by the RNLI shop for the Summer 2022 (not in place February 2022).

(3) JETTY JUMPING

It is inevitable that children will want to Jetty Jump at Aberdovey. The club does not recognise jetty jumping as part of the Club's activities and accepts no responsibility for any accidents. It is the responsibility of individual parents to advise their children whether they can do it or not. Members mooring at and leaving the jetty should be vigilant of the risk of potential jumpers and those in the water and be prepared to hail and take appropriate vessel actions.

(4) SLIPWAY AREA

The cross hatched area must be left clear at all times. All users shall use the slipway with caution for the launch and recovery of their boats. Trolleys and boats must not be left on the slipway, except briefly for washing down, after which they should be quickly removed. The slipway is the primary launch and recovery site for the RNLI inshore lifeboat. Priority should be given for any Lifeboat launch/recovery - all sailing dinghy launching/recovery should be delayed until it is safe to do so.

(5) DINGHY PARK

The club has a number of designated areas around the vicinity curtilage of the club house for the storage of club and members' boats. An annual boat fee is payable with a system in place to ensure compliance. There are no dedicated reserved bays. Members are requested to maintain the tidiness of the boat park for the safety of all and report any concerns to the Board. Club boats have red covers with a black one for the Wayfarer.

(6) PREMISES MANAGEMENT STATEMENT

Premises management matters are dealt with by the Board. These include compliance matters such as aspects such as Food Hygiene Certificate, Fire alarms and PAT testing and other aspects. Members are asked to report any defects and ensure the good fabric of the building is maintained. Further details can be seen in DYC ~ CHD Articles of Association and Bye Laws.

(7) CONCIERGE DUTY ROLE

This role was introduced as a result of the Pandemic and has proved to be very useful in facilitating the smooth running of the club with members' cooperation.

Concierge checklist on the day

There needs to be the presence of a responsible member whilst the club is open.

- Be around the club during the day to monitor compliance and be a friendly face to the numerous visitors.
- Be a gatekeeper to prevent the public coming in to use the toilets (A regular problem)
- Be available if any sailors return early and need assistance
- Point prospective members to the website if they are considering joining
- When /If bar opens after sailing be prepared to help out serving drinks if there is a sudden rush at the start
- Have a radio and operate as "DYC ~ CHD base" so a link is there between activity on the water and the club
- Be aware of the Major Incident Plan and who to delegate /involve should the worst happen.

SAFETY ON THE WATER

Within this section		Page(s)
1	Clothing, Equipment and Mast Buoyancy	30
2	Qualifications	30
3	Recreational Sailing	30
4	Racing	30
5	Officer Of the Day (OOD) + Approved OODs	31
6	Race Officer (RO)	32
7	Training: Ratio of boats, Instructors + Students	32
8	Induction Checklist for New Teaching Staff	32
9	Checklist for Students before going afloat	32
10	Safety Boat Crew	33
11	Safety Boat Capacities	33
12	Duty of Care to Employees/Volunteers statement	33
13	Accident / Near Miss reporting	33
14	Major Incident Procedure Flowchart + Guidelines	33 to 35

SAFETY ON THE WATER

Safety practices should be considered in the context of the actual risk of death or injury by drowning or hypothermia and how these risks can be reduced.

(1) CLOTHING, EQUIPMENT AND MAST BUOYANCY

DYC ~ CHD does not usually provide personal clothing and buoyancy for its activities. All those sailing at DYC ~ CHD are responsible for bringing their own and ensuring it is to the correct standard. However the agreement with Outward Bound may allow for some activities where personal equipment is made available.

During any training activity the Principal or senior instructor will ensure that all trainees are suitably dressed with appropriate buoyancy.

Buoyancy aids or lifejackets must be securely worn at all times when on the water. These should conform to UK and/or EC Standards, carry the UK/CE mark or equivalent.

Suitable clothing must be worn whilst on the water appropriate to the prevailing weather conditions and the wearing of a wet suit or dry suit is recommended.

It is recommended that private double handers have appropriate mast head buoyancy.

(2) QUALIFICATIONS

As an RYA recognised training establishment DYC ~ CHD will ensure that everyone involved, in training, race management, safety boat operation and first aid, has an appropriate level of training and expertise. All RYA guidelines will be followed when DYC ~ CHD is delivering RYA recognised training. For non-recognised RYA training the staffing ratios may be different at the discretion of the Principal or nominated deputy.

A copy will be kept of all RYA instructor, safety boat, and 1st aid qualifications.

(3) RECREATIONAL SAILING

Recreational sailing is defined as sailing at DYC ~ CHD at times other than during planned and organised activities.

- The club is available for use by members at all times but club boats are only available when booked and authorised.
- The decision of a member to sail at a time other than during organised activities is entirely their own.
- Safety boat cover will not be available outside organised activities.
- All boats must conform to class rules in relation to buoyancy.
- All boats must carry any safety equipment recommended in its class rules.
- All members must be insured against third party claims in respect of themselves to minimum of £3,000,000
- Sailing alone is not recommended though not prohibited.
- Sailing during hours of darkness is not recommended.
- Certificates of competence are not required but members are encouraged to avail themselves of the available RYA courses

(4) RACING

Racing and other organised sailing activity (outside of recognised training) will be managed by an Officer of the Day and Race Officer, although the two roles may be combined as one.

Rule 3 of the Racing Rules of Sailing states: Responsibility for a boat's decision to participate in a race or to continue racing is hers alone. Sailing is by its nature an unpredictable sport and therefore involves an element of risk. By taking part in any of the events covered by a notice of race, each competitor agrees and acknowledges that:-

- They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event.
- They are insured for racing risks against third party claims in respect of themselves to the minimum of £3,000,000
- They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore.
- They accept responsibility for any injury, damage or loss, to the extent caused by their own actions or omissions.
- Their boat is in good order, equipped to sail in the event and they are fit to participate.
- The provision of a race management team, safety boats, and officials and volunteers by DYC ~ CHD does not relieve them of their own responsibilities.
- The provision of DYC ~ CHD safety boat cover prioritises 'people' ahead of 'property.'
- It is their responsibility to familiarise themselves with any risks specific to this venue or an event drawn to their attention in any rules or information produced for the venue or event and to attend any safety briefing held for the event.

(5) OFFICER OF THE DAY (OOD)

The OOD will be a suitably experienced member of the club approved by the Principal, who has full overall responsibility for safety on the day.

The OOD will decide whether it is safe to race, will need to be satisfied that adequate safety cover is available, balance the ability of the safety boat crew with the conditions on the water and have overall responsibility for safety for the day.

The ratio will be a minimum of 1 safety boat to 12 dinghies. In the event of conditions changing leading to concerns about the ability of the safety boat crew to cope with rescue, the OOD may deploy additional safety boats and/or abandon racing.

The OOD can be supported by a race officer (RO) who will manage the racing for the day in liaison with the OOD. The RO will always defer to the OOD for safety decisions. The OOD can take part in races once the RO has been briefed.

The signing on sheet will be used to monitor the number of boats on the water for racing this is now being done via 'WebCollect.' During organised events, no boats on the water until the green flag is raised.

OOD checklist on the day

- Print off or be given sign on sheet from 'WebCollect'
- This is the sign on sheet for racing and our record who is in the club
- Identify number of safety boats needed to match conditions and number and skill of participants (Always one safety boat driver and preferably one PB2 per boat. Be prepared to say no to participants)
- Monitor safety during the day as conditions and participants change
- Have contingencies to cope with non-show of safety boat or race officers
- If all bases covered with a good team in place, can race. Default being hold back if any concerns
- Make sure race results are being recorded correctly
- Get a check of fuel levels and arrange fuel run. Note this is one of the potentially hazardous jobs and we cannot instruct employees to collect
- End of the day check radios are returned
- Safety boxes back and generally all things are accounted for, in good working, order, cleaned and stored
- OOD where appropriate, contact the next day's crew and ensure they have remembered they are on duty

NAME	APPROVED	REAFFIRMED DATE
Des George	Yes	January 2022
Mike Ball	Yes	January 2022
Josh Cooper	Yes	January 2022
Robin Druett	Yes	January 2022
Chris Coates	Yes	January 2022
Richard Coates	Yes	January 2022
John Tildsley	Yes	January 2022
Phil Morgan	Yes	January 2022
Don Gillespie	Yes	January 2022
Steve Hardman	Yes	January 2022
Tom Parsons	Yes	January 2022
Freddie Collier	Yes	January 2022
Mark Crossley	Yes	January 2022
Paul Hoad	Yes	January 2022
Brian Hickson	Yes	January 2022
Grant Hickson	Yes	January 2022
Ed Crossley	Yes	January 2022
Huw Jones-Williams	Yes	January 2022

(6) RACE OFFICER (RO)

The RO will be suitable experienced to run the racing and will always defer to the OOD for safety decisions. Races may be started from the shore or a committee boat. If an OOD is sailing there is a higher level of responsibility exercised by the RO should the OOD themselves not be able to offer timely support. Dynamic risk assessments and communications through the safety boat crew to the OOD should be undertaken as appropriate.

(7) TRAINING

Dovey Yacht Club ~ Clwb Hwyllo Dyfi is recognised by the RYA as a training establishment, running “members only” courses. Thus during recognised training activities Dovey Yacht Club ~ Clwb Hwyllo Dyfi will apply the RYA recommended safety procedures.

The Principal, or a RYA Senior Instructor or Powerboat Instructor, who might deputise for him, will oversee recognised training sessions. He will control the area, the length of the session, the instructor / student / boat ratio and safety cover in line with RYA guidance.

Recognised training sessions will not begin until the Principal or his deputy is satisfied with the safety cover provided.

Instructors are responsible for monitoring their own group safety and all return to the club house

Training sessions will be abandoned or cancelled if adequate safety cover cannot be provided.

The ratio of available safety boats to training boats will be as a minimum:

- Up to six dinghies 1 safety boat
- 6 to 15 dinghies 2 safety boats
- More than 15 dinghies 3 safety boats

Student: instructor ratio:

- Crewed dinghies = 3:1 for beginners with instructor onboard.
- Max 9:1 but not more than 6 boats per instructor.
- Single handers = 6:1
- Powerboat levels 1, 2, = 3:1
- Safety Boat = 6:1

(8) INDUCTION CHECKLIST FOR NEW TEACHING STAFF

It is important new teaching staff go through the following checklist:

- Standard Operating Procedures including safeguarding and child protection.
- Tidal flow
- Mooring
- Safe Sailing Zones
- Medical and emergency contact details
- Telephone and 1st Aid

(9) SAFETY BRIEFING CHECKLIST FOR STUDENTS BEFORE GOING AFLOAT

All teaching staff should use that the following checklist with their students every time

- Buoyancy
- Capsize
- Safe sailing area
- Hand / Whistle Signals
- Helmet option children

Students' knowledge, understanding and compliance should be regularly checked and not assumed.

(10) SAFETY BOAT CREW

- In each safety boat there will always be a minimum of one PB2 qualified person. When possible there will be two crew members, one will be Safety Boat qualified, and one PB2 qualified.
- As of 2018 all new safety boat crew must be signed off using the induction form [Appendix 24](#) and use the signing out form [Appendix 25](#)
- All safety boat crew must wear wet suit boots, shoes or wellies, bare feet are not allowed
- Lead safety boat person must carry serrated knife with a blunt end

The basic responsibility of the safety boat crew is to ensure that the instructions of the OOD/RO or SI are carried out. The single most important part of this responsibility is to attend every capsized, probably only briefly and sometimes at a distance, to count heads, check that the crew are not injured and need no further assistance.

- Always apply the principle “people before property”.
- When dealing with an incident, safety boat crews should keep a watch on the rest of the craft on the water.
- Boat to be marked with tape if sailors rescued and the boat abandoned
- At least one person in every safety boat should be prepared to enter the water.
- Cut engine when dealing with people in the water.
- The safety boat crew’s responsibility ends only when all craft are ashore and all kit put away
- The three Safety Boat Checklists must be followed

(11) SAFETY BOAT CAPACITIES:

Sparfel (‘Red Tub’) = max 6 adults or equivalent, over the bar 3 adults
RIB = max 8 adults or equivalent, over the bar 4 adults

(12) DUTY OF CARE TO EMPLOYEES/ VOUNTEERS STATEMENT

- The Club relies on the goodwill of volunteers but also pays for course instructors, safety boat crew and bar staff. This makes the Club an employer and these obligations are dealt with by the Board.
- The Club exists for the enjoyment of its members. If any employees or volunteers undertaking any duties feel that they need support with their wellbeing as a consequence of undertaking such duties then please let a member of the Board know in confidence.

(13) ACCIDENT / NEAR MISS REPORTING

All accidents and near misses must be recorded in the Accident Book and reported to a committee member. Accidents, near misses and corrective actions taken, to be reviewed at general Board meetings.

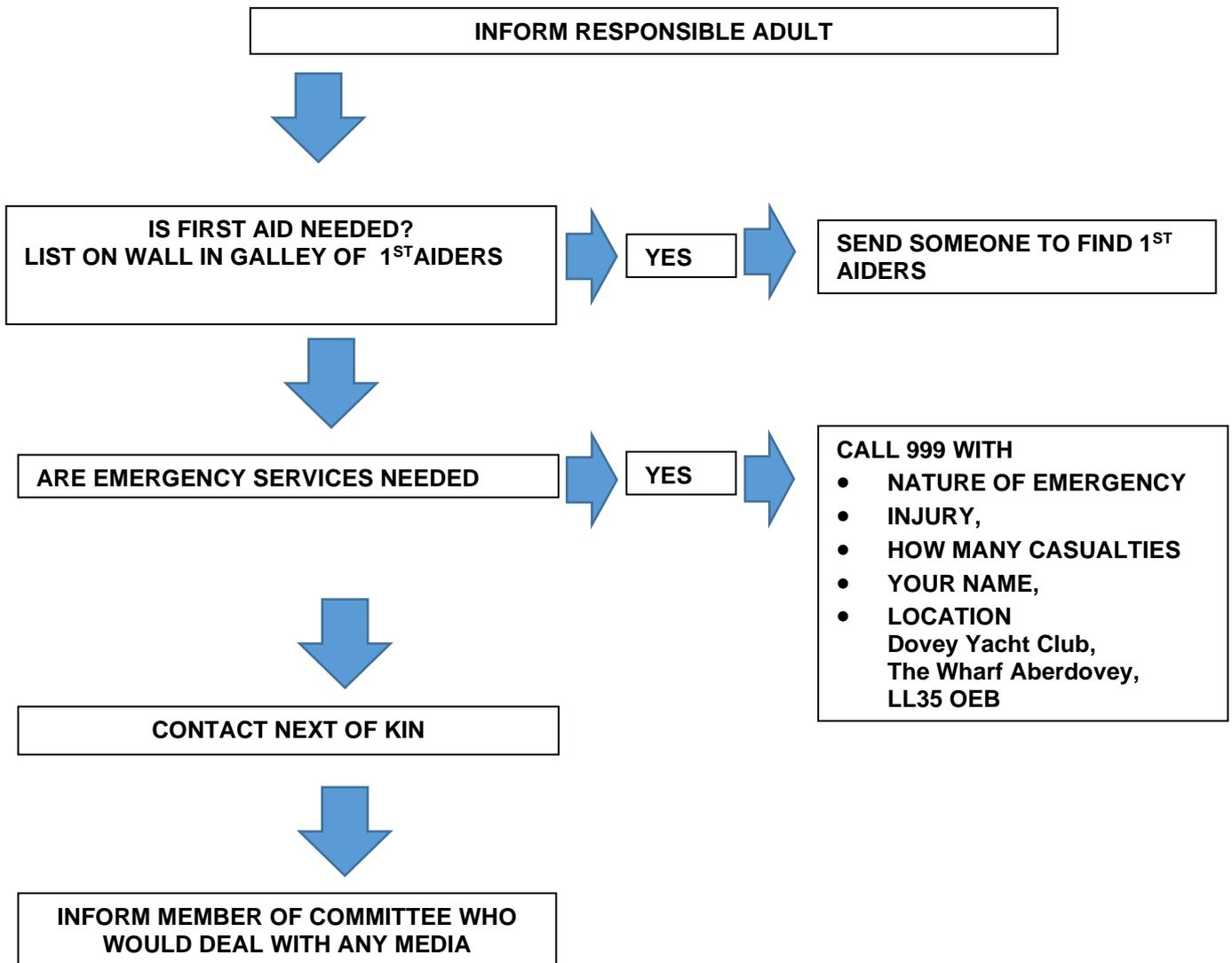
(14) MAJOR INCIDENT POLICY

The Major Incident Procedures as detailed in (i) The Flow Chart (2) The guidelines - are displayed on noticeboards in four places

- Upstairs lounge.
- OD box.
- Kitchen first aid point.
- Downstairs look out.

A grab-and-go pack in the Look out room also contains these.

(14) DYC ~ CHD Major Incident Procedure - Flowchart



(14) MAJOR INCIDENT PROCEDURE - RYA GUIDELINES

It is every principal's nightmare to experience a major incident at their centre.

- Thankfully this is very rare at RYA centres, but if you are ever unfortunate enough to be involved in one, you need to know how to handle the unfolding events.
- Your first priority is, of course, the safety of participants and instructors. However, once ashore you need a strategy to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the press

Press and Statements

- Produce a written statement for the press, such as:
- *"**** sailing school regrets to announce the death of a crew member who fell overboard at night from a training yacht. When and where. 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, but decide who will speak to the press
- Don't allow well-meaning but ill-informed staff to make public comments

Record keeping, RYA Contact, Rescue Services and Police

- Try to keep a record of whom you have spoken to, who has contacted you etc...
- Inform RYA Training (023 8060 4180) 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 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;

Marine Accident Investigation Branch (MAIB) Boat and equipment

- If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phoning during office hours. 023 8039 5500 or 24 hours reporting line 023 8023 2527. They will inform you within 28 days whether they intend to investigate;
- Keep any relevant equipment such as lifejackets, logbooks etc.
- If required, send a report to the MAIB.

<https://www.gov.uk/government/publications/report-a-marine-accident>

When dealing with any major incident, it helps if:

- Your paperwork is up to date with information such as contact numbers for the next of kin;
- Your boats and instructors comply with your own safety policy and the RYA's conditions of recognition.

SAFETY CREW and BOATS

Within this section		Page(s)
1	Safety Boats - Crew Instructions	37
2	Safety Boats - Rib Checklist	38
3	Safety Boats - Spafel 'Red Tub' Checklist	39
4	Safety Crew - Personal Induction Form	40

(1) SAFETY BOATS - CREW INSTRUCTIONS

The safety boat is to be prepared in accordance with the check lists at the end of this document.

SAFETY

The safety crews are to:

- Always use the Kill cord and check it works.
- Ensure they are not under the influence of alcohol (no alcohol is to be consumed during their period of work).
- Wear buoyancy aids and lead to carry serrated knife with blunt end.
- Dress suitably for the prevailing or forecast conditions. No bare feet.
- Take suitable non-alcoholic refreshments afloat with them to prevent dehydration.
- Ensure one crew on each safety boat is dressed suitably to enter the water to provide assistance if necessary.
- Maintain radio communications with the Officer of the Day (OOD) at all times.
- Any faults need to be reported to the Safety Boat Manager and a note put on the sailing white board if the boat is not to be used until repaired. A DO NOT USE Tag to be attached to the boat.

DUTY

All members of the safety boat crew shall attend a briefing with the OOD / SI to ascertain the positioning of course marks, the planned course and their area of patrol. Unless otherwise briefed the safety boat(s) will take station on the outer pin of the start line for the race start and thereafter take position(s) as directed by the RO / OOD. During training sessions, the safety boat will position it as directed by the responsible instructor.

- Both crew members on each safety boat are to maintain a look-out at all times.
- Always apply the principle "people before property".
- When dealing with an incident, safety boat crews should keep a watch on the rest of the craft on the water.
- Boat to me marked with tape if sailors rescued and the boat abandoned
- At least one person in every safety boat should be prepared to enter the water if necessary
- Cut engine when dealing with people in the water.
- The safety boat crew's responsibility ends only when all craft are ashore and all kit put away

The estuary speed limit of 4 knots is to be obeyed at all times unless proceeding to an incident. In such cases the safety boat shall proceed at best pace without endangering other estuary users or moored vessels. Remember, the safety boat is the public face of the Club in the estuary. Always operate the safety boats in compliance with The Royal Yachting Association Power Boat and Safety Boat guidance. We cannot criticise or complain about other users if our own performance is not beyond reproach.

The safety boat is not to leave the designated patrol area without the express permission of the OOD or SI. Your responsibility is to the Club members first and foremost. This does not prevent you assisting others in distress but it must be with the OOD's or SI consent. If assistance is given to other estuary users - not DYC ~CHD members, advise the Safety Boat Manager, who, in turn, has been asked to report such incidents to the Harbour Master.

The safety boats are not to be taken or used for any other purpose without the express permission of the OOD or SI. Joy riding is expressly forbidden. The Club supports the Blue/Green initiative and is actively seeking to reduce its impact on the estuary and the environment.

Great care is to be taken to ensure the safety boat is not run aground. The estuary is ever changing and most unforgiving; if in doubt proceed slowly and stay within the channel as far as is practical.

JETTY MOORING OBLIGATIONS FOR ALL SAFETY BOATS

- Whilst approaching to moor and leaving the jetty safety crews should be vigilant of the risk of potential jumpers and those in the water and be prepared to hail and take appropriate vessel actions.
- Care should also be taken to ensure crab/fishing lines do not foul the craft.
- When the safety boats are moored alongside the kill cord and ignition key should be left in place so every safety boat is readily available to go in the event of an incident. However radios are not to be left onboard.
- Ensure the painter (and any springs) allow for appropriate tidal rise/fall and avoidance of the jetty infrastructure.

(2) SAFETY BOATS - RIB CHECKLIST

LAUNCHING/RECOVERY

- Ensure all safety checks have been made on the trailer and there are sufficient qualified personnel for use
- Usually the RIB will be moored during the season
- Ensure that there is safe transfer of personnel and equipment to and from the RIB, especially with course marks

PREPARATION

- Ensure white safety tub is on board.
- Ensure engine oil level is checked.
- Ensure nothing is fouling the steering and control cables (particularly around the engine). Be aware of engine harness fouling mechanical up-lock.
- Ensure main and reserve fuel tanks are full and secured and fuel tank breather valves are fully open.
- Ensure drain bung in anchor stowage is removed (stow under seat) and raise elephants' trunk.
- Switch on isolator ('New Rib's is located in separate forward locker - 'Old Rib's is under the key/throttle control)
- Ensure the bilge is emptied using the electronic drainage pump. This checks the bilge pump is operational. Gently lift float switch to check free and functions. Remove debris from bilge by hand. Apply spray lubricant to bilge pump float to ensure free action
- Ensure radio, tow rope, safety knife, 2 x orange smoke flares, 2 x pin point red, wire cutters, 1st Aid Kit is unopened, anchor, paddles, air-pump, bivi bag, throw line, fire extinguisher, map estuary, mayday procedure, and spare kill-cord, are present and stowed. In addition GPS if going over the bar.
- Ensure the throw line bag is immediately accessible and any towing lines are ready to hand for immediate use.

OPERATING

- Always use the Kill cord and check it works.
- Ensure engine is vertical before starting.
- Do not use engine tick-over advance lever as choke - engine auto chokes.
- Allow engine to warm up before motoring off.
- Use 'mechanical sympathy' and be kind and gentle with the engines, especially the gear change mechanism.
- Do not squeeze neutral gate release level whilst increasing or decreasing throttle.
- Wherever practical keep engine revs below 4000 RPM.
- Open and close throttle gently.
- Regularly check tell-tale is flowing thus ensuring efficient water cooling.

RECOVERY TO MOORING

- Attach to mooring with primary and secondary mooring line. 'Chain to Chain' and 'Rope to Rope'
- Ensure bung in anchor stowage and drain trunk is fully up.
- Raise engine and ensure locked in upright position using the mechanical up-lock
- Fully close breather valves on any retained petrol tanks to prevent moisture/water ingress.
- Switch off isolator ('New Rib's is located in separate forward locker - 'Old Rib's is under the key/throttle control)
- Bring radio, keys, in-use kill-cord, safety pack and empty or almost fully spent fuel tanks ashore for refueling.
- Rinse all kit ashore, return fuel tanks to fuel store (close breather valves) and all other kit to OD box.
- Note and report any faults and tell the OOD who must notify the Safety Boat Manager.
- Advise the Safety Boat Manager if a fuel run is necessary before the next sailing session.

JETTY MOORING OBLIGATIONS FOR ALL SAFETY BOATS

- Whilst approaching to moor and leaving the jetty safety crews should be vigilant of the risk of potential jumpers and those in the water and be prepared to hail and take appropriate vessel actions.
- Care should also be taken to ensure crab/fishing lines do not foul the craft.
- When the safety boats are moored alongside the kill cord and ignition key should be left in place so every safety boat is readily available to go in the event of an incident. However radios are not to be left onboard.
- Ensure the painter (and any springs) allow for appropriate tidal rise/fall and avoidance of the jetty infrastructure.

(3) SAFETY BOATS - SPAFEL 'RED TUB' CHECKLIST

PREPARATION AHEAD OF LAUNCHING

- Check the trailer is safely operable
- Ensure white safety tub is on board.
- Dip engine oil if low report to RO/OOD to arrange replenishment.
- Ensure fuel tank is full and secured and fuel tank breather valve is fully open
- Ensure drain bung in transom is fitted.
- Ensure radio, tow rope, safety knife, 2 x orange smoke flares, 2x pin point red, wire cutters, 1st Aid Kit is unopened, anchor, paddles, bivi bag, throw line, fire extinguisher, map estuary, mayday procedure, and spare kill-cord, are present and stowed.
- Ensure the throw line bag is immediately accessible and any towing lines are ready to hand for immediate use.

OPERATING

- Always use the Kill cord and check it works.
- Ensure throttle friction lock is not over-tightened.
- Open and close throttle gently.
- Regularly check tell tale is flowing thus ensuring efficient water cooling.

RECOVERY TO SLIP

- After use flush engine using the dedicated square brown bucket located in the fuel store filling with fresh tap water. **Safety:** Keep people clear of propeller while running up the engine - do not leave unattended - engine must only be in neutral. Double check the tell-tale is discharging water.
- Remove bung in transom and thoroughly rinse boat.
- Rinse radio with fresh water.
- Return kill-cord, safety pack and radio to OD box.
- Ensure all other kit is rinsed and safely stowed on boat.
- Remove all rubbish from boat.
- Park boat adjacent to shed.
- Fit engine fabric cover.
- Return fuel tank to fuel locker (close breather valve).
- Fit security lock.
- Note and report any faults and tell the OOD who must notify the Safety Boat Manager.

RECOVERY TO MOORING

- Attach to mooring with primary and secondary mooring line. 'Chain to Chain' and 'Rope to Rope'
- Raise engine.
- Bring radio, in-use kill-cord, safety pack and fuel tank ashore.
- Rinse all kit ashore, return fuel tank to fuel store (close breather valve) and all other kit to OD box.
- Note and report any faults and tell the OOD who must notify the Safety Boat Manager.

JETTY MOORING OBLIGATIONS FOR ALL SAFETY BOATS

- Whilst approaching to moor and leaving the jetty safety crews should be vigilant of the risk of potential jumpers and those in the water and be prepared to hail and take appropriate vessel actions.
- Care should also be taken to ensure crab/fishing lines do not foul the craft.
- When the safety boats are moored alongside the kill cord and ignition key should be left in place so every safety boat is readily available to go in event of an incident. However radios are not to be left onboard.
- Ensure the painter (and any springs) allow for appropriate tidal rise/fall and avoidance of the jetty infrastructure.

(4) SAFETY CREW - PERSONAL INDUCTION FORM

Induction cannot take place until the six-part personal declaration has been electronically signed and recorded. See 'Club Overview' Point (4) page 7 'DYC ~ CHD Safety Policy Statement' in this document.

Personal Details

Full Name: _____

Address: _____

Produced copy of RYA Powerboat Level 2? YES / NO *Delete as appropriate

Produced Safety Boat Certificate (where appropriate)? YES / NO *Delete as appropriate

Induction Checklist: Please insert the date on which the following aspects of induction training were completed alongside the initials of the person who conducted the training.

General	Date	Initials
An introduction to the Operating Area, cautions and dangers	_____	_____
An introduction to Race Office and equipment	_____	_____
Briefed about the roles of OOD and Race Officer	_____	_____
Details of signing out keys and equipment	_____	_____
Briefed about PPE clothing and responsibilities	_____	_____
Familiarised with Sparfel 'Red Tubs'	_____	_____
Familiarised with RIBs	_____	_____
Familiarised with launch procedures	_____	_____
Familiarised with recovery / mooring procedures	_____	_____
Familiarised with end of day procedures	_____	_____
Briefed about refuelling procedures	_____	_____
Briefed about damage report procedures	_____	_____
Briefed about no blame reporting system	_____	_____
<u>AOB (additional comments if needed)</u>		

Signed by Board Member:Date:

Signed by Driver:Date:.....

USE of CLUB BOATS

Within this section		Page(s)
1	Club Boats Booking Out System	42
2	Agreement with Outward Bound	43

(1) Club Boat Booking Out System

Boats are available for use by club members and are maintained by the Board.

Boats are to be used only when a safety boat is on the water, except if approved by a member of the Board.

- They are booked out via the booking system outlined below
- All double handed club boats must use mast head buoyancy.
- Any damage please inform Safety Boat Manager (e.g. by WhatsApp)
- Put red "DO NOT USE" tag on the boat.

Boats can only be booked out by Full members

- If your membership does not include a craft fee you must have paid the club boat fee.
- The craft fee includes the insurance premium
- Juniors cannot book out the boats by themselves. Must be done by responsible adult.
- Pre-flight and Return checks to be done and signed / confirmed by adult
- Adequate personal buoyancy must be securely worn at all times and comply to current regulations.
- You must ask the Officer of the Day about safe sailing area.

Thank you for your cooperation.

The boats are for use and to be enjoyed by all club members, but they must be looked after. Due to lots of recent avoidable damage the following system must be followed. We expect breakages and normal wear and tear, but preventable breakages of the bailer, hull plate (Toppers), centre plate, rudder stock and loss of rudder assembly will be charged for.

Booking out form to be signed by adult before taking the boat and signed to say the boat has been returned undamaged.

Responsible adult will be liable for all damage

Current new prices for replacement Topper parts (February 2022) :- <https://toppersailboats.com>

Hull plate	£42
Bailer	£60
Rudder stock	£80
Rudder Assembly	£295
Centre Plate	£300

Boat checks to be done before taking boat and returning it.

Pre Flight Checks:

1. Bailer in good condition and working
2. Centre plate not cracked
3. Masthead buoyancy fitted (double handers)

Before sailing:

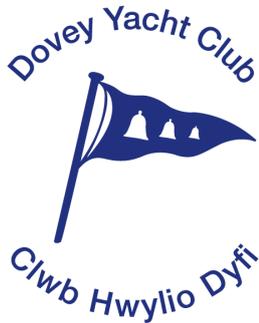
1. Rudder tied on
2. Transom bung in place and drain flaps/bailers closed
3. Dagger Board tied on

Return Checks:

1. Bailer in good condition and working
2. Centre plate not cracked
3. Boat washed down
4. Sail neatly stowed/on the rack, cover on the boat with boom supporting to allow effective draining
5. Boat in designated slot and where necessary supported on tyre under stern protecting the hull

The Club also has a formal agreement with Outward Bound to share boats and equipment, see next page.

(2) Agreement with Outward Bound



Dovey Yacht Club / Clwb Hwyllo Dyfi

A Company limited by guarantee. Registered in Wales No: 09672634 Registered Office, The Wharf, Aberdyfi, Gwynedd, LL35 0ED Tel: 01654 767607

The Outward Bound Trust Aberdovey, Gwynedd, Snowdonia LL35 ORA T: 01654 767464
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This is a letter of agreement between Outward Bound Wales and Dovey Yacht Club ~ Clwb Hwyllo Dyfi
For the purposes of training courses or other planned activities we agree to make the following items of equipment available to both parties

- Buoyancy aids waterproofs, wet suits and other personal equipment
- Safety boats
- Sailing dinghies (Vision, Fevas, GP's Toppers, Lasers and Wayfarer - February 2022)

Access will be based on availability on the day and will need to be booked in advance.

Maintaining the equipment will be the responsibility of the owning party but responsibility for care during use will be with the using party. Paying for damage during use will be the responsibility of the using party.

Both DYC ~ CHD and OBW confirm that insurance is in place

Signed on behalf of Outward Bound

.....

Signed on behalf of Dovey Yacht Club ~ Clwb Hwyllo Dyfi

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