



GRAFHAM WATER SAILABILITY

SAFETY AND OPERATING PROCEDURES

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GRAFHAM WATER SAILABILITY
Registered Charity (No: 1116917)
Registered as a company in England and Wales (No: 5987838)
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INTRODUCTION

This document is intended to promote an environment within which Grafham Water Sailability (GWS) members can enjoy water sports and social interaction in safety. It is the responsibility of all members to familiarise themselves with this document and to co-operate in its implementation and improvement.

The Structure of GWS

1. GWS is a Registered Charity and is also a Company Limited by Guarantee. It is run by a Committee of Directors, each of whom are also Trustees of the Charity. They are elected at the AGM. Each Director/Trustee is given a specific title and responsibilities:
2. All Directors/Trustees have joint responsibility for safety, operating policy, fund raising and spending of club funds, in addition to their individual duties.
3. Each Director/Trustee may appoint assistants to help with their individual duties, but the assistants do not have any of the powers assigned to a Director/Trustee.

Sailing Days

4. Club sailing days are currently each Thursday afternoon from April to October inclusive, from 13.00 hrs to 17.00 hrs approximately.
5. A Sailing Supervisor will be in overall charge of proceedings and is normally an RYA Senior Sailing Instructor (SI). The Sailing Supervisor is authorised to seek guidance as necessary from a Grafham Water Sailing Club (GWSC) Bosun and/or a Grafham Water Centre (GWC) Senior Instructor on the day in question. On occasions it may be that the Sailing Supervisor is only RYA Dinghy Instructor (DI) qualified and in this case it should have been agreed with GWC that they will provide overall cover using one of their RYA SIs.

Sailing Supervisor

6. The Sailing Supervisor is responsible for:
 - a. Checking sailing conditions.
 - b. Authorising daily who sails in the prevailing conditions based on previous knowledge of user skill levels.
 - c. Designating safety boat and Drascombe longboat crew.
 - d. Directing training on or off the water, using RYA Instructors and experienced sailors.
 - e. Deciding who is fit to act as a buddy on Challenger Trimarans. In most cases these will be RYA Instructors, although experienced sailors may also be approved. A list is kept in the cabin of all approved Buddies.

Beach Master

7. The Beach Master is responsible for:
 - a. Supervising the launching and recovery of boats and ensuring that a record of boats launched and their crews is maintained.
 - b. Ensuring each boat is in a safe condition, including final checking of rigging, bungs, rudder etc. The Beach Master has the authority to stop it being used until repaired.
 - c. Ensuring that appropriate equipment is used for the conditions and the individual.
 - d. Ensuring two-way radio contact is maintained with the safety boat.
 - e. Logging any incidents in the Club Day Book for subsequent reporting to the committee. Where circumstances warrant, the Beachmaster will manage any incident using the Emergency Action Checklists (Annex E) as guidance. On these occasions, it may be necessary for the other responsibilities to be delegated to another experienced member for the period of the incident.
 - f. Ensuring radio and other batteries are routinely charged.

Cabin Supervisor(s)

8. The Cabin Supervisor(s)' responsibilities cover activities in and around the GWS Portakabins and are detailed in Annex C.

Sailing Helpers

9. These include Associate members who perform the following duties as well as train, supervise and oversee inexperienced helpers in:
 - a. Rigging boats.
 - b. Launching boats.
 - c. Recovering boats.
 - d. Dismantling and covering boats.
 - e. Preparing boats for away meetings.
 - f. Driving the buggy to tow boats or transport members (approved personnel only).

RYA Senior Instructors, Dinghy Instructors and Assistant Instructors

10. A Senior Instructor is required to have passed the RYA Senior Instructor Course.
11. An Instructor is required to have passed the RYA Dinghy Instructor Course.
12. An Assistant Instructor is an experienced sailor recommended by a Senior Instructor and approved by GWC.
13. All may provide informal instruction to new members and those unable to sail alone.
14. Only RYA Instructors may provide formal instruction as required by RYA certificates.

Safety Boat Helm

15. The Directors/Trustees shall satisfy themselves as to the suitability of the Safety Boat Helm. That suitability includes RYA level 2. A list is kept in the cabin of all Helms approved by the nominated SI. The Safety Boat Helm is required to:
 - a. Organise launching of safety boat and safety equipment.
 - b. Provide safety cover for duration of sailing.
 - c. Maintain radio contact with the Beach Master for duration of sailing.
 - d. Organise recovery of safety boat and stowage of equipment.
 - e. Report all incidents to Beach Master.
 - f. Ensure a first aid kit is on board.

Members

16. There are 4 classes of member:
 - a. **Full Members** – disabled persons, with or without RYA qualifications.
 - b. **Junior Members** – disabled persons aged less than 18 years of age or at the discretion of the committee.
 - c. **Associate Members** – able-bodied helpers, with or without RYA qualifications.
 - d. **Group Members** – parties from schools, day centres, residential homes, disabled clubs etc.
17. All members must:
 - a. Familiarise themselves with the Safety and Operating Procedures.
 - b. Note sailing instructions for that day.
 - c. Wear buoyancy aids when afloat or past the water's edge (including the jetty).
 - d. Report any incident to the Beach Master.
 - e. Report any defective equipment to the Beach Master.
 - f. Sign the Club Day book/attendance sheets before going afloat.
 - g. Discuss boat availability with the Sailing Supervisor before going afloat.
 - h. Discuss training needs with the Sailing Supervisor.

- i. Ensure that the First Aiders are aware of any pre-existing medical condition in case of emergency.

Group Members

18. A Group must book ahead of the sailing day by contacting nominated Point of Contact.
19. A Group must be accompanied by supervising adults/carers, who remain responsible for their charges non-sailing needs at all times, whether ashore or afloat.
20. A group must at all times follow the orders of the Sailing Supervisor, the Beach Master, the helm of their boat or their Instructor.

Visitors

21. GWS welcomes visitors on condition that they abide by its rules, follow the instruction of its Officers and do not endanger members.
22. Disabled persons interested in joining GWS may try sailing free of charge up to twice ("tasters") before committing to membership.
23. Visiting disabled sailors may use GWS boats subject to the same rules as members, and on condition that they accept responsibility for the excess charged by GWS Insurers in the event of an incident for which they are deemed responsible.
24. Visitors should pay particular attention to the map of the reservoir to ensure that they are familiar with the GWS sailing area before going afloat – the chart is displayed in the Crew Portakabin.

Sailing on Days Other Than Sailing Days

25. Members approved by a Senior Instructor may sail subject to fulfilling the conditions of "Any Day Sailing" – see separate instructions at Annex B, on the GWS web site and on the notice in the Crew Portakabin.
26. Members may take boats to away events subject to accepting responsibility for any Insurance Excess that results from damage that is deemed to be their fault.

The GWS Portakabins

27. There are two GWS Portakabins, one designated for the use of crews (Crew Portakabin) and one used for storage of equipment (Store Portakabin), both of which must be equipped with a fire extinguisher.
28. Smoking is not allowed in the Portakabins.
29. Flammable liquid may not be stored in the Portakabins.
30. GWS accepts no responsibility for belongings left in or around the Portakabins.
31. A First Aid kit is kept in the Crew Portakabin. A list of identified members with relevant RYA First Aid qualifications is maintained in the Crew Portakabin for reference.

General

32. Grafham Water Centre is our host. All consideration must be given to the staff, pupils and property. Parking in the car park behind the Centre's new Sports Hall is mandatory. Changing and toilet facilities are available in the new Sports Hall. If assistance is needed to reach the Portakabins, please ask for help or telephone the Crew Portakabin (07754 915360).
33. Fishing boats encountered must be treated with respect and allowed 50 meters minimum of clear water, and more when conditions are rough.
34. Flags flown by Grafham Water Sailing Club indicate sailing conditions and members should familiarise themselves with their meaning.
35. Members failing to comply with the Safety and Operating Procedures may have their membership revoked by the Directors/Trustees.

Boat Operations

36. Only boats belonging to GWS may be stored on the GWS site at GWC.

Challenger Trimarans

- 37. Maximum 2 persons in boat when sailing.
- 38. Suitable for all persons whose skills and experience allow them to safely cope with the prevailing conditions.

Drascombe Longboat

- 39. Maximum 10 persons in boat when sailing, two crew from GWS, two carers and maximum six disabled persons
- 40. For informal pleasure sailing the helm should be an experienced sailor approved by the Sailing Supervisor.
- 41. For Group sailing, a skipper and another responsible adult will be nominated by the Sailing Supervisor. A list is kept in the cabin of all skippers approved by the nominated SI.
- 42. The Longboat is fitted with an outboard motor, which must be checked for oil and fuel levels before sailing.

Safety Powerboat

- 43. Unqualified drivers may drive the powerboat only when supervised by a RYA Powerboat Instructor for assessment or training purposes.
- 44. When the powerboat is being used as a safety boat the additional points apply:
 - a. The craft will be immediately available, suitably manned and equipped.
 - b. The person in charge of the safety boat shall be as defined for safety boat helm above.
 - c. The following operating ratios will apply – during tuition, up to 6 sailing boats per safety boat; during group sailing, up to 10 sailing boats per safety boat.

Manual Handling and Use of the GWS Golf Buggy

- 45. All helpers should avoid lifting people, boats and heavy equipment. The GWS hoists are to be used for lifting people and appropriate mechanical aids are to be used for lifting heavy equipment.
- 46. Only personnel approved by the Directors (as listed in the cabin) are to supervise the use the GWS hoists.
- 47. Only personnel approved by the Directors (as listed in the cabin) are allowed to drive the buggy.

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SECTION A – GENERAL

1. General Hazards

1. Sailing of boats, their assembly, disassembly and their launching and recovery involve a number of inherent risks.
2. Controls for specific hazards are listed below. However, all are expected to act in a responsible way, paying due regard to the safety and care of others using the GWS facilities.
3. All are to respect reasonable instructions given to them by officers or officials of GWS and to comply with all such instructions without question.
4. Children and vulnerable adults brought into the GWS area of operation are to be supervised at all times by their parent, guardian, carer or responsible person, who is to ensure that the children or vulnerable adults do not venture into hazardous positions or in any way jeopardise the safety of themselves or other persons involved in GWS operations.
5. No swimming is permitted in Grafham Water.
6. The water in the reservoir is not to be used for drinking.
7. Animals, with the exception of assistance dogs, are not permitted within the GWS area of operations.
8. All persons using GWS facilities are to register their attendance in the day book/attendance sheets in the Crew Portakabin on every visit to GWS..
9. Owing to the nature of the Grafham Water Centre site and hence Grafham Water, it is not practical to prevent access by the general public. However, Grafham Water Centre is private property and signs to this effect are displayed by the Centre.

2. Use of Access Drive

1. No vehicles, boats or trailers are to be parked on the Access Drive leading from the Grafham Water Centre down to the GWS Slipway.
2. Vehicles which are delivering large or heavy items are permitted to use the Access Drive and slipway while making such deliveries.
3. All vehicles except the GWS Buggy are to be parked in the main Grafham Water Centre car park behind the new Sports Hall.
4. Care is to be exercised when using the Access Drive to avoid boats and trailers being manoeuvred.
5. Care is to be taken to avoid deposits left by wildlife that can cause a slip hazard.

3. Use of Slipway

1. No vehicles, boats or trailers are to be parked on the GWS Slipway.
2. Boats are only permitted to remain on the slipway while embarking or disembarking disabled members and immediately prior to launch.
3. Care is to be exercised when using the Slipway to avoid boats and trailers being manoeuvred.
4. Care is to be taken to avoid deposits left by wildlife that can cause a slip hazard.
5. All persons proceeding towards Grafham Water or past the water's edge (including the jetty) are to wear life jackets or buoyancy aids.
6. The joins on the concrete slipway may present a trip hazard. Any hazards should be reported to Grafham Water Centre for their attention.

4. Fire

1. The regulations concerning smoking within the GWS area of operations are to be strictly complied with at all times (see Section A-6 below).
2. No fuel or other flammable materials (including large batteries) are to be stored in the Portakabin at any time.
3. All heaters and other electrical equipment are to be checked for electrical safety at least once a year, preferably prior to the start of the GWS normal operating period, by a competent person.

4. Fire extinguishers are to be checked at least monthly during, and at the start of, the GWS normal operating period.
5. It may be necessary to leave battery chargers for radios and the portable hoist switched on when the Portakabin is not in use. If left switched on, such chargers are to be positioned in such a way that, should they catch fire, the risk of collateral damage is minimised.
6. Notices reminding occupants of the need to switch off electrical equipment are to be posted inside the Portakabin near its exits.
7. Notices detailing the action to be taken in case of a fire in the Portakabin are to be prominently displayed inside the Portakabin. These posters are to detail the evacuation procedure, assembly location, location of fire extinguishers and actions to be taken in the event of a fire.
8. Should a fire occur in the Portakabin, all are to assemble on the grassed area on the side of the access drive away from the Portakabin. The Fire Brigade is to be called and Grafham Water Centre informed.

5. Use of the Portakabins

1. Access to the Crew Portakabin has been designed to facilitate the use of wheelchairs. However wheelchair users should exercise caution when moving up and down the ramp leading to the Portakabin.
2. No items are to be placed on or over heaters or radiators.
3. The Portakabins are equipped with fire extinguishers, one in the Store Portakabin and one in the Crew Portakabin.
4. No smoking is allowed in either Portakabin.
5. No flammable liquids, paints, varnishes or gels are to be stored in the Portakabins.
6. GWS accepts no responsibility for belongings left in or around the Portakabins.
7. A First Aid kit is kept in the Crew Portakabin.
8. No dogs are allowed in the Portakabins.
9. The Cabin Supervisor of the day is responsible for activities in and around the Portakabins. These duties are detailed in Annex C.

6. Smoking

1. No smoking is allowed in the Portakabins.
2. No smoking is permitted in the vicinity of the Grafham Water Centre Fuel Storage Area.
3. No smoking is permitted in the vicinity of refuelling operations.
4. No smoking is permitted in the vicinity of other members, particularly when groups of children or vulnerable adults are present.
5. No smoking is permitted in any of the GWS boats.
6. Smokers are to discard smoking materials with due regard to the potential fire hazard from discarded materials.
7. Signs are to be displayed outside and inside the Portakabins prohibiting smoking.
8. Owing to the nature of the Grafham Water Centre site, smoking restrictions cannot be enforced when GWS is not operating.
9. It is not practical to prevent access by the general public. However, Grafham Water Centre is private property and signs to this effect are displayed by the Centre.

7. Wildlife

1. Members of GWS and visitors are to be aware of the dangers of approaching large birds (eg. Swans and geese).
2. Should an active nest be hindering GWS operations, advice on its relocation should be sought from the staff of the Grafham Water Centre.

8. Animals

1. Only Assistance Dogs are allowed on site and all dogs should be on a lead.
2. Owners of dogs are to ensure that their dogs do not foul any GWS and Grafham Water Centre area and that any fouling is cleaned up and disposed of appropriately in receptacles provided off-site.

SECTION B - HEALTH

9. Food Hygiene

1. Normal food hygiene precautions are to be observed by anyone handling food or drinks.
2. Discarded food is to be disposed in the bins provided and bins are to be emptied at the end of each GWS activity session.

10. Boiling water

1. All are to exercise extreme caution when using urns or kettles to prepare boiling water.
2. Urns and kettles are to be placed in such positions that they cannot be touched accidentally.
3. When providing hot drinks to disabled members, cups and mugs are not to be fully filled, thus avoiding the possibility of spillage if the person's hand shakes.
4. Extreme caution is to be exercised when emptying the urns at the end of each GWS activity session.

11. Contaminated water (blue/green algae and Weils disease)

1. Should Grafham Water become contaminated by algae or other pollutants, Anglia Water will issue restrictions on the use of the reservoir.
2. All are to strictly adhere to the restrictions imposed by Anglia Water.
3. GWS will stop sailing if an algae-induced scum-layer or floating mat is present at the water's edge.
4. Persons coming into contact with contaminated water are to wash themselves immediately. Similarly, equipment, including waders, gloves and buoyancy aids are to be washed thoroughly if they come into contact with contaminated water. If necessary advice and/or assistance in this task should be sought from the staff of Grafham Water Centre.
5. If you think you are experiencing symptoms related to exposure to blue-green algae (e.g., stomach cramps, diarrhoea, vomiting, headache, fever, muscle weakness, difficulty breathing), contact your doctor immediately.

12. Drowning

1. Everyone should be made aware of the possibility of drowning even in shallow water.
2. Every precaution, including the wearing of life jackets or buoyancy aids, is to be taken to minimise the possibility of persons drowning.
3. The parents or carers of children and vulnerable adults are responsible for ensuring that their charges are not exposed to unnecessary danger by exercising proper control of their charges.

13. Cold - from Immersion or Exposure

1. There is a risk, even on a fine day, of boat crews and helpers suffering from exposure to the cold. This risk is increased by the wind chill factor and by immersion in water.
2. GWS provides a variety of protective clothing for use by sailors and helpers and full use of these items should be made. Additional dry clothing is also available in the Portakabin for the use of members especially following immersion.
3. If in doubt about the type of clothing required on a particular day, advice should be sought from the Beach Master or one of the GWS instructors.
4. When children or vulnerable adults are to sail, their parents, carers or responsible adult should ensure that they are adequately protected.

5. When children or vulnerable adults are sailing, the person in charge of their boat should actively consider the length of time that they should be exposed to the elements.

14. Sun/Wind Burn and Heat Exhaustion

1. Even on cloudy days, boat crews and helpers are at risk of sun or wind burn or from heat exhaustion so they must take appropriate precautions.
2. The use of high protective factor (SPF) creams should be considered for any exposed areas of the body particularly in the case of children or vulnerable adults.
3. When children or vulnerable adults are sailing, the person in charge of their boat should be aware of the risks of exposure to these conditions and take appropriate precautions.

SECTION C – SAILING

15. Launching/Recovery of Boats General

1. All launch and recovery crew are to be fully briefed on the hazards relating to these operations before attempting to launch or recover boats. Major points to cover are :-
 - a. that the slipway can stand proud of the bottom of the reservoir at its furthest extremity and off to both sides – this can create a trip hazard.
 - b. that off the slipway the bottom of the reservoir can be extremely soft and this can impede motion particularly if one has been standing in one place for a period of time.
 - c. The slipway itself can become very slippery owing to wildlife deposits, the formation of algae and loose soil/gravel.
 - d. that under certain wind conditions and particularly with inexperienced sailors that boats may approach the recovery area extremely quickly and there is a risk of collision with the recovery crew or with the jetty. In such circumstances, no attempt should be made to stop the boat even if this will result in the boat hitting the jetty.
2. All launch and recovery crews that enter the water are to be equipped with suitable clothing for the operations envisaged (eg waders or wet/dry suits) and are to wear fully fastened life jackets or buoyancy aids.
3. Life jackets that automatically inflate on contact with the water are **not** to be worn by such crews.

16. Launching of Boats (Challengers)

1. No boat is to be launched until permission so to do has been given by the Beach Master.
2. The Beach Master, before giving permission to launch, is to ensure that the slipway behind the boat being launched is clear and that visitors and/or members of the public are excluded from the launch area.
3. At all times during launching both boat and launch crew are to be aware of the danger of the boom swinging wildly from one side to the other, particularly in strong or gusty wind conditions.
4. Care is to be exercised when moving boats down the slipway into the water since the slipway slopes downwards towards the water.
5. Normally boats will be launched stern first in order to prevent the trailer having to be recovered from deep water.
6. Care is to be exercised when in the water since the slipway below the water can, under certain conditions, be extremely slippery.
7. Normally three helpers are required in the launch crew. While on the slipway, one should steer the boat using the trailer towing arm. The other two should be positioned on either side of the boat.
8. With heavy crew in the boat it is necessary to maintain downward pressure on the front of the boat while it is on the trailer to prevent it tipping backwards.
9. Boats on trailers that do not have jockey wheels will not be launched.
10. Once in the water and the boat is floating, the trailer should immediately be moved to the designated trailer parking area for the day.

11. The remaining helpers are to ensure that the painter is stowed to the satisfaction of the boat crew before manoeuvring the boat into water deep enough to permit the lowering of the rudder and centre board.
12. Prior to turning the boat in preparation for departure the launch crew are to ensure that they are either to one side or behind the boat thus avoiding the danger of being run over by the boat as it departs.
13. In rough weather or high winds consideration must be given as to whether to employ additional launch crew.
14. It is the responsibility of the helm (or buddy if accompanied) to ensure the boat is ready for despatch, i.e. the centre board and rudder are fully down and secured.
15. Finally the boat is to be turned ready for despatch and sent on its way.

17. Recovery of Boats (Challengers)

1. No boat is to be recovered until permission so to do has been given by the Beach Master.
2. The Beach Master is to ensure that boats in difficulty are scheduled for recovery first, waving off other boats until the slipway is clear.
3. Recovery crew are to avoid standing in the path of boats recovering to the slipway until their speed has reduced sufficiently to permit them to be handled without threat of over-running or dragging recovery crew members.
4. Recovery crews should bring a boat to rest only by catching the boat by the ropes suspended between the sponson cross beams or by pushing on the forward sponson cross beam. Owing to the danger of being over-run by the boat, it should not be caught on the bow of the main hull.
5. Once stopped the recovery team should check that the boat's centre board and rudder have been raised.
6. In adverse wind conditions, consideration should be given to lowering the sail before commencing further recovery actions.
7. One member of the recovery team should lead the boat to the boat's trailer, which should be positioned so that the trailer's support arms, if fitted, are just proud of the water.
8. Once on the trailer, the boat should be secured to the trailer by use of the painter.
9. One member of the recovery team should use the trailer towing arm to steer the trailer and boat while at least two other members of the recovery team push on the rear sponson cross beam.
10. With heavy crew in the boat it is necessary to maintain downward pressure on the front of the boat while it is on the trailer to prevent it tipping nose up. This may involve a member of the recovery crew sitting on the nose of the boat. In this case care should be exercised to ensure that parts of the boat do not swing into the person.
11. Normally, the boat should be towed cleared of the water by the Buggy. If this is not possible extra persons should be used to push the boat out of the water. It should be remembered that pushing the boat from behind is more effective than pulling it from the front.
12. Once fully clear of the water, the Beach Master will issue instructions for further manoeuvring/parking of the boat.

18. Launching/Recovery of Safety Boat & Drascombe

1. Owing to the size and weight of these boats, only experienced launch/recovery crews are to attempt to launch/recover these boats.
2. The Beach Master is to appoint the leaders of such teams.
3. Since the trailer for the Safety Boat does not have a brake, launching/recovery of this boat is only to be attempted when the trailer is connected to the towing hook on the Buggy/towing vehicle either directly or by use of a suitable tow rope.
4. Care is to be exercised when reeling out recovery strops that persons are clear of the winch handles which will rotate, often at high speed, without warning.
5. During recovery in crosswinds it may be necessary to employ additional recovery crew on either side of the boat to assist in keeping the boat aligned with the trailer.
6. Care is to be taken by all crews to avoid trailer wheels during launching/recovery.

19. Embarkation/Disembarkation

1. Persons incapable of embarkation/ disembarkation on their own are **not** under any circumstances to be manually lifted in or out of the boat. Depending on the boat in question the portable or jetty hoists are to be used.
2. For Challengers all boat crews are to embark prior to the boat being launched and are to disembark after the boat is recovered from the water.
3. For deep keel boats and the Drascombe longboat embarkation/disembarkation is to take place with the boat moored alongside the Jetty.
4. When embarkation/disembarkation of children and vulnerable adults is taking place from the Jetty, one helper/crew member is to be positioned within the boat and another helper/crew member is to be positioned on the Jetty, both in such positions that they can assist persons to embark/disembark. A further helper/crew member may be required to steady the boat alongside the Jetty during such operations, particularly in strong wind conditions.

20. Sailing – General

1. The Sailing Supervisor will be in overall charge of sailing proceedings.
2. Flags flown by Grafham Water Sailing Club indicate sailing conditions and members should familiarise themselves with their meaning and abide by them.
3. If in doubt concerning the suitability of weather conditions the Sailing Supervisor should consult with Grafham Water Centre and/or Grafham Water Sailing Club.
4. Prior to launch helms are responsible for ensuring that their craft is safe to operate, has been correctly rigged and that all bungs are in place.
5. All sailors are to comply with Anglian Water instructions on out of bounds areas on the reservoir which have been established to protect wild life or to exclude boats from hazardous structures. These can be seen on a copy of the chart of the reservoir retained in the Crew Portakabin.
6. Fishing boats encountered on the reservoir are to be treated with respect and allowed a minimum of 50 meters clear water, more when conditions are rough.
7. Members failing to comply with the GWS Safety and Operating Procedures may have their membership revoked by the Trustees.
8. Where appropriate, capsiz precautions and capsiz drills for the boat are to be briefed prior to leaving the slipway or jetty.
9. Craft with petrol/diesel engines are to be fitted with a fire extinguisher suitable for tackling small fuel/electrical fires. Such fire extinguishers are to be checked at least monthly during and at the start of, the GWS normal operating period.
10. Should a fire occur on board a craft, the safety of all aboard should be the first concern and the craft should be abandoned if efforts to extinguish the fire are unlikely to quickly meet with success.
11. Should weather conditions change while sailing is in progress (eg to high winds, excessively gusty winds or lee shore conditions), the Senior Instructor or instructor in charge is to consider recalling inexperienced sailors/all boats. The safety boat(s) should be used to assist in such recalls.
12. All sailors must wear buoyancy aids and sailors with mobility restrictions may wear full lifejackets.
13. The Beach Master is responsible for maintaining a board or other system showing at all times the boats in use together with the names of the crew on board each boat.
14. A shore look-out is maintained at all times during sailing. If any boat cannot be seen from shore, the safety boat shall be tasked by radio (from Beach Master/shore team) to escort the unsighted boat back into viewing range.
15. When boats are being cleaned, only water and washing up liquid will be used for this purpose. A Power Washer may also be used although care must be taken to avoid damaging boat surfaces.
16. Sailing outside the period April to October (the normal GWS operating period) is only permitted to Members and helpers (not groups or guests) who are equipped with appropriate protective clothing and is to conform to the rules known as “Any Day Sailing” displayed in the Portakabin and detailed in the GWS Safety and Operating Procedures.

21. Safety Boat Operation

1. Only GWS members who have the RYA Level 2 Powerboat qualification are to act as helm.
2. Unqualified helms may drive the powerboat only when supervised by a RYA Powerboat Instructor for assessment or training purposes.
3. When acting as safety boat, the Helm must decide, in consultation with the Sailing Supervisor, if, for the prevailing and expected conditions, he requires an experienced crew on board.
4. The crew member(s) are to be briefed before launch on the procedures for rescuing boats and their crews and on the correct method of towing boats.
5. When afloat all crew members and passengers are to wear suitable clothing and a buoyancy aid.
6. The helm is to ensure that a first aid kit and boat recovery equipment are carried and stowed correctly whenever the boat is on the water.
7. The helm is responsible at all times when afloat for remaining in radio contact with the Beach Master and the Grafham Water Centre.
8. Although the helm is responsible for operating the boat with due regard for other users on and in the water; other users of the water are responsible for their own safety and in particular for avoiding the safety boat when it is involved in rescue or recovery duties.
9. During regattas, operation of the GWS safety boat is to be in compliance with GWS safety rules and with those mandated by the regatta organisers. It may be necessary for the GWS safety boat to maintain contact with the GWS Beach Master /Grafham Water Centre on CHANNEL P2 and the Grafham Water Sailing Club on CHANNEL P4.
10. At all times the helm is responsible for ensuring the safety of all on board and for ensuring that the boat is operated safely and with due regard for other users on and in the water.
11. During sail boat tuition, up to 6 sailing boats per safety boat may operate.
12. During group sailing, up to 10 sailing boats per safety boat may operate.
13. Safety boat requirements in excess of those listed above are to be arranged through Grafham Water Centre or Grafham Water Sailing Club.

22. Sailing – Drascombe Longboat

1. When children or vulnerable adults are embarked on the Drascombe, her Helm is to be approved by the Sailing Supervisor.
2. The maximum number of persons embarked on the Drascombe is 10 (ten). This number is to include the helm and at least one GWS helper and relevant carers.
3. Embarkation/disembarkation is to take place to/from the Jetty. The Jetty hoist is to be used for those with impaired mobility and no attempt is to be made to manually lift persons in or out of the boat.
4. On leaving the Jetty, the helm is to radio the Beach Master giving the number of souls on board (SOB) for addition to the list held by the Beach Master (refer to Section C20.13).
5. The helm is responsible for ensuring that the period of sailing is adjusted to take into account weather conditions and the safety and stamina of those embarked.
6. All passengers are to be instructed to keep hands and feet clear of the sides of the boat when approaching or alongside the jetty.

23. Sailing - Challengers

1. All Challenger crews are to comply with the general rules concerning sailing at GWS.
2. When a buddy seat is fitted to a Challenger, a suitably qualified full or Associate Member is to ensure that the seat is correctly attached to the boat. Only full or Associate Members who have passed the GWS "Buddy" Assessment are to act as buddies.
3. Normally, both buddy and helm are to be embarked on the boat prior to launching into the water and are to remain on board until the boat is recovered from the water. This may, owing to the weight distribution, require a helper to sit on the nose of the boat during launch and recovery and additional helpers to manoeuvre the boat.

4. Under no circumstances are sailors acting as buddies to attempt to sail the boat from any other position than the buddy seat.
5. In extreme conditions, it is unlikely, but possible, for a Challenger to capsize by burying its nose in the water and then tipping over. Invariably this will result in the crew being thrown out of the boat and they will need immediate assistance from the Safety Boat and its crew.
6. Recovery of a capsized Challenger will require the use of two power boats and crews since the boat can only be righted by tipping it nose over stern.

24. Sailing – Visiting Craft

1. All visiting craft are to comply with the general rules concerning sailing at GWS.
2. Any special precautions needed when handling the boat are to be briefed to launch/recovery crews.
3. Prior to setting sail, crews of visiting craft are to be briefed by the senior or other Instructor on conditions prevailing and on limitations on sailing on Grafham Water. Visitors should pay particular attention to the chart of the reservoir to ensure that they are familiar with the GWS sailing area before going afloat – the map is displayed in the Portakabin.

25. Sailing – Collisions

1. Should a collision occur, either with a fixed structure or with another vessel, the first consideration must be the safety of the occupant(s).
2. Once all safety considerations have been dealt with, the recovery of the vessels must become the primary consideration and all efforts be made to prevent further damage to the structures or vessels involved.
3. **Do not admit liability for the collision**, even it was your fault, since such an admission may invalidate any subsequent insurance claim.
4. Once recovery actions have been completed, the Beach Master and Sailing Supervisor are to be advised of the collision and their advice sought as to the subsequent actions required.
5. Full details of the incident, including a log of the recovery actions taken and details of the other structure or vessel involved, are to be entered in the day book for subsequent reporting by the Beach Master or Sailing Supervisor to the other Directors/Trustees.
6. The Senior Instructor and the Directors/Trustees will decide on whether an insurance claim is to be made.
7. If the collision occurs under race conditions, the appropriate measures detailed in the race instructions are also to be complied with.

26. Any Day Sailing

1. Any member wishing to sail at any time other than the normal Club sailing day, i.e. Thursday afternoon, April – October inclusive, must adhere to the Any Day Sailing Rules at Annex B.

SECTION D - OPERATION OF EQUIPMENT

27. Rigging, de-rigging, assembly and disassembly of boats

1. These tasks are to be completed by crews led by an experienced sailor or helper who is familiar with the construction, layout and rigging of the boat in question.
2. Boats should be turned head to wind to make the raising and lowering of sails easier.
3. Care should be exercised when handling the wire loops on the end of halyards to ensure that stray strands of wire do not injure the person hoisting/lowering sails. Any such strands are to be reported to the Beach Master so that remedial action can be taken.
4. When fitting or removing masts, rudder assemblies and masts extreme caution is to be exercised so that the risk of dropping these items or trapping fingers or limbs is minimised. The minimum number of people required to fit or remove a sponson from a Challenger is 3 (three), two to support the sponson and one to fit/remove the securing bolts.
5. Before despatching a boat for launch a safety check should be completed by an experienced sailor or helper, who is to check that the boat is rigged correctly and that all bungs have been inserted and all water has been drained out.

28. Use of GWS Buggy

1. The GWS Golf Buggy is provided primarily for towing boats. However, when not required for such duties it can be used to transport persons around the Grafham Water and Grafham Sailing Club Estates.
2. Since it is not licensed for road use, the Buggy is not to be operated outside the confines of the Grafham Water Centre and Grafham Water Sailing Club Estates.
3. The maximum number of people permitted to ride on the Buggy at any time is two, ie. the driver and one passenger.
4. Passengers are to exercise caution by holding on to the side rail provided while riding in the Buggy to ensure that they are not thrown out of the Buggy.
5. Passengers are not to be carried on the rear luggage tray.
6. Only GWS Members holding full driving licences and who have received appropriate instruction on its use are permitted to drive the Buggy. A list is kept in the cabin of all approved drivers.
7. At all times the Buggy is to be driven with due regard to the safety of other users of the Grafham Water Centre/Grafham Water Sailing Club Estates.
8. Drivers are to avoid tight turns and harsh acceleration/deceleration at all times.
9. When operating close to the water's edge particular care is to be exercised to avoid skidding on loose sand and gravel.
10. Under no circumstances is the Buggy to be driven into the water.
11. When towing boats, the Buggy is to be driven at no more than a slow walking pace.
12. Refuelling of the Buggy is only to be undertaken at the Grafham Water Centre refuelling point on the side of the GWS slipway.
13. When not in use the Buggy is to be garaged in the Grafham Water Centre Boat House or, by prior agreement only, in one of the Grafham Water Sailing Club garages.
14. When not in use, the keys to the Buggy are to be lodged for safe keeping with the Reception staff at the Grafham Water Centre.
15. Prior to driving the Buggy, drivers are to ensure that it is in a good and safe operating condition. Any defects are to be reported to the Beach Master.

29. Use of the GWS Jetty Hoist

1. When using the jetty hoist, it is to be installed in one of the two holes provided for this purpose in the "T" outer end of the jetty.
2. Only the specially designed slings provided for use with the hoists are to be used.

3. Operation of the hoist is to be supervised by a member trained for this purpose and this person is responsible for ensuring that the hoist is in a serviceable condition and is installed and operated correctly. A list is kept in the cabin of all approved hoist supervisors.
4. At least 3 able bodied members or Group helpers are to assist disabled members when the hoist is in use.
5. One, the supervisor, is to man the hoist while the second on the jetty and the third in the boat are to assist the disabled person to embark in/disembark from the boat.

30. Use of the GWS Portable Hoist

1. Deployment of the hoist is to be supervised by an approved member of GWS who is to be familiar with the use of its controls and its safety features. A list is kept in the cabin of all approved hoist supervisors.
2. Care is to be taken by all using the hoist to avoid trapping fingers and/or clothing when the hoist is being deployed or stowed away.
3. The portable hoist must not be used except across a slope to prevent the uncontrolled movement of the travelling hoist motor container.
4. Only the specially designed slings provided for use with the hoists are to be used.
5. Able bodied members or Group helpers are to assist disabled members when the hoist is in use.
6. One, the supervisor, is to man the hoist control while the others are to assist the disabled person to embark/ disembark from the boat.
7. Operation of the hoist is to be supervised by a member trained for this purpose and this person is responsible for ensuring that the hoist is in a serviceable condition and is installed and operated correctly.
8. Care is to be taken to ensure that the hoist motor container does not strike the person being lifted on the upper body or head.
9. Care is to be taken to ensure that fingers or clothing do not become trapped in the hoist mechanism while it is operating.
10. The hoist is to be inspected and certificated either every six months or to a written schedule.

31. Use of GWS Radios

1. Prior to use, the Beach Master or another competent person is to check that radios are switched on, set to the right channel (normally CHANNEL P2 for GWS and Grafham Water Centre and CHANNEL P4 for Grafham Water Sailing Club) and that they are fully charged. Normally channel P2 will be utilised for GWS radio communications.
2. Radios are to be carried, as a minimum, by the crew of the Safety Boat, the skipper in charge of the Drascombe long boat and the Beach Master. Additional radios may be issued as deemed necessary by prevailing operating conditions.
3. All users of the radios are to have received a briefing on their correct usage and the callsigns to be used. Callsigns will normally be "SAFETY" followed by the operator's forename and all users should be aware of the user names being used on any single day. "SAFETY BASE" is not to be used since this is the callsign allocated to the Grafham Water Centre base station. Users should be aware that GWS shares its normal operating channel with the Grafham Water Centre and so should keep usage to operational matters only.
4. Users of radios are to ensure that the radios are attached to their person or clothing by the use of lanyards or approved clips.
5. Radios are to be switched off and returned to their charger units in the Crew Portakabin after use.

32. Loading/Unloading and Use of Challenger Road Trailers - General

1. The person who is going to tow the trailer and boat(s) is responsible for ensuring that the boat(s) is/are correctly and safely loaded on to the trailer.
2. Once the boat has been disassembled, the trailer outriggers and jockey wheel should be removed from the launching trailer.

3. The launching trailer and boat are then to be loaded into the road trailer taking care that fingers and limbs do not become trapped during the operation.
4. Masts and cross beams are then to be loaded in the centre of the road trailer followed by the sponsons which should be placed on the brackets on either side of the road trailer. All items must be securely stowed to the trailer before hitching up for towing.
5. Having secured all items, including the launching trailer's jockey wheel, the lighting/number plate board is to be fitted to the rear of the road trailer.
6. Prior to hitching the road trailer to the towing vehicle, make a final check that all is safe and secure.
7. Once the road trailer is hitched up to the towing vehicle, ensure that the towing vehicle's engine is switched off and connect up the lighting board to the towing vehicle's socket.
8. Check that the lighting board is working correctly and that rear, brake and indicator lamps work in unison with the corresponding items on the towing vehicle.
9. When unloading a boat from the road trailer ensure that the area behind the boat is clear before disengaging the boat and its launch trailer from the road trailer.
10. The person driving the towing vehicle must ensure their insurance is valid for towing.
11. The road trailer should not be permitted to enter the water.

33. Loading/Unloading and Use of Challenger Double Road Trailers

1. The general controls listed above for single road trailers apply except as modified below.
2. The first boat is to be loaded on the top of the trailer and the second below.
3. The sponsons, mast and cross beams for the top boat are loaded on the left hand (port) side of the trailer and those for the lower boat on the right hand (starboard) side of the trailer.
4. Extreme caution is to be exercised when using the winch to raise or lower the top boat and its launching trailer.

34. Refuelling of Boats

1. Refuelling of boats is to take place either on the hard standing where the boats are stored or on the slipway. Refuelling is never to take place while sailing or when moored at the Jetty.
2. Fuel tanks are, where possible, to be removed from the boat for refuelling and they are to be filled in the proximity of the Grafham Water Centre fuel store.
3. Care is to be taken to ensure that fuel tanks are not overfilled and that any spillages are dealt with immediately.
4. Prior to refuelling operations, a check is to be made that appropriate fire extinguishers are in place.
5. No smoking or naked lights are permitted when refuelling is taking place.
6. Care is to be taken to ensure that the Grafham Water Centre fuel store is properly locked after use and the keys returned to the Beach Master or Grafham Water Centre staff as appropriate.

35. Use of Power Tools

1. Extreme caution is to be exercised when using these tools to ensure that others are not put at risk from their operation.
2. The use of mains powered electrical tools is to be discouraged. Rather battery powered tools should be used.
3. Should it be essential that mains powered tools be used the minimum requirement is that they are powered through a residual current detector (RCD) but preferably through an approved isolation transformer.
4. At all times, operators of such tools are to use them in accordance with the safety instructions provided by the manufacturers.
5. Protective glasses and gloves are to be worn when appropriate.
6. Operators of such tools are to ascertain that tools are in a sound and safe condition before using them.

36. Use of Lawn Mowers and Trimmers

1. Extreme caution is to be exercised when using these tools to ensure that others are not put at risk from their operation.
2. Operators of such tools are to ascertain that tools are in a sound and safe condition before using them.
3. Protective glasses and gloves are to be worn when appropriate.
4. At all times, operators of such tools are to use them in accordance with the safety instructions provided by the manufacturers.
5. Petrol driven tools are only to be refuelled at the Grafham Water Centre refuelling point.
6. Electrically operated tools are to be used in accordance within the controls specified for power tools above.

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ANNEX A

GWS POLICY STATEMENT ON THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS AND GOOD PRACTICE GUIDE

1. The welfare of children and vulnerable adults is paramount
2. All members have the right to protection from abuse, regardless of their age, culture, disability, gender, language, racial origin, religious belief or sexuality.
3. All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
4. As defined current legislation, anyone under the age of 18 should be considered a child for the purposes of this document.
5. Whilst Children or Vulnerable Adults are on site, they must be accompanied by a parent, guardian, appointed carer or group leader, who has identification of their position and registered their name and those in their care with a Cabin Supervisor.

Prevention of abuse

6. The work of GWS should be carried out so as to minimise situations where abuse can occur. GWS Good Practice Guide for the Prevention of Abuse (see below) is on the Portakabin notice board.
7. All queries should be referred to a Director/Trustee.
8. All Directors/Trustees and all Associate members likely to be alone with children or vulnerable adults, ashore or afloat, are required to apply for Criminal Records Bureau (CRB) Enhanced Clearance every three years. Only those with CRB clearance may assist dressing, transport alone or sail alone with children or vulnerable adults.

Recruitment of New Associate Members:

9. Associate members joining with the intention of acting as a sailing helper should familiarise themselves with the GWS Safety and Operating Procedures and the GWS Good Practice Guide to the Protection of Children and Vulnerable Adults (see below).
10. A self-declaration form and two references will be required of recruits not personally known to existing members of GWS.
11. Associate members joining with the intention of instructing, acting as helm on the longboat, or assisting in dressing of members, must present CRB Enhanced clearance before engaging in these tasks.

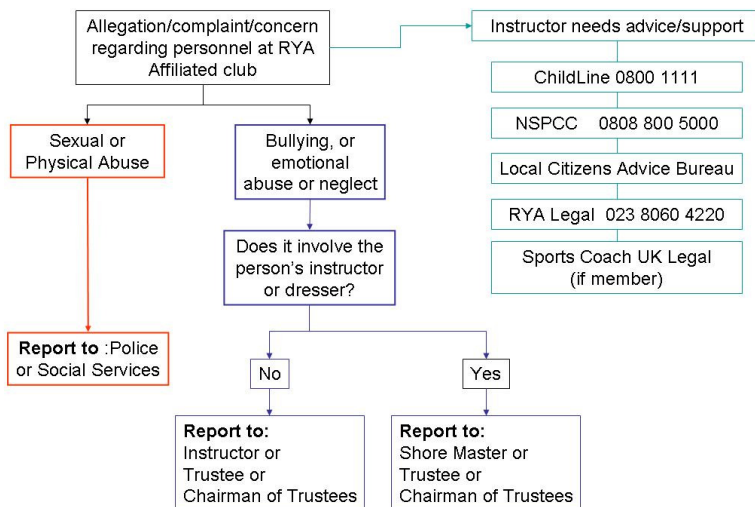
If abuse is suspected

12. A guideline on how to deal with abuse is shown below. A copy of this document is always kept in the GWS Portakabin. Incidents should be reported immediately to a GWS Director/Trustee and logged in the GWS Day Book.

Abuse Reporting Procedure

13. The welfare of children and vulnerable adults is paramount
14. All members have the right to protection from abuse, regardless of their age, culture, disability, gender, language, racial origin, religious belief or sexuality.
15. All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
16. As defined in the Children Act 1989, anyone under the age of 18 should be considered a child for the purposes of this document.
17. Whilst Children or Vulnerable Adults are on site, they must be accompanied by a parent, guardian, appointed carer or group leader, who has identification of their position and registered their name and those in their care with a Cabin Supervisor.

Abuse Reporting Procedure



GWS PROTECTION OF CHILDREN AND VULNERABLE ADULTS GOOD PRACTICE GUIDE

In this guide, any reference to child/children also applies to vulnerable adults.

1. Do not spend excessive time alone with children away from other people.
2. Do not take children alone in a car or on car journeys, however short.
3. Do not take children to your home.
4. Where any of these is unavoidable, ensure they only occur with the full knowledge and consent of someone in charge of the site or of the child's parent/guardian/carer.
5. Design training programmes that are within the ability of the individual child.
6. Do not photograph, video or publish pictures of a child without the knowledge and consent of their parent/guardian/carer.
7. Be sensitive to the risk, although probably slight in our sport, that images can be misused by a third party.
8. Do not publish information, in print or on a web site, which might enable someone to contact a child.
9. All our children come with parent, guardian, carer or Group Leader who is responsible for personal care.
10. However, in an emergency, it may be sometimes necessary to do things of a personal nature for children, particularly if they are very young or disabled.
11. These tasks should only be carried out if you have CRB Enhanced Clearance and with the full knowledge and understanding of the child's parent/guardian/carer/group leader.

IN AN EMERGENCY SITUATION, WHICH REQUIRES THIS TYPE OF HELP, PARENTS/GUARDIANS/CARERS/GROUP LEADERS SHOULD BE FULLY INFORMED.

IN SUCH SITUATIONS, IT IS IMPORTANT TO ENSURE THAT ALL MEMBERS ARE SENSITIVE TO THE CHILD AND UNDERTAKE PERSONAL CARE TASKS WITH THE UTMOST DISCRETION.

Never:

1. Engage in rough, physical or sexually provocative games, including horseplay.
2. Allow or engage in inappropriate touching of any form.
3. Allow the child to use inappropriate language unchallenged.
4. Make sexually suggestive comments to a child, even in fun.
5. Let allegations a child makes go unchallenged or unrecorded, always act.

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ANNEX B
ANY DAY SAILING

Any member wishing to sail at any time other than the normal Club sailing day, i.e. Thursday afternoon April – October inclusive, is to adhere to the following:

1. Only those members who have reached a competent standard of sailing approved by a Senior Instructor may take part.
2. The member must be accompanied by sufficient experienced helpers to rig, launch and recover the boat and, if the buggy is to be used, one of the helpers must be an approved driver.
3. Before sailing, contact must be made with GWC Duty Manager for the day to ensure that sailing by GWS is compatible with other activities at the Centre that day. On arrival, members must check in with the Duty manager and sign the daily briefing sheet to confirm that sailing is taking place. Please note:
 - a. The Duty Manager is not always immediately available.
 - b. Wednesday is a particularly difficult day for the Centre and Friday also is often difficult.
4. If the GWC Duty manager is happy for sailing to proceed, members may draw the keys and use the GWS Portakabin and, if required, the golf buggy.
5. All attendees must sign in the GWS day book/attendance sheets.
6. Prior to launching, one of the helpers must visit or radio the Coxswain at GW Sailing Club to confirm sailing conditions and weather forecast, and to give their sailing plans. They must understand and obey the area flags displayed by GWSC.
7. Whilst a member is sailing, one of the helpers must keep watch on the member and inform the Coxswain if any help is required. The helper must also be ready, willing and able to accompany the Coxswain to help with the rescue.
8. Radio contact with the GWSC Coxswain should be maintained periodically during the sailing session using Channel P4 unless the GWS Safety Boat is being used.
9. The Coxswain and GWC must be informed once all boats are off the water.
10. Any damage or problems with GWS property must be immediately reported to a member of the committee.
11. Any incident that occurs must be entered in the day book.
12. The Portakabins must be left clean, tidy and secure.

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ANNEX C
DUTIES OF PORTAKABIN SUPERVISORS FOR THE SAILING SEASON
(APRIL – OCTOBER)

The Portakabin Supervisor(s) is/are responsible for ensuring that on Thursday Afternoon Sailing Days:

1. Drinks and light refreshments are available
2. All utensils are left clean and tidy
3. All attendees sign the GWS Day book/attendance sheets
4. Visiting Groups are provided with suitable Clothing and Waterproofs
5. Help with dressing is given only by CRB (Enhanced) approved persons or carers
6. Children and vulnerable adults proceeding towards Grafham Water or past the water's edge (including the jetty) are to wear life jackets or buoyancy aids.
7. The fire extinguishers are to hand and serviced
8. The Portakabins are left clean and tidy
9. The Portakabins are locked at the end of the sailing session
10. There is an agreed deputy if they cannot attend.

ANNEX D
RISK ASSESSMENT

Definitions used:

P = Probability - scored on a scale from 1 (low) to 3 (high)

I = Impact if risk occurs - scored on a scale from 1 (low) to 3 (high)

Risk Score = product of Probability and Impact

SOPs = GWS Safety & Operating Procedures Reference

Risk No	Risk	Description	Pre Mitigation			Mitigation (Refer to SOPs)	Post Mitigation		
			P	I	Risk Score		P	I	Risk Score
1	Vehicles on Slipway colliding with people/ objects	Cars, trailers, boats and buggies accessing the slipway without care for other users	3	2	6	Sections A2, A3, D28.	1	1	1
24	Falls/slipping on Slipway	Additional risks caused by lack of mobility due to disability. Caused by mud, bird fouling, algae and generic trip hazards.	2	1	2	Section A3	1	1	1
3	Fire in Portakabin	Fires caused by electrical equipment, catering equipment, smoking, batteries shorting out.	2	3	6	Sections A4, A5.	1	1	1
4	Fuel Fire	Fuel in safety boat and Drascombe engines which are filled from standalone cans.	1	3	3	Section A5, A6, D34.	1	1	1
5	Wildlife attack/injury	Includes swans, geese, smaller birds and small wild animals.	1	2	2	Section A7.	1	1	1
6	Animal attack/injury	Domestic animals such as dogs.	1	1	1	Section A8.	1	1	1
7	Refreshments - food hygiene	Food is available in the Portakabin and thus requires attention to hygiene.	1	2	2	Section B9.	1	1	1
8	Refreshments - spillage of hot liquids	Hot drinks available in the Portakabin.	2	1	2	Section B10.	1	1	1
9	Biological Hazards	Blue/green algae and Weils disease	1	2	2	Section B11.	1	1	1
10	Chemical Hazards	Spillage of chemicals used to clean boats or in workshop.	2	1	2	Section C20.	1	1	1
11	Capsize of Challenger	Refers to crew involuntarily entering the water during sailing.	1	2	2	Sections B12, B13, C20, C23, C24.	1	1	1

Risk No	Risk	Description	Pre Mitigation			Mitigation (Refer to SOPs)	Post Mitigation		
			P	I	Risk Score		P	I	Risk Score
12	Capsize of Drascombe	Refers to crew involuntarily entering the water during sailing.	2	2	4	Sections B12, B13, C22, C23.	2	1	2
13	Drowning	Loss of life of boat crews/shore helpers	2	3	6	Sections A1, A3, B12, C19 to C26.	1	1	1
14	Exposure to the elements	Cold (from immersion or exposure), wind burn, sunburn, sunstroke, heatstroke.	2	2	4	Sections B13, B14.	1	1	1
15	Launch and recovery hazards	Launching and recovery from the water requires the boats to be well under control in any conditions. Knowledge and a minimum number of experienced shore crew are required to avoid risks to helpers and crew.	2	2	4	Sections C15 to C18, D28.	1	1	1
16	Failure of Sailing Controls	Includes sailing by unauthorised persons; visiting sailors unaware of local area; sailing out of sight of safety cover.	2	2	4	Section C20, C24, C26.	1	1	1
17	Additional risks with Safety Boats	Safety Boat is powered by an engine which hangs down into the water and this can present a risk to those in the water in a recovery situation. Recovery of people in the water requires skills on behalf of the safety crew to ensure that injury risk is avoided.	1	2	2	Section C21.	1	1	1
18	Injury from boat booms, winches, ropes etc.	In sailing conditions, especially in the launch and recovery processes, care needs to be exercised by the launch/recovery crews to avoid contact by these and similar items.	2	2	4	Section C15 to C24, D27.	1	2	2
19	Injury due to use of Portable or Jetty Hoists	Specialist equipment to assist in embarkation/disembarkation.	2	1	2	Sections D29, D30.	1	1	1

Risk No	Risk	Description	Pre Mitigation			Mitigation (Refer to SOPs)	Post Mitigation		
			P	I	Risk Score		P	I	Risk Score
20	Injury due to lifting heavy objects including sailors being embarked/ disembarked.	Avoidance of back injuries in particular.	2	2	4	Introduction and Sections C19, D27, D29, D30, D32, D33.	1	1	1
21	Radio Communications Failures	Radios available operate on P2 (GWS and Grafham Water Centre) and P4 (Grafham Water Sailing Club) frequencies as a minimum.	1	2	2	Section D31.	1	1	1
22	Road Trailer failures	Includes loading Challenges and fitness to travel on public roads.	2	3	6	Sections D32, D33.	1	2	2
23	Injury caused by use of Power Tools	Use of tools for minor boat repairs.	1	1	1	Section D35.	1	1	1
24	Injury caused by use of Lawn Mower/ Strimmers	Use of tools for ground maintenance	1	2	2	Section D36.	1	1	1
25	Medical problems	Includes pre-existing conditions as well as the unexpected.	2	3	6	Introduction.	1	2	2

ANNEX E

Emergency Action Checklists

Accidents and emergencies at GWS

First aid kits are kept in the Cabin and in the Safety Boats. Others may be available through GWC.

Emergency Services		999
Nearest Emergency Hospital	Hinchingbrooke Hospital, Huntingdon	Non-Emergency No: 01480 416416
Doctor:	Great Staughton Surgery	01480 860770
NHS Direct		0845 4647
GWC Reception		01480 810521

In case of emergencies at Grafham Water Sailability, reference must be made to a qualified First Aider (all RYA Instructors have First Aid qualifications) when necessary.

In any incident other than Categories 1 and 2, the Beachmaster must be made aware of the situation and he/she may then take over management of the incident.

CATEGORY 1

**No physical harm to participants or instructor,
low level First Aid (TLC).**

**However, equipment might be damaged or
the incident may be considered a near miss.**



Ensure the safety of the participants.



Withdraw any faulty equipment and continue with the activity if appropriate.



Report any faulty equipment as soon as practical to the Beachmaster.



If the incident was a near miss record the event in Incident Book kept in the Cabin.

CATEGORY 2

Minor injury requiring First Aid kit to be used.



Ensure the safety of the participants.



Administer First Aid.



Continue with the activity if the First Aider perceives this to be an appropriate course of action. If not, then ensure that the individual is returned to the Cabin and supervised by a member of GWS or the appropriate carer.



Complete the Incident Book in the Cabin.

CATEGORY 3

**Precautionary visit to hospital.
The injury may be serious but not life threatening
and the casualty could be assisted to a vehicle.**

↓
Safeguard casualty and administer First Aid.

↓
Do not leave the casualty unattended.

↓
Take the casualty to the nearest hospital (if they are under 18 years of age they must be accompanied by a GWS member or the appropriate carer).

↓
On return to GWS, complete the Incident Book in the Cabin and brief the incident to an appropriate GWS Director to ensure that any subsequent Board discussion is well informed.

↓
It is also GWS Policy that GWC is updated on the Incident via the GWC Reception.

CATEGORY 4

**Major injury.
The casualty needs to go to hospital immediately.**

↓
Safeguard casualty and administer First Aid.

↓
Do not leave the casualty unattended.

↓
Use nearby assistance, mobile phone (kept in the Cabin) or radio (via Safety Base/GWC) to call for emergency services.

↓
Act on any advice given.

↓
If the casualty is under 18 years of age they must be accompanied to the hospital by a GWS member or the appropriate carer).

↓
Contact GWC to inform them of the situation, and gain their assistance in directing the emergency assistance to the correct site of the casualty.

↓
Complete the Incident Book in the Cabin and brief the incident to an appropriate GWS Director to ensure that any subsequent Board discussion is well informed.

↓
It is also GWS Policy that GWC is made aware of the Incident via the GWC Reception.

