

ALDEBURGH YACHT CLUB HEALTH & SAFETY POLICY

AYC SAFETY POLICY READ LIST 2026

Name	Date Read	Signature	Role
Rory Bowman			Commodore
Shaun Seear			Club Manager
Andy Bryenton			Chief Boatman
Molly Bowman			Chief Instructor
Ellie Baker			Assistant to Club Manager
Kelly Bryenton			Office Assistant
Brian Tibbenham			Boatman
Gary			Boatman
Justin Gilbert			General committee

AYC SAFETY POLICY READ LIST 2026 continued

Name	Date Read	Signature	Role

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INTRODUCTION

PURPOSE

This document sets out the Aldeburgh Yacht Club's (AYC's) Health & Safety Policy in a clear and concise manner to enable it to be easily read and understood by employees, members and visitors. It includes the Club's Safe Operating Procedures as set in the Royal Yachting Association (RYA) guidance notes for Recognised Centres (RTC).

GENERAL

AYC exists to provide members and guests with the facilities to enjoy recreational sailing and boating - predominantly on the river - and related social activities.

All outdoor activities have a degree of risk. AYC aims to provide as safe an environment as is reasonably possible for the activities that it undertakes. In order to achieve this, the Club operates a safe system of operation based on safe practices undertaken by competent and current people. This safety policy applies to activities on the water and off the water. The Club will update the policy as required by any improvements that are deemed necessary for the safe running of the Club. AYC is an RTC under the provisions of the RYA; the RYA is the National Governing Body for all water sport activities within the UK. AYC has formal policies that govern the safe system of operation and training and which form part of this policy document.

The season runs from March to December each year but is at its busiest in the Summer school holidays. The Club runs organised races (Club races, open meetings and regattas) RYA courses and club training activities as well as social cruising and sailing sessions. Members are free to take to the water independently - including when the clubhouse is closed. Numerous social events are held at the club year round, including outside of the racing season. The Club employs office staff, boatmen, barman and instructors, both permanent and temporary, and catering is provided on site by a franchisee. AYC recognises its responsibilities to provide for the safety of its employees and this policy also covers its responsibilities to them.

AYC's health and safety policy seeks to minimise the risk to employees, members, guests, students and visitors whilst on the premises and / or taking part in AYC organised events; this document explains how this is done – focussing on the key risk areas.

APPROVAL AND REVIEW

The policy will be kept up to date, particularly when the Club's facilities and activities are subject to material or substantial change. To ensure this it will be reviewed and approved by the General Committee prior to the start of the sailing season annually.

SIGNATURE SHEET

An annual list of names of those required to read this document is to be kept in the front of the folder holding a current copy of the H&S Policy.

LEGISLATION

The key pieces of relevant legislation and regulation are the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations, summarised below. But there are others – as detailed in the RYA's Health & Safety Guidance Note (February 2008).

Health and Safety at Work Act 1974

An organisation which has at any one time has 5 or more employees must write a Health & Safety Policy. This should be given to employees and displayed on the club premises. A Health & Safety Policy should consist of:

- A Policy Statement stating the Club's intention to provide a safe environment.
- An explanation of how safety management is organised.
- Details of specific arrangements for health & safety.

The Management of Health & Safety at Work Regulations

These Regulations have been designed to encourage, through the use of a Risk Assessment, a systematic and consistent approach to managing health & Safety - they apply to employees whatever type of work is carried out or the level of risk involved.

The Club must assess both the risk to employees while working and the risk to others using the Club or involved in its activities. This means:

- Carrying out a risk assessment
- Record the findings into the H&S Policy
- Review at regular intervals and inform staff of changes
- Ensure the club has procedures for serious and imminent danger - e.g. fire and drowning
- Make sure the Club has provided Health & Safety information and training to employees
- Remind employees and members of their responsibilities

AYC's HEALTH AND SAFETY POLICY STATEMENT

AYC's Risk Assessments for the various elements of the club and its operations follow in this document. AYC policies have been fashioned by the findings of these risk assessments and the policy statement is:

"AYC's policy is to provide and maintain safe and healthy conditions, equipment and systems of work for our employees, members, guests, students and visitors and to provide such information, training and supervision as they need for the purpose."

Signed by the Commodore

Date

Countersigned by the Club Manager

Date

RESPONSIBILITIES

The Club has a management committee to oversee the running of the Club and has a number of sub committees. The list of Committee Members and sub committees, with their responsibilities is displayed on the AYC notice board. The Club Manager is the Principal of the RYA Recognized Training Centre (RTC) and has a nominated Chief Instructor who is the technical expert for all training matters.

Any advice offered by any employee, member or officer of the Club is purely given as an opinion in good faith. The liability for any decision made from the advice given remains with the skipper of the vessel, who is obliged to exercise all reasonable caution.

At AYC, Health & Safety responsibilities are assigned as follows:

The General Committee has the overall and final responsibility for health and safety at the Club

The Club Manager is responsible to the General Committee for safety arrangements within the Club, including in the following areas:

- RTC training and club training.
- Safety Training.
- Safety Inspections.
- Investigating accidents.
- Monitoring maintenance of plant.
- Monitoring maintenance of Club boats.

The Chief Boatman is responsible to the Club Manager for the maintenance, control and safe operation of all Club boats and equipment relating to them. He is the technical expert for the safe operation of the Club's motor boats. He maintains up to date log books and maintenance registers for all Club boats and oversees the fault books and repair standards

All Employees have the responsibility to co-operate to achieve a health & safe workplace and take reasonable care of themselves and others and to bring to the attention of any suspected hazards that they consider are not covered by Club safety procedures.

Members and Users The Clubs' members and users are expected to abide by the bye-laws of the Club, and respect the safe practices that the Club adopts. They should at all times take the necessary precautions to ensure that no other user is placed at an undue risk. They should also not place themselves in a position where they could incur damage or loss to themselves. The Club bye-laws are displayed on the reading shelf in the club room and maintained by the Club Manager on behalf of the Committee.

Members and users are expected to abide by the bye-laws of the Club and to bring to the attention of any suspected hazards that they consider are not covered by Club safety procedures.

Members are specifically not to:

- allow children under their control on the pontoons without adult supervision and a buoyancy aid
- operate the Rolling Pontoon Winch without prior training and approval
- operate the crane on the North slipway

Instructors, Training Staff and Volunteers

Race Officers (ROs) (also known as Officers of the Day (OODs)) are appointed by the Sailing Committee and have additional duties. They are responsible for the safe planning and conduct of racing. They are to liaise with the Chief Boatman or his nominated deputy to ensure that adequate on the water safety arrangements are in place and to establish communications. During the annual Senior and Junior/Youth Regattas, special measures apply due to the volume of boats racing. The Chief Boatman is responsible for the management and operation of safety support to racing. There must be close coordination prior to each series of races (am and pm series) to confirm racing areas and to establish patrol boat operating zones. Patrol boats are not to be stood down until the Chief Boatman has obtained confirmation from the OOD to do this and that he has satisfied himself, as far as is reasonably practicable to do so, that all sailors have been safely accounted for. Where there is a dispute about whether to sail or not due to inclement weather conditions, the Chief Boatman's decision is final. RO's will be provided with a check list to assist them in their role; the check list will also provide a record of the duty and should be returned to the Club Manager's office at the completion of their duty. Training can be arranged where required. Ros should inform the Club Manager if they require it.

The Skipper of Any Vessel The decision whether or not to sail is solely down to the skipper. Where the skipper is a child, that decision lies solely with their parent or guardian. The skipper of any boat is responsible for the crew under their command. The only exception to this is if students are sailing under instruction where the Instructor or, for an RYA course, the Senior Instructor hold that responsibility. Skippers are to refer and abide to the relevant Sailing Instructions (Sis) which govern the conduct of the event they are taking part in.

SAFE OPERATING POLICY AND RISK ASSESSMENTS

Section 1: BUILDINGS

Buildings. Members and users of any of the Clubs facilities must exercise all reasonable caution in respect of other members and users of the premises and grounds. Particular attention should be paid to changing areas and access where the floor may be wet after sailing. Wheelchair access is provided at the Eastern entrance.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Fire	Everyone in building	In date and appropriate fire extinguishers and annual fire inspection. Emergency lighting in place. Adherence to cleanliness standards and correct storage in kitchen.	Regular fire practice by staff. Last out checks to be rigorously enforced	Annually. Fire Service inspection. Routine inspection by the Club Manager
Electrical risks	Everyone in building	Equipment installed and inspected by a qualified electrician according to prevailing regulations. Electrical equipment is tested every 3 years	Club Manager to arrange	Club Manager
Cleaning materials i.e bleach. Burns & ingestion	Children	Materials stored in locked cupboards. Items stored correctly	Routine inspection	Club Manager
Bar area/ Heavy objects, glass and alcohol	Staff only	Only club staff and appointed volunteer members with experience allowed behind the bar. Strict adherence to age limits for the selling of alcohol. Use of age restriction signs.	Club Manager, barmen and all members	Barman and Club Manager
Workshop,	Staff Only	Only club staff and members with approval are allowed to enter. Strict adherence to health & Safety whilst in workshop	Regular review of operation and work in the workshop	Boatmen and Club Manager
Kitchen area. Slips, fat & water burns, fire, flooding	Staff only	Franchisee responsible for all health and safety matters. Staff training, correct signage and adherence to procedures	Mackenzie David Events Ltd	Mackenzie David Events Ltd

SAFE OPERATING POLICY AND RISK ASSESSMENTS

Section 2: OUTSIDE AREAS

Outside areas. Access to the Club is via the Club car park. Common sense should prevail at all times when in the Clubs areas. Particular thought should be given by members as to whether or not their actions could lead to any danger to other members or users. For example, launching trolleys should not be left on slipways or below the high water mark, no smoking signs around the outboard shed and petrol storage areas should be observed and the lockable containers and compounds should always be secured immediately after use. Members are to pay particular attention to the safety of children who must be supervised; children are not to play on or near the slipways and are to wear appropriate personal flotation device (PFD) when on the Club pontoons. Children under the age of 16 years are not to be left without a parent or nominated guardian on the Club premises at any time. A speed limit of 5mph applies in the car and dinghy parks.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Dinghies being moved by strong winds. Crush injuries	Everyone in area	Dinghy securing points all chains now in place	Members to continue to secure dinghies properly	Boatmen to review regularly and inform Club Manager as necessary
Motor vehicles. Run over & RTA	Everyone in area, but especially children	5 mph speed limit in force. Vehicles only allowed in dinghy park to deliver boats. Drivers to be vigilant	Reminders of speed limits and dangers. Place speed signs in car park	Club Manager
River frontage and pontoons. Drowning	Everyone, but especially young children	Water's edge clearly defined. Children may only use the pontoons when wearing a PFD	Caution by parents in charge. Club staff vigilance	Club Manager
General storage. Hazardous material, trip hazards	Anyone in area	Safe storage and taking reasonable care	Continued enforcement of safe procedures	Routine inspection by Chief Boatman and Club Manager
Dinghies stored on racks above head height	Staff only	Only club staff allowed to remove/return dinghies	At least two people to work together	Club Manager, Chief Boatman, Chief Instructor

SAFE OPERATING POLICY AND RISK ASSESSMENTS

Section 3: PETROL STORAGE

Fuel Storage. AYC have taken advice from the RYA and Suffolk County Council, who are the Petroleum Enforcement Authority. In accordance with our duty to inform the Authority, AYC stores up to 275 litres petrol in an appropriate storage container is provided for the storage of the Clubs' patrol boat fuel. The storage container is a lockable steel box designed for the purpose of fuel storage and is sited outside, away from buildings and suitably marked. It is located adjacent to the workshop and is managed by the Chief Boatman. Fuel will be stored in appropriate tanks designed for use by power boats with a capacity not exceeding 25 l each. In addition, AYC policy is that:

- Transport:
 - AYC will only transport a maximum of 100 litres at a time, which is well within a 333 litre limit
 - The Chief Boatman has been provided with a 2Kg fire extinguisher with a fixing for his truck which is used to transport fuel
 - The Club Manager and Chief Boatman discussed the transport and storage of petrol 12/3/2019, which was agreed to be sufficient training, noting the Chief Boatman's experience. This formal meeting will be updated annually.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Petrol store. Fire & explosion		The Chief Boatmen is the main operator for petrol transport and storage. He has responsibility and must ensure that anyone to whom he delegates work has been made aware of the rules and controls applicable, providing training and advice where necessary	Oversight, annual review of safe procedures Provision of spill control measures and material	Club Manager and Chief Boatman
HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Petrol store. Fire & explosion	Users and members within the Club area	Locked, purpose built container. Only Club boatmen have keys. Provision of 'No Smoking' signs. A maximum of 275 l (13 tanks) is not to be exceeded. Fuel is to be stored in designated fuel	Continued enforcement of safe procedures	Routine inspection by Chief Boatman and Club Manager

		tanks of no greater capacity than 25 l each. Minimise the amount of pouring required from one container to another (ie confine to draining nearly used tanks into one in order to send empties for refill). No flames or naked lights in the area and No Smoking		
Petrol transport	Chief Boatman/Boat men	A maximum of 5 of 22/25 litres tanks are to be transported by a designated vehicle at any one time. Use Use of rope for tie downs. Provision of 2kg dry powder fire extinguisher, fixed in the fuel truck.	Supervision of correct procedures	Chief Boatman

SAFE OPERATING POLICY AND RISK ASSESSMENTS

Section 4: OUTBOARD STORAGE

Outboard storage. The Club provides two large containers for the storage of outboard engines. The use of the containers is managed by the Club Manager. Members have a duty to keep their outboards securely attached to the mounting points provided. A maximum of one 5 l approved fuel container may be stored in the storage for each outboard motor. The decanting of fuel in the storage is both dangerous and likely to lead to injury to others and is forbidden.

A second appropriate storage container is provided for members to use if they return to shore after the main containers have been secured.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Outboard shed. Fire & explosion	Anyone in area	Locked containers and No Smoking signs. Petrol can limit of 1 gallon (5 ltr). No refuelling in shed	Continued enforcement of safe procedures by Chief Boatman	Annually Chief Boatman

SAFE OPERATING POLICY AND RISK ASSESSMENTS

Section 5: MACHINERY

Machinery.

- Slipway crane. The operation of the crane is subject to Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 (as at 2018). It can only be operated by Club employees who have received the appropriate training and under the management of the Club Manager. During operations, the North slipway and an area 3M around the crane is out of bounds to all members. Under no circumstances are Club members allowed to operate the crane.
- Pontoon winch. An Electromechanical rope winch is in place to allow the rolling pontoon to be moved in accordance with the state of the tide. It has been professionally installed and is subject to an appropriate inspection and servicing regime. To avoid accidents, it must only be used by members who have had a familiarisation lesson with its safe operation.
- Electric Keel boat Winch. The Club uses an electro-hydraulic powered slip way winch designed to retrieve keelboats. It has been professionally installed and is subject to an appropriate inspection and servicing regime. It is only to be used for the purpose of retrieving boats and must only be used by members who have had a familiarisation lesson with its safe operation.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Crane and motor winches. Wire ropes, heavy machinery and slipway boat cradle	All members and visitors	Qualified staff members only to operate. Vigilance by both staff to keep members clear. Yellow lines painted on floor.	Hard hats and gloves to be worn.	Annual maintenance schedule. Work carried out by competent contractor. Fault log book maintained
Members and Rolling Pontoon Electromechanical winches system: Powerful winches hauling heavy objects with long rope runs. Failure of rope, entanglement or trips	Operators and people in the immediate vicinity entanglement or trips	Operators trained to follow user procedure	List of trained operators to be maintained	Review; annually, Club Manager

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HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Electric keelboat winch: Unsafe operation	Operators	Mandatory induction for all operators and signature sheet to confirm understanding	Communication. Supporting role of Keel boat class captains	Annual review and periodic inspection and check ups
Power failure during use	Members in vicinity	Check hold break arrangements	Installation sign by Competent Person	Annual servicing schedule. Fault book
Electrical	Operators		As above	As above. Inspection in accordance with installation instructions
Nip hazards	Operators	Protective cage around machinery	Confirm installation and operation	Regular inspection
Failure of pulley	Operators and those in vicinity	Correctly specified hardware and installation	As above	Annual inspection. Replacement schedule on age

SAFE OPERATING POLICY AND RISK ASSESSMENTS

Section 6: CLUB RACING, INCLUDING OPEN MEETINGS AND REGATTAS

Club Racing This section includes Club racing, Open meetings, and Regattas organised by the Club.

In addition to the general safety policies set out above, additional measures will apply in this section. In all events the Club shall have a suitably experienced officer in charge of the proceedings known as the RO or OOD. This officer shall take all reasonable precautions for the safe and proper conduct of the event. All participants must follow the directions and instructions of the Race Officer. The roster for the Race Officer is set out in the forecast of events and published in instructions for each event.

Where deemed necessary the Club will supply a patrol boat or boats. The patrol boats will only be under the command of a person considered qualified by the Club Manager. When a planing vessel is used a kill cord will be used and worn in the proscribed manner. The presence of a patrol boat in no manner implies that it is a safety boat, although all reasonable steps to assist a person or vessel in distress will be taken.

The decision to go afloat and the safety of a vessel and her crew remains at all times the responsibility of the skipper. Where the skipper is a child, that decision lies solely with their parent or guardian.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION	REVIEW
All sailing events: Drowning, crush injuries, collisions, cold injuries	All skippers and crew	The skipper of a vessel retains responsibility for his crew and craft at all times. He must decide whether or not to sail based on his assessment of the prevailing conditions, forecast, seaworthiness of his vessel, strength of his crew and his own experience and capabilities. Weather forecasts are displayed on the notice board when available.	Caution and good seamanship are to be exercised by all concerned	The nominated OOD has a responsibility to exercise his judgement based on the prevailing conditions and the weather forecast
Health issues. Waterborne diseases	All	Tetanus and Weil's disease are possible in all rivers Good personal hygiene measures dramatically reduce the risks	Members to be warned of the possibilities and the requirement for good hygiene	Ongoing -To ensure that soap dispensers are kept supplied

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION	REVIEW
Entrapment under water in boat	All dinghy sailors afloat	Generally: This is most relevant for dinghies. Skippers are aware of the dangers and the RYA publishes training updates on a regular basis and disseminates best practise. Training and regular practice is the best means of reducing this risk Adherence to RYA best practice: Entrapment. The immediate action on supporting a capsized boat is to create an air gap (normally by lifting or righting the boat) MOB. The engine must always be switched off prior to recovering a MOB	Ongoing. All users have a responsibility to remain capable and current in the type of craft they sail. They also need to be aware of the means of escape in the event of an accident. The Club Manager and RI are to ensure that RYA reports on incidents and best practise are on notice boards.	Ongoing.
Moored boats obstructing or entangling boats	All afloat	Briefing and awareness	Skippers of vessels to be aware and alert to the dangers	Ongoing.
Commercial or other water users passing through the sailing area	All afloat	Situational awareness by the OOD, patrol boat crew and all users is crucial. The most obvious dangers are from fast moving powerboats, commercial craft or yachts which are limited in their ability to manoeuvre.	Skippers of vessels to be aware and alert to the dangers.	Ongoing.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION	REVIEW
Head Injury from contact with boat (boom)	All sailors afloat	Generally: The risk of head injuries is generally low. Incidents tend to be self limiting as skippers and crew are aware of the dangers and the increasing risk as wind increases. The level of risk is also related to the experience of the crew and it is up to the skipper to best reduce the risk. Particular attention paid to wind and sea state. Revision of the dangers and the actions to be taken if an accident occurs.	The Club Manager to ensure that the Clubs major incident plan is reviewed after any accidents and that the first aid kits are correctly filled, in date and available.	Ongoing.

SAFE OPERATING POLICY AND RISK ASSESSMENTS

SECTION 7: RYA TRAINING COURSES

RYA Training Courses. AYC intends that all its courses will be rewarding, enjoyable and a learning experience. Above all, they must be conducted in a safe manner. The purpose of this section is to enable safe practice for all RYA training courses.

It is mandatory for all Instructors and Assistant Instructors working for the Club to read these Safe Operating Procedures and to sign as having read and understood them. Any queries should be put either to the Principal or the Chief Instructor.

All Training Courses will meet or exceed the ratio of instructors/pupils as laid down by the RYA. A course will not be run without the correctly qualified and level of instructor.

LEVELS OF RESPONSIBILITY

The Club Manager is the Principal and the Resident Instructor (RI) is the Chief Instructor (CI). The CI is responsible to the Principle. An RYA Senior Instructor (SI) is appointed Course Leader and is responsible to the CI.

The Principal and the CI are responsible to the General Committee of the Club, which may deal through any other committee or person they designate. The Principal and CI are also responsible for ensuring that the conditions and guidelines for recognition as an RYA RTC are met.

Where an RYA Senior Instructor (SI) is appointed Course Leader they are responsible to the CI and may deal with the Principal on matters of administration. The SI is responsible to the CI for the safe running of the courses, conforming to RYA standards, including the safety of all students when under training, whether afloat or ashore.

The SI is responsible for the decision to go afloat. In the instance of an exam situation, i.e. an ICC test, then the skipper of the boat, along with the responsibilities outlined before, shall be liable for the vessel. The examining instructor will not be liable in any way.

Each Instructor taking a group of students has a duty of care to them and is to conform to RYA standards at all times. All instructors, general helpers and support boat drivers are responsible to the SI appointed Course Leader.

All participants shall agree to abide by the agreements on the booking form, which they will have signed. A kit list is issued with the confirmation letter and any clothing requirements (i.e. wetsuits etc) requested by the Instructor or SI, must be complied with. When afloat and ashore when not in a classroom, students are to wear their own correctly fitted buoyancy aid, which must be serviceable, fully adjustable and free from faults.

The daily list of students is to be checked at the beginning of each day's training. This is to be given to the Club Manager prior to the start of every training session so that he is aware who is under training. The list is to be signed off at the end of each session to confirm that all students have completed their training.

QUALIFICATIONS OF INSTRUCTORS

All instructors must have the RYA qualifications (or equivalent) appropriate to the level at which they are teaching. Copies of valid certificates must be lodged with the CI who will maintain a data base of instructors. The data base will be used to ensure that instructor's qualifications are in date. The CI is responsible for ensuring that the correct qualifications are held by instructors used by AYC, including safeguarding training.

It is understood that the CI may ask for references either formally or informally of all instructors whether they are members or not.

Aldeburgh Yacht Club carries out criminal records disclosure checks using the RYA as an umbrella body on all staff and volunteers aged 18 or over who are deemed to be in regulated activity. If a person is deemed to be in regulated activity, the Disclosure Coordinator or Club Welfare Officer will initiate and carry out the required level of check. Each DBS must be renewed after 5 years.

INDUCTION AND UPDATES

AYC will hold regular induction and update training for all its instructors. The aim of this training is to ensure that all instructors are current and competent to instruct and that helpers are able to safely assist on courses. The training includes awareness of the local environment, dangers and AYC Safety Policies. It also includes practical periods of revision in sailing dinghies and powered boats used by the Club. The revision is delivered under the guidance of the CI and Chief Boatman. A copy of the standard programme is at Annex F. A record of attendance on AYC Induction Courses is maintained by the Principal. Instructors will not be allowed to instruct at AYC until they have attended an Induction Course in the current year.

COMMUNICATIONS

Club VHF sets are available for those driving safety boats and for instructors where needed. You are to note:

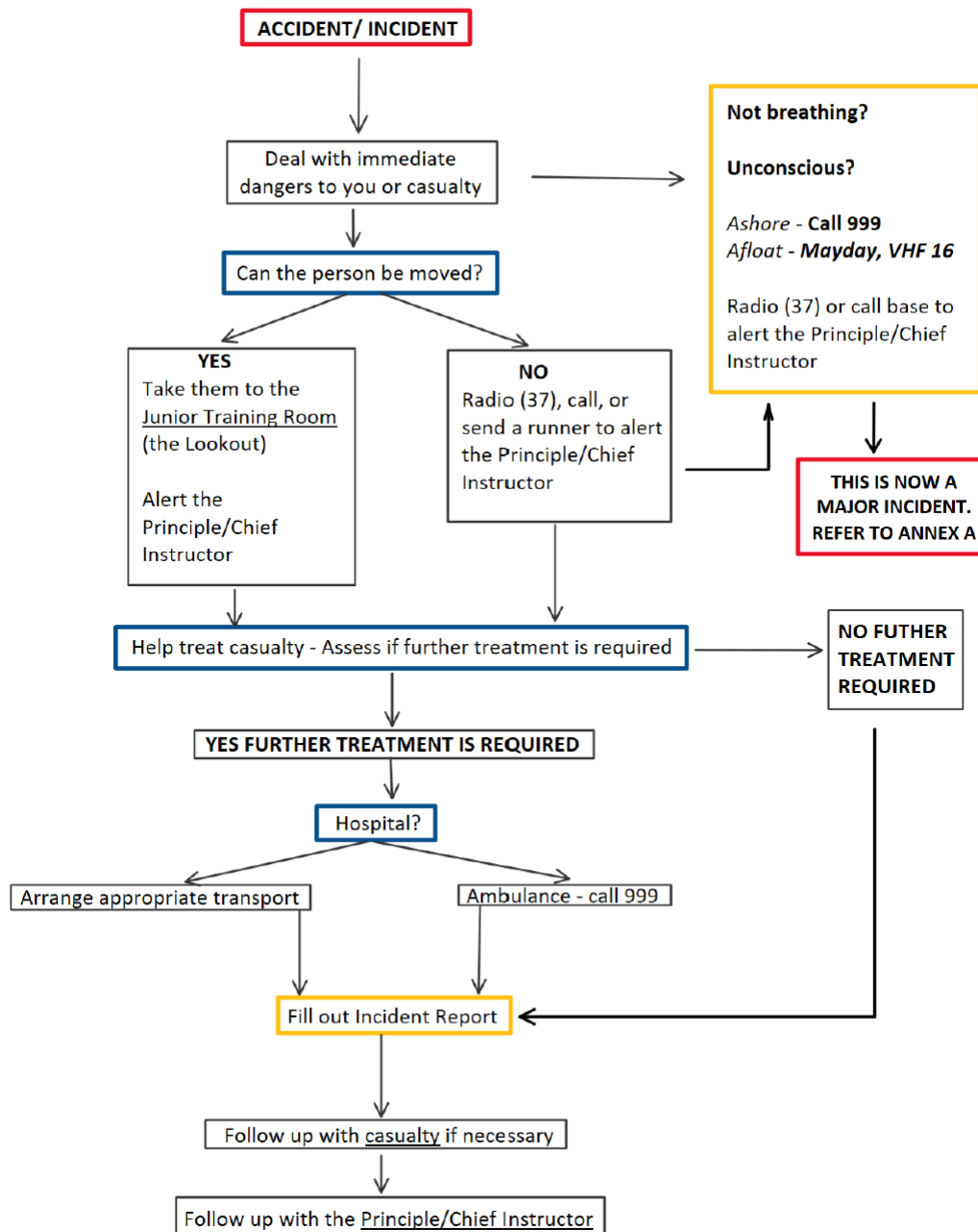
- Communications within the Club are usually on Channel 37 (M1). Any changes to this will be notified in the sailing instructions and by the Chief Boatman if necessary.
- There is a telephone in the Club Manager's office
- The local doctor's number is 01728 452027
- The Aldeburgh Cottage Hospital number is 01728 452778
- The Club number is 01728 452562
- If calling for assistance ensure you are specific about the location of AYC so that it is not confused with Slaughden Sailing Club or the boatyards. The AYC post code is: **IP15 5NA**

ACCIDENTS / INCIDENTS - WHAT TO DO IN THE EVENT OF ACCIDENT OR HARM TO PEOPLE OR PROPERTY

General Policy. The following suggestions are intended to enable leaders or those responsible to follow a course of action covering the main basic priorities. Obviously, no such list or instructions will ever be finite and other actions may be necessary depending on the situation. It is important that the information is quickly and factually assimilated and made available to senior staff.

1. The leaders must have a list of participants involved in any venture and have access to a list of names and contact phone numbers. Consideration should be given to carrying a mobile telephone.
2. If it is an organised RYA course then the emergency contact list should be lodged with the Club's office as well as with the Senior Instructor (SI).
- 3 The Leader should ensure that he has full contact details, including the mobile phone numbers, of the Club Manager and RI.

The preservation of life is the key aim of any reaction to an incident. Preparation is crucial; thinking through likely scenarios and reactions to them will allow one to respond in a quick and calm manner. Members, instructors and staff are to be familiar with the Major Incident Plan at Annex A. In the event of an incident you are to carry out the Accident/Incident plan:



You must remain familiar with the Major Incident Plan; see Annex A for details.

INSTRUCTORS NOTES:

These notes are intended to guide Club and visiting instructors. At all times, instructors should conduct themselves in accordance with the standards set out by the RYA as the National Governing Body.

Senior Instructors:

- You are responsible for the safety and seaworthiness of all equipment used on your course. You must withdraw any equipment that is not up to standard and notify the Chief Boatman or the CI of any problems or minor repairs you carry out. You are to use the Fault Reporting and Rectification system.
- You are responsible for the level of safety cover. You are to ensure that anybody driving a patrol boat is properly accredited with the Club to do so and has the necessary safety equipment aboard.
- Masthead floatation devices suitable for the size of the dinghy to avoid inversion in the event of a capsize should be considered.
- You are to ensure that all instructors and patrol boat operators are fully briefed on the activities they are supporting. Particular attention is to be paid to the current RYA advice in respect to powerboat operations especially:
 - Entrapment. The immediate action on supporting a capsized boat is to create an air gap (normally by lifting or righting the boat)
 - MOB. Approach should be made at a safe speed and the engine must always be switched off prior to recovering a MOB.

In addition, the Senior instructor must:

- Check with the CI that everyone on the course has filled in their application form and ensure that you have any relevant medical information about course members.
- Ensure that the 'Daily Contact Sheets' are properly filled and handed into the Club Manager before you start any training activity.
- Complete the daily 'SI Control Sheet' in full. Attach weather forecasts, and any additional notes and at the end of the day return it to the CI.
- When choosing a sailing area (see Annex E with supporting chart schematic), please liaise with the Club Manager and/or the OOD to ensure you are not conflicting with other activities.
- If planning to train outside the Area of Operation observe the additional procedures described in Annex D.
- When there is more than one course running at the same time you must make sure one DI is appointed as leader of each course and that DIs and helpers are assigned to assist each leader. A simple organization chart showing how everyone is assigned should be displayed for each session.
- Read the Instructors' notes below.

Instructors:

- Instructors must check the personal buoyancy of each student for fitting and serviceability.
- Masthead floatation devices suitable for the size of the dinghy to avoid inversion in the event of a capsize should be considered.

- Be aware that you are operating in a busy Club. There may well be racing and other recreational activities going on around you and you may have to make allowances for this.
- Commercial and recreational power and sailing craft also use the River and correct IRPCS rules of the road should be observed at all times.
- Be particularly aware of the children's sandpit near the Clubhouse and that there may be children and their parents scampering about where you least expect it.
- Whilst on the water, the sailing area will be designated by the SI. Remember that no boat should be outside this area without permission and that safety boats should be positioned to support and control students at all times.
- Exercise your duty of care to students at all times. Act responsibly and professionally and lead by example.

Instructors should ensure that they always adhere to safe working practices and discharge their responsibilities within the limits of their qualifications and experience.

When there is more than one course running at the same time any DI appointed by the SI as leader of a course must be aware which DIs and other helpers are assigned to them. Other DIs and helpers assigned to assist each leader, are responsible to their lead DI.

CHILD PROTECTION

The AYC Child Protection Policy is set out at Annex C. All instructors are to act in accordance with its direction. All instructors are to complete the RYA 'Safe and Fun' online training module.

COMPLAINTS PROCEDURES

Queries and complaints about the running of courses or matters purely internal to the Club should be channelled through the Chief Instructor or the Principal, as appropriate. If unresolved, such complaints may go to an appropriate Flag Officer and to the General Committee.

Complaints about decisions concerning qualifications should go to the Chief Instructor and the Principal. If unresolved, they will then be channelled through the RYA complaints procedure.

Complaints about safety procedures should be made to the Chief Instructor and Principal. If unresolved, they may be forwarded to the RYA Area or Regional Development Officer.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
RYA training events.	All afloat	The Senior Instructor (SI) is to take full responsibility for the safety of the course. He is to take account of the experience of the students, instructors and provision of safety boat cover. Particular attention is paid towards young children for cold injuries. Correct supervision is to be displayed at all times. Adequate clothing for the conditions is to be worn at all times. Use of RYA trained instructors, who will be FA qualified and current.		Review of standards by Chief Instructor and Chief Boatman
All RYA training events. Drowning, crush injuries, collisions, cold injuries	All instructors and trainees	The Instructor of a vessel retains responsibility for his crew and craft at all times. The SI will decide whether or not to sail based on his assessment of the prevailing conditions, forecast. Weather forecasts are displayed on the notice board when available.	Caution and good seamanship are to be exercised by all concerned	Principal in accordance with RYA policy
HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Health issues. Waterborne diseases	All	Tetanus and Weil's disease are possible in all rivers. Good personal hygiene measures dramatically reduce the risks	Students to be warned of the possibilities and the requirement for good hygiene	Ongoing - To ensure that soap dispensers are kept supplied
Entrapment under water in boat	All dinghy sailors afloat	Generally: This is most relevant for dinghies. Instructors and students are aware of the dangers and the RYA publishes training updates on a regular basis and disseminates best practise. Training and regular practice is the best means of reducing this risk. The SI is to ensure that the safety boat crews and instructors are aware of the	Ongoing. All users have a responsibility to remain capable and current in the type of craft they sail. They also need to be aware of the means of escape in the event of an	Ongoing.

		dangers and any specific to a type of boat. Many newer skiff type boats do not have airspaces when inverted. Particular attention is to be paid to trapeze boats. All safety crews and instructors are to carry safety knives for use in cutting wires of ropes if necessary. The dangers are to be briefed in detail in addition to the means of how to avoid entrapment and what to do if it occurs. Adherence to RYA best practice: Entrapment. The immediate action on supporting a capsized boat is to create an air gap (normally by lifting or righting the boat). MOB. The engine must always be switched off prior to recovering a MOB.	accident. The Principal and CI are to ensure that RYA reports on incidents and best practise are on notice boards. The incident book is also to be reviewed regularly to see if any common training themes emerge. When training, instructors and safety crews need to remain vigilant at all times and react promptly if a boat capsizes.	
HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Head Injury from contact with boat (boom)	All sailors afloat	Generally: The risk of head injuries is generally low. Incidents tend to be self limiting as instructors and students are aware of the dangers and the increasing risk as wind increases. Particular attention paid to wind and sea state. Revision of the dangers and the actions to be taken if an accident occurs. Detailed briefing of patrol boat crews and adherence to RYA instructor/support boat ratios. The use of padding for the boom should be considered. Helmets may be an option in some circumstances. Awareness is the critical issue.	Standards on the water monitored by the SI. The Principal to ensure that the Clubs accident plan is reviewed and in date, and the Chief Boatman that the first aid kits are correctly filled, in date and available.	Ongoing.
Moored boats	All afloat	The risk is briefed on training courses and evolutions. Training is normally planned to	The SI is to continue to monitor Instructor	Ongoing.

obstructing or entangling boats		take place in areas away from moored boats to avoidance the risk. If entanglement takes place, the instructors or support crews are responsible for being aware of the potential situation and either moving the boat under training away from danger or simply rescuing the crew. Preservation of life is the only priority.	briefings and ensure that they remain aware of the potential dangers and brief accordingly.	
Other commercial water users passing through the training area	All afloat	Situational awareness is crucial, both of other users and craft under instruction. The most obvious dangers are from fast moving powerboats, commercial craft or yachts which are limited in their ability to manoeuvre. Briefing and having a plan to move craft under training away from danger early plus simple, easily understood visual or audio signals for achieving this.	Training is monitored in a constant manner to ensure standards are maintained	Ongoing

SAFE OPERATING POLICY AND RISK ASSESSMENTS

Section 8: AYC CLUB TRAINING AND ORGANISED SAILING ACTIVITIES

AYC Club Training and Organised Sailing Activities. AYC conducts club training activities beyond RYA Training courses, including 1:1 lessons, club sailing, Ladies Who Launch, family sails, and race coaching outside RTC sessions. All such training will adhere to RYA guidelines, particularly concerning training ratios, instructor qualifications, first aid, child welfare, and safety.

Race Coaching and Pathway Club Sessions:

- The Pathway Lead Coach oversees all pathway and race coaching activities. Other qualified race coaches may also deliver sessions under the Lead Coach's guidance.
- Coaches delivering Start Racing sessions must hold the RYA Instructor qualification with Racing Instructor endorsement. Coaches delivering Club and Regional Racing sessions must hold RYA Race Coach Level 2, and Championship-level sessions require Race Coach Level 3.
- Coach-to-sailor ratios will follow RYA recommendations. Ratios may be adjusted according to session type, age, experience, or conditions.

- Race coaches must consult with the CI or Club Manager regarding safety and procedure prior to any racing session.

Risk Management and Safety:

- The 'AYC on the Water' risk assessment sheet (ANNEX E) must be completed by the nominated person or instructor in charge prior to any group going afloat, including race coaching sessions. Names, medical details, and contact numbers for all participants are to be left in the club office.
- Daily risk assessments must validate the safe delivery of all coaching sessions. Site-specific considerations for Aldeburgh YC should be noted, including local hazards and environmental conditions.
- Instructors and race coaches must carry a VHF radio and a first aid kit while on the water.
- All coaches should be familiar with the RTC Emergency Action Plan and risk assessments as per Section 7 of this policy, along with relevant RYA guidance notes.

SAFE OPERATING POLICY AND RISK ASSESSMENTS

Section 9: CLUB POWERBOATS

Club Powerboats. These are used to deliver RYA Powerboat training, support to RYA sailing courses, ferry and club work boats and support to club activities.

Club powerboats are not to be operated without all of the following:

- All Club powerboats are to be equipped to the current RYA standards
- An RYA Level 2 powerboat certificate
- You must ensure with the Club Manager that you are on the Club power boat register and have general permission to drive the Club boats
- At the time of use, you do so with the immediate knowledge of the senior boatman in charge.

Kill cords must be worn at all times in the proscribed manner when driving RIBs or Dories. Failure to do so is dangerous and will result in withdrawal of permission to use Club boats. A spare kill cord is placed in each RIB/Dory.

During Powerboat Level 1 and 2 training courses the instructor is to wear a second kill cord.

Prior to going afloat, powerboat operators must be briefed on their duties by the SI or Chief Boatman or his nominated deputy. This briefing is to include the numbers of participants afloat and the types of boats in use; limitations of the training area; a review of emergency procedures and actions and confirmation that the operators clearly understand their roles.

Particular attention is to be paid to the current RYA advice in respect to powerboat operations especially:

- Entrapment. The immediate action on supporting a capsized boat is to create an air gap (normally by lifting or righting the boat).

- **MOB.** The engine must always be switched off prior to recovering a MOB.
- RYA advice for individual Clubs to consider their own circumstances and decide whether cowlings should be fitted to propellers has been noted. See risk assessment below. Given the procedures include switching off engine before recovering people from the water and that with cowlings in a river with more than average near surface debris unexpected cut out may occur, and that reduced power when a cowling is fitted increases time to reach an incident the current assessment is not to fit cowlings.

When providing support cover for training sessions, races or any other Club activity, ensure that you collect from the boatmen a first aid kit and a VHF radio. Generally, fueling, anchors, cordage, and means of alternative propulsion will be provided by the boatmen, but it is your duty to check these items prior to operation.

Club powerboats are maintained by the boatmen and outside agencies. You must report any defects to Chief Boatman or in his absence the Club Manager.

HAZARD	WHO IS AT RISK	HOW IS RISK CONTROLLED	ACTION NEEDED	REVIEW
Club powerboats. Drowning and propeller injuries	Anyone on board	Only RYA qualified operators allowed to drive. Correct operating procedures used at all times. Particular emphasis on use of the kill cord and operating at a speed consistent with the location, conditions and experience of the helm and crew. Correct service and maintenance schedules maintained. Correct safety equipment carried at all times, and spare kill cord. Chief Boatman to maintain an overview on drivers' standards. Adherence to RYA best practice: • Entrapment. The immediate action on supporting a capsized is to create an air gap (normally by lifting or righting the boat). • MOB. The engine must always be switched off prior to recovering a MOB	Any new helms to be properly trained to a minimum of RYA L2 PB.	Maintenance of Instructors qualifications and expiry dates maintained by the RI.

Operating Power Boats without propeller cowlings	Anyone in the water	Follow MOB procedure: switch off engine	Follow Training Procedure	Review annually considering RYA advice
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SAFE OPERATING POLICY AND RISK ASSESSMENTS

SECTION 10: CLUB SAILING BOATS

Club Sailing Boats. The Club owns a number of dinghies for training. The dinghies are provided for training and when not so required are able to be chartered for racing and recreational use by competent sailors. The dinghies all have dedicated storage areas and tie downs. It is the responsibility of users to ensure that the boats are properly put away following use. During courses, an appointed instructor will make checks to ensure that boats are correctly stowed. A fault book is maintained by the Chief Boatman and any issues or faults must be reported to him and entered into the fault book to ensure the Club's property is correctly maintained and safe for use.

SAFE OPERATING POLICY AND RISK ASSESSMENTS

SECTION 11: FIRST AID

First Aid. There is a list of qualified first aid staff on the Club notice board. All Club instructors are FA trained under the RYA scheme. You are to note:

- The main first aid kit is kept in the Club offices and a secondary one in the disabled lavatory
- There is a list of contents with the box
- Please report use of any first aid equipment to the Club Manager so that it can be replaced
- First aid boxes for support boats are kept by the boatmen.

HEALTH CONSIDERATIONS

Cold Injury. One of the key dangers to be aware of when teaching is cold injury. Even in the height of summer the water is extremely cold. Instructors are to pay particular attention to younger children to ensure that they do not become too cold. Instructors must insist that their students wear appropriate clothing for the prevailing conditions. Shorts and a cotton t-shirt do not constitute appropriate clothing; students will get wet, either from a capsize or spray and they will get cold very quickly unless they are properly clothed. Instructors must also wear appropriate clothing as they will be setting the standard for their students.

The risk from sewage based pollution is considered to be low.

ANNEXES

ANNEX A: MAJOR INCIDENT PLAN

A major incident is defined as “when a member, guest, employee or RYA student has suffered a life-threatening injury or fatality or is in peril of being lost.”

Follow the Accident/Incident plan until the classification of a major incident

EMERGENCY ACTION TO BE TAKEN BY THE INSTRUCTOR/SENIOR INSTRUCTOR/LEADER, OR ANY OTHER RESPONSIBLE PERSON, IN THE EVENT OF A MAJOR INCIDENT

1. Assess the situation
2. Protect casualty from further harm
3. Give first aid within your training limits
4. Direct someone to call emergency services and the office
5. Ensure an adult accompanies any injured person to hospital/GP
6. Club Manager will contact next of kin/emergency contact

COMMUNICATIONS

- Direct someone to call the rescue services (999) and the office (01728 452562) or ask the office to call on your behalf.
 - State the nature of the emergency
 - Give your name and contact details
 - State the number of individuals involved
 - The condition and location of those involved
- VHF: Working Channel 37 (M1). Emergency Channel 16
- Emergency services: 999, request coastguard
- AYC Office: 01728 452562
- ALDEBURGH YACHT CLUB POSTCODE IP15 5NA

Remember the remainder of the party may well be traumatised and should be removed from the accident site to secure accommodation and be placed under the supervision of an instructor or member of staff. Calm and comfort the remainder and arrange for them to be sent home. If it is a child do your utmost to ensure that they are collected by a parent. The parent should be given brief details (i.e any accident has occurred), but not the name or details of the casualty. The parent needs to know what may affect their child.

It is quite possible that the press/media will attend. It is important that all instructors and staff politely decline to make any comment. You must also brief your remaining students/participants not to make any comments. All press/media should be referred to the Club Manager, Chief Instructor or Club Commodore.

Club Actions

The person in charge must ensure that all the above has been carried out by the Instructor, Senior Instructor or staff member. Each incident is likely to be different but the major issues are likely to be:

- 1 The welfare of injured people

- 2 Ensuring that the remainder of the students/participants are properly taken care of. Whilst not physically injured some form of distress or trauma is very probable
- 3 Ensure that all press/media are dealt with politely. If there is a major presence then it may be easier to give regular press briefings which will be the responsibility of the Secretary. The press must not be given any direct information regarding the casualties, including their names, under any circumstances until authorised by the Club Commodore or Officer of the Club acting under his direction
- 4 When the situation is under control try to get short concise written statements from all those involved, who are in a position to do so. A log of events that have occurred along with the times should also be kept
- 5 Never admit liability as this could compromise any insurance issues
- 6 If in any doubt contact another of your peer group and ask for help

ANNEXES

ANNEX B: ACCIDENT AND INCIDENT REPORTING

For incidents involving major injury or significant damage to a vessel, the Secretary will report the accident to the Marine Accident Investigation Branch (MAIB) and to the RYA. The format for these reports is set out in the relevant publications.

An accident and incident log is to be maintained by the Secretary. The log is to be reviewed on a regular basis to ensure that correct procedures are being followed and to develop better working practices based on lessons learned. Where damage or injury has occurred, a photographic record of the vessels or machinery involved should be kept if practicable. This will be of significant assistance should they instigate an investigation.

ANNEXES

ANNEX C: WELFARE & SAFETY OF CHILDREN

Anyone engaged with RYA training is to complete the RYA online Safeguarding course, 'Safe & Fun'.

Boating has a good child protection record and is generally regarded as a safe and well-run sport. Children are at no more or less risk now than they ever were - but society in general is more aware of the potential dangers, and parents' and children's expectations have changed. Introducing common sense guidelines not only protects children, it also protects volunteers from inadvertently putting themselves in situations where they are open to false allegations. Therefore, the Aldeburgh Yacht Club has a Child Protection Policy and procedures for participants under 18. Clubs have a general duty of care to people taking part in activities organized by them or held on their premises. When young people are involved, the level of responsibility placed on the Club is higher, because children cannot be expected to take full responsibility for their own safety. This applies not only to safety on the water, which is well covered in various RYA publications, but also to their general welfare.

Club Policy Statement

- The child's welfare is paramount.
- All children (whatever their age, culture, disability, gender, language, racial origin, religious belief and or sexual identity,) have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

The full RYA Child Protection Policy and Guidelines is filed in the Club Office.

The words 'child protection' and 'child abuse' are emotive and can lead either to an overreaction, with the introduction of bureaucratic procedures which put off volunteers, or to denial- 'that sort of thing doesn't happen here, we don't need a policy'. There are three main aspects to implementing a child protection or welfare policy: recruitment, good practice guidelines and a reporting policy

Recruitment. The AYC Committee is to ensure that the people in the Club who work with children are suitable to take on that responsibility. The level of checking should be proportionate to the level of risk. If someone is in sole charge of a group of children, or accompanying them to an away event, the Club might wish to ask them to apply for a Disclosure Barring Certificate. Guidance notes on this process are available on the RYA web site or from the R Y A Child Protection Co-ordinator. If a volunteer helps out with junior training, under the supervision of an instructor and in the presence of others, you could ask them to complete a self-declaration form (see sample in the RYA Procedures document). In all cases applicants or volunteers are to be asked to give you details of their previous experience of working with children., References are to be followed up; where no references exist, the Committee is to ensure that volunteers suitability is checked with Club members who know them.

Good Practice Guidelines

Anyone at the Club who is working with children should be made aware of the Club's policy and given sufficient information to enable them to put it into practice. As a minimum, the RYA's procedures include the following Good Practice Guide for instructors and volunteers:

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organization or of the child's parents
- Do design training programmes that are within the ability of the individual child
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for staff or volunteers 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 parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Everyone in the Club should be aware of these guidelines and think before they act. If the Club has taken all reasonable steps to protect the welfare of young people on its premises, it is less likely to be held liable for the actions of an individual.

Reporting Procedure. *If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.*

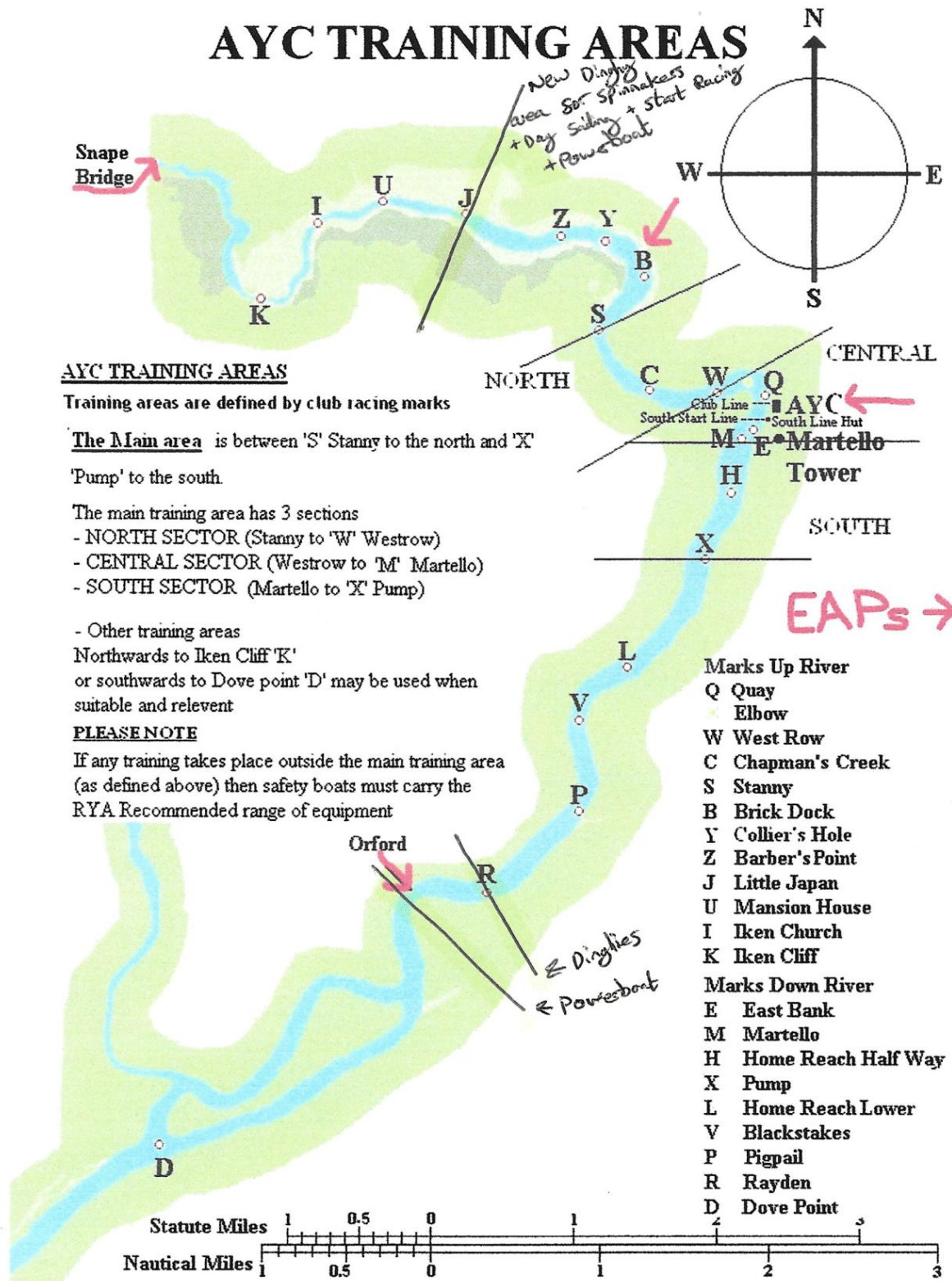
If the allegation involves poor practice, this should be handled under the Club's normal disciplinary procedures. If a child appears to be at risk of physical harm, you should refer the matter to the Senior Instructor (SI). It will be the responsibility of the SI to refer the matter to the Club Child protection officer.

This is currently Shaun Seear (Principal) who should contact the Police or Social Services. It is not your job to conduct an investigation, but it is your responsibility to take allegations seriously and report them to the appropriate Club staff.

Child protection is a complex subject, but don't be put off. It's all a question of taking common sense precautions because with all safety measures, prevention is better than cure. It is easy to get bogged down in paperwork, rules and procedures and lose sight of the main point of the exercise which is to make sure that the Club provides a safe environment where children can have fun.

ANNEXES

ANNEX D: TRAINING AREAS



ANNEX D continued:AYC Training Areas Explained

AYC has three separate training areas (North, Central and South). Our most used areas are Central and south as they are both close and are useable in most weather conditions. Therefore, these two zones get used on a typical training day. However, in stronger winds from the south or West these two areas provide little to no shelter from the wind or from sea state. During these conditions we look at the conditions in the North area to see if it provides more of a sheltered sailing area. With wind protection from the higher river wall just before you get to the Stanny racing mark in the river on the Sudbourne bank side of the river usually allows on the water training to continue due to the wind shadow from the bank. The wind shadow from the bank also usually provides a calmer sea state due to the protection and lower wind blowing across the river. The decision to use the North area is then made by the Chief Instructor/ Course Leader when the sailing conditions are more favourable in that zone.

When the decision has been made to use the North area, there is then a discussion between the Chief Instructor/ Course Leader and the Dinghy Instructors as to how to safely get to and from the area as you must pass through the Central area to get there and back again. Therefore, the courses are then having to deal with the stronger winds and the less favourable sea state to get from the Club around the corner to the sailing area and back. It is from this discussion that it is worked out if it is possible for some boats to sail to the area and back again and the rest of the boats being towed, or whether it is the case that all boats will be towed in both directions. The factors taken into consideration are the safety of the exercise, what it will gain by going around the corner, the wind strength, tide direction, sea state, Dinghy Instructor and Assistant Instructor ability and experience, type and number of boats and students, ability of the students.

If choosing the North area doesn't provide any extra shelter, or there is no safe way to or from the area, or it doesn't gain anything by going to that area, the decision is then made to either stay ashore for theory, or to postpone to a more suitable day.

Another reason to choose the North area would be due to a forecast of dropping winds with a falling tide. This would provide the ability to still get afloat on the water and the sailors be in with a better chance of sailing for the duration of the session, rather than having to be towed back to the Club at the end of the session against the tide.

At all times, sailing amongst the moorings is prohibited within the majority of courses due to the safety of the participants, as well as protecting the boats on the moorings. The only exceptions made for this is for the purposes of racing where it is required to enter the moorings for course made good, or for those that have been decided can sail to the North sailing area. In both cases, the shortest and safest route must be taken avoiding going near to the boats as much as possible.

For Sailing with Spinnaker courses, the zones used are either North or South in order to keep well clear of all moorings. This course also has the ability to sail up to Little Japan in the North area and down to Rayden in

the South area to get into a stretch of river suitable for the course and become clear of any obstructions and other courses running at the same time.

For Day Sailing and Start Racing Courses, the extension to Little Japan and Rayden also exists for the course criteria to be met correctly, and to allow for the syllabus to be delivered without hindrance from other factors and courses running at the same time.

When there are multiple courses running at the same time, then (where allows) all the courses will use the same sailing area in order to contain everyone to make it easier to keep an overall eye on for safety purposes. Therefore, if something were to happen, then there are more people in the area to assist as and where needed. For example, if one group were to need to use the South sailing area, then all courses would use the South sailing area. Or, if one group were to use the North sailing area, then all courses would use the North sailing area. Part of the Central area might be used in conjunction with this in order to gain more space. However, avoiding spreading around the corner wherever possible.

For Powerboat Courses, the North area also allows the use of up to Little Japan for high-speed manoeuvres. The South area also expands down to just past Orford Quay for the use of high-speed manoeuvres, passage planning, and the ability to learn and practice coming alongside in a different location with different conditions, wind strength and direction and tides.

ANNEXES

ANNEX E: AYC ACTIVITY PLANNING SHEET

AYC ON THE WATER DAILY PLANNING AND RISK ASSESMENT SHEET

To be completed by person in charge of the AYC training activity and put in the front of the file in the training room or left with a responsible person ashore (duty boatman/at club office) before launching

Training Activity: Private Charter / Junior Club Coaching / Junior Sailing / LWL / Club Sailing / Adults Afloat / 1:1 /Other:

Day/Date:

Wind Forecast:

Time Afloat:

High Water:

Weather/Temp Forecast:

Estimated Return Time:

Instructor/Leader:

Visibility:

Water temp:

Safety Cover: 1:

Driver/assistant

Helper and roll:

2:

Helper and roll:

3:

Sailing Area/Areas:

IMPORTANT – PLEASE CHECK:

- Remember to take VHF radios afloat
- Ensure all students, and yourself are signed in on the signing on sheet, with medical notes and emergency contact details before going afloat
- Report note any incidents here continuing overleaf if necessary and enter into the AYC Incident Log on return
- Check all equipment and report any breakages /defects here and to the duty boatman

ANNEX E continued:

TO BE COMPLETED BY ALL PERSON GOING AFLOAT

	Name of Student	Age - if U18	Name of Parent/person responsible and signature plus emergency contact where applicable	Medical or other notes	Boat Sailed (eg Feva 3698 helm/ crew)	AYC Dinghy £10 - paid	Signature: I have read and understand the terms and conditions, including medical and photo consent:
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

ANNEX E continued:

PLEASE READ THE TERMS AND CONDITIONS BELOW AND THEN COMPLETE THE BOOKING IN SHEET

Physical Fitness, Clothing and Specialist Equipment

Sailing can be physically demanding and you must ensure that Participants have an adequate level of fitness for the activities to be undertaken. If Participants have a medical problem, e.g. epilepsy, heart condition etc, you are strongly advised to check with both your doctor and the AYC office before booking. Should the Participant suffer from any disability, please disclose its nature with your application.

By agreeing to these conditions Participants and/or their parents or guardians are confirming that there are no medical conditions that the instructor should be aware of, unless disclosed.

All participants for waterborne activities should be confident in the water when clothed for sailing whilst wearing their PFD. All participants must comply with safety regulations and instructions of the centre staff.

Participants will need to be provided with suitable warm and waterproof clothing and an appropriate buoyancy aid or lifejacket. The AYC does not provide personal clothing, buoyancy aids or lifejackets (PFD – personal flotation device).

Liabilities

The applicant understands that sailing can potentially be a dangerous activity. The applicant further understands that the AYC will bear no responsibility nor accept any liability or legal responsibility for any loss, damage, death, injury or inconvenience how so ever arising by virtue of the Participants on these courses.

“RYA/NSSA Instructors, NSSA Sailing Masters, RYA Senior Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury loss or damage was caused by, or resulted from negligence or deliberate act”.

MEDICAL CONSENT

I hereby consent that, the qualified first aid staff at the Aldeburgh Yacht Club may administer any relevant treatment or medication to Participants should the need arise, whilst the Participant is attending a sail training based at the clubs’ premises.

I further agree that should an injury be, in the opinion of the qualified first-aiders serious enough, then a local doctor may be asked to attend to the Participant as his professional opinion dictates.

In addition, if the case arises, I authorize the members of staff to take Participants to hospital and give full permission for any treatment required to be carried out in accordance with the hospital’s diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and of any treatment given.

I further agree that in the above circumstances the Aldeburgh Yacht Club will bear no responsibility nor accept any liability or legal responsibility for any loss, damage, death, injury, or inconvenience howsoever arising.

CONSENT TO USE OF IMAGES OF CHILDREN

I hereby give AYC permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above, taken by AYC Instructors on behalf of AYC, whilst participants of AYC Courses and Junior Sailing Activities 2019 at Aldeburgh Yacht Club for any of the following uses: advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes. The above consents will apply throughout the world and will expire on 31 Dec 2020.

ANNEXES

ANNEX F: Programme for instructor induction and update training

PROGRAMME FOR AYC INSTRUCTOR UPDATE TRAINING

- 0930 Meet in the Clubhouse - welcome - groups
- 0940 Dinghy familiarisation - rigging and reefing
- Tera x 1
- Feva x 1
- Wayfarer x 2
- Quest x 3
- 1030 AYC Courses and training – the mechanics of administration
- Groups: Briefing/Emergencies/Complaints/The method
- 1130 Winch training/coffee
- 1200 SOPs, dates and qualifications/certificates
- 1230 Coastguard – VHF, emergencies and major incidents
- 1300 Lunch
- 1345 Prep to go afloat - change etc
(NB practical assistance with Junior Sailing Shakedown and DoE session as required)
- 1400 Briefing
- 1415 Launch
- Practice sessions in pairs – include brief, manoeuvre, debrief:
(to serve as revision discussion and exercises):
- Coming alongside
 - Picking up a mooring
 - Man overboard
 - Preparing a tow and towing from PB
 - Assist with Safety boat training
- 1545 Ashore and debrief
- 1600 Pack up boats
- 1620 Feedback and finish
- 1630 Depart

Chief Instructor
AYC RTC

ANNEXES

ANNEX G: AYC SAFETY POLICY ANNUAL READ AND SIGNATURE TEMPLATE

AYC SAFETY POLICY READ LIST

[illegible]

ANNEXES

ANNEX H: AYC EQUALITY POLICY

Aldeburgh Yacht Club aims to ensure that sailing and boating is an open, accessible, and inclusive sport, pastime and career for all new, existing, past and potential boaters. The Club aims to impact, inspire, influence and embrace diversity within the Club and challenge any form of discrimination and poor behaviour.

Aldeburgh Yacht Club aims to reflect the same views and beliefs as the RYA by representing the diversity of the UK and ensure equal opportunities are available to all in both the courses we offer here, as well as in employment and the ongoing development of staff and volunteers. The Club aims to tackle inequality which ensures that the Club is free from all forms of unlawful and unfair discrimination and values the diversity of all people and that all people are treated fairly with dignity and respect.

Aldeburgh Yacht Club allows anyone the chance to get involved in sailing and boating and to access support, information, guidance and training and work regardless of their background, views or beliefs.