



HEALTH & SAFETY POLICY DOCUMENT

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1 HEALTH & SAFETY POLICY STATEMENT

1.1 POLICY STATEMENT

Shropshire Sailing Club (SSC) attaches great importance to the health and safety of its members and all members of the public using the facilities provided by us. To this end the organisation aims to ensure that all activities carried out, or undertaken by its members in relation to the work of the club, are managed in such a manner to avoid, control or reduce to an acceptable level all foreseeable risks to the health & safety of any person(s) who may be affected by such activities to an acceptable level.

SSC will adopt and implement procedures that are compatible with and recognise the duties imposed by the provision laid out in the relevant statutory documents relating to health & safety. SSC will pay particular attention to the provision of:

- A healthy working environment.
- Safe and suitable resources and equipment.
- Sufficient training for members to enable them to comply with health & safety procedures.
- Risk Assessment for all aspects of work carried out by SSC, where we believe this is appropriate.

1.2 POLICY PROCEDURES

General Duties of all Members.

- To take reasonable care to avoid acts or omissions that may adversely affect the health & safety of themselves and others.
- To co-operate fully with anyone responsible for carrying out health & safety checks.
- To not intentionally or recklessly interfere with, or misuse, any resource or equipment.
- To observe at all times health & safety procedures.

1.3 RESPONSIBILITY

- It is the responsibility of the Commodore to ensure that health and safety policy for the club is implemented and reviewed on an annual basis and that the appropriate risk assessments are undertaken.

Commodore:

Date:

Shropshire Sailing Club, Whitemere, Nr Ellesmere, Shropshire,



2 GENERAL COMMENTS

Shropshire Sailing Club (SSC) is committed to the safety of employees, members and visitors to the club premises. Any person using the club facilities does so with due regard to this Health & Safety Policy and Risk Assessments and does not interfere in any way with equipment that may cause injury to themselves or others. Members are requested to notify the Duty Officer, or, in his absence, the most senior member in attendance, or by email, using feedback@shropshiresailingclub.co.uk of anything they feel may present a danger to other people. Guests are the responsibility of the members who invite them to SSC and those members should supervise their guests, particularly children accordingly.

2.1 SMOKING

SSC operate a no smoking policy within the clubhouse, all other buildings and in the vicinity of the fuel store.

2.2 MANAGEMENT STRUCTURE

To demonstrate the importance SSC places on Health & Safety, the Health and Safety Subgroup was formed as an advisory group reporting directly to the General Committee under the chairmanship of the Commodore.

2.3 FIRE STRATEGY

The Fire Strategy, Emergency Exit Procedure and the Fire Assembly Point are displayed in the clubhouse (positioned next to the whiteboard.) Members should familiarise themselves with these procedures. In the event of a fire, everyone using the club house is reminded that their first priority is for their own safety and those of other users and a safe evacuation of the building is paramount. All instructors leading training at the clubhouse are to brief participants on the Fire Strategy at the start of each course. (Refer to Annex 1)

2.4 EMERGENCY PLANNING PROCEDURE

The Emergency Planning Procedure is displayed in the clubhouse next to the public phone. If a member becomes aware of a major emergency, they should call the emergency services by whichever means is deemed quickest. It is very important that the person making the call informs the Duty Officer of the situation as soon as possible, so the Emergency Planning Procedure can be implemented.

2.5 FIRST AID POLICY

The first aid kit is located in the club house (next to the ladies changing room) and a list of all members who hold a RYA First Aid Certificate is displayed. Any person requiring first aid assistance is encouraged to ask the Duty Officer, or, in his absence, any other member to locate a qualified First Aider. The contents of the First Aid Kit (RYA advised) are regularly checked and replenished as necessary.

Please Note – All club safety boats and the committee boat carry basic first aid kits.



2.6 ACCIDENT BOOK AND REPORTING.

Any accident or significant injury must be entered into the Accident Book which is located on the notice board next to the galley. To demonstrate SSC's commitment to reducing injury and accidents, the Accident Book is reviewed at each General Committee meeting and takes any action that may be required to prevent or reduce the risk of a similar accident occurring.

2.7 RISK ASSESSMENTS.

Risk Assessments have been completed for a number of activities and remains an ongoing operation. All Risk Assessments will be posted in the members section of the club's web site (www.shropshiresailingclub.co.uk) as well as in the Risk Assessment File to be found in the club house. Risks are continually been assessed and procedures updated and SSC requests that members read the relevant Risk Assessment before carrying out a particular activity or operation. Any "special event" can only take place following a specific Risk Assessment carried out by the event organiser. Following the event it is imperative that a full de-brief is held to assess the suitability of the Risk Assessment and any changes that should be made for future use.

NOTE – The Risk Assessments have been prepared with the sole intent to assist members using the club facilities to remain as safe as can be reasonably practicable but it does rely on familiarity with the risks – please read them; they are for your benefit.

2.8 ELECTRICAL EQUIPMENT

All electrical equipment owned by SSC will be subject to regular testing in accordance with the relevant regulations. The frequency of such testing, together with certification and re-test schedule can be found in the "Electrical Equipment" file located in the club house. Members own equipment which has been brought to the club should be removed from SSC on completion of the task or locked into the workshop.

2.9 NEW MEMBERSHIP INDUCTION

All new members shall take part in an induction given by the Membership Secretary prior to taking part in any SSC activity. At this time the new members will be made aware of safe working practices, this Health and Safety Document and Risk Assessments.

2.10 WORKING ON SITE.

At various times, members may undertake work on their own boats. Extreme caution should exercised at this time if working alone, as help may not be available. Any hazardous material and tools must be removed from the site when work is complete. As part of an organised working party, members should only carry out work that is within their area of expertise and level of competence.



2.11 FUEL

Fuel must only be stored in the designated Fuel Store and any refilling of boat fuel cells must only be completed in this area. Any fuel spills must be immediately attended to as described in the relevant Risk Assessment Document.

2.12 PERIODIC PROCEDURE

Some procedures that help to reduce or eliminate risks to health and safety need to be reviewed, or carried out periodically. These are listed below.

POLICY / PROCEDURE	PERIOD	RESPONSIBLE
Review of H&S Policy	Annually or as deemed necessary	Commodore
Review of Risk Assessments	Prior to special events and ongoing as deemed necessary	Commodore / General Committee
Update to First Aiders list	When changed and annually	Training Principle
Electrical Installation	When changed and five-yearly in accordance with BS7671	Qualified Electrical Contractor
Club equipment PAT testing	Refer to Equipment Testing File for frequency and renewal dates	Qualified Electrical Contractor
Fire Equipment	For fire fighting equipment. Refer to schedule. Smoke detectors battery's checked and replaced on alarm or every six months	H&S Subgroup
Shower supply pipes	Control of Legionella Bacteria within shower head to be monitored with regular shower head cleaning	Cleaning Staff. In conjunction with Risk Assessment Document
Accident Book Review	Reviewed as a General Committee agenda item and action taken accordingly	General Committee
Throw Lines / Lifebuoy and housing	Monthly or as deemed necessary	General Committee
Manual winch to deep water jetty	Monthly or as deemed necessary	General Committee



3 **APPENDIX A – CLUB POLICIES AND PROCEDURES**

The link above will take you to the most recent version of the club policies and procedures document stored on the club website. A full copy of these policies and procedures is also attached.



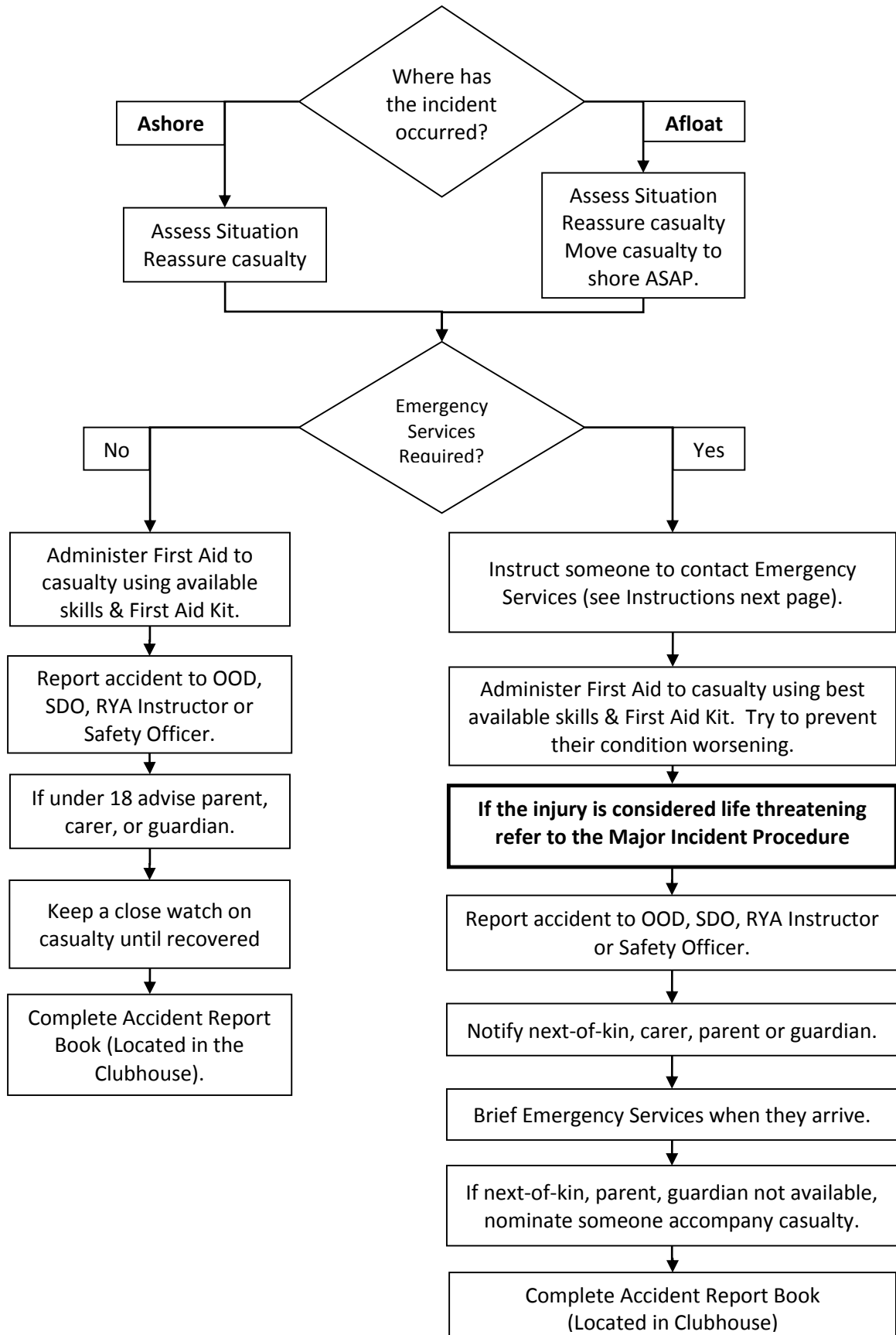
Shropshire Sailing Club

Policies
And
Procedures

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1 Accident Procedure



1.1 999 Emergency Call – Telephone Options

1. **Club Payphone:** In the short corridor next to the Ladies Changing Room.
2. **Member's Mobile Phone.** Several networks have a signal at SSC.
3. **Ellesmere Public Telephone Box:** Turn right out of the site, then left at the cross roads. Follow the road into Ellesmere. The Call Box is at the first roundabout on the left.

Send a member to the crossroads at the Ellesmere/Shrewsbury road to guide emergency services to the site.

2 Major Incident Procedure

This plan should be implemented in the event of a serious injury or fatality at the club.

It is important that a single person is responsible for managing the incident until a senior club officer (table below) has been contacted and has arrived on site or management of the incident has been handed to a designated **Incident Officer** as described in this plan. In the first instance that responsible person would normally be the Officer of the Day (OOD), Saturday Duty Officer (SDO) or Safety Officer (SO). **Until professional care is on site the priority should be the victim and the objective should be to ensure their situation does not deteriorate further.**

1. Stop all water based activities immediately; ask everyone other than those directly involved or witness to the incident to pack up and go home. Remind people not to use social media to publicise the accident.
2. The Incident Officer will brief the Emergency Services when they arrive on site.
3. **In the event of a fatality do not contact the relatives if they are not present at the club** – the police will undertake this role by sending officers to inform the relatives in person. This process may take some time if next of kin do not live locally.
4. Contact the most senior club officer available (work through the table below from the top). If the incident occurs during an RYA Training Course you must also contact the Training Principal.

Club Officer	2014/16	Telephone
Commodore	Brian Rapson	h: 01743 272650 m:07976 615310
Vice Commodore	Chris Cater	h: 01691 624745 m:07885 188224
Rear Commodore	Chris Endacott	h: 01743 361796 m: 07860 636465
Training Principal	John James	h: 01939 200212 m: 07725 039777
Any member of the General Committee – see Annual Programme		

5. The Commodore, or most senior club officer in the Commodore's absence, shall take responsibility for management of the incident or nominate someone to do so. This person will become the **Incident Officer**.
6. The **Incident Officer** will respond to all enquiries to ensure the club responds with one voice and in a consistent manner.
7. The **Incident Officer** should seek to understand what has happened; ask for witnesses and take statements. Take photographs if practical and prepare a report on what happened, however simple and support with drawings.

8. No Club Officer should admit responsibility either personally or on behalf of the club. Do not hold a press conference even if under pressure to do so. A simple “We cannot comment at this time” is sufficient. **Never give out the name of the incident victim even if the press appear to know; it is very important the relatives hear of the incident from the police first.**
9. The **Incident Officer** should consider contacting the Club’s Insurers on the next business day: Groves, John and Westrup Ltd 0151 473 8000 (Business Hours).

Following a major incident, the club may consider contacting the RYA for guidance, for example when dealing with the press (0845 345 0400).

All Club Officers and RYA Instructors should be familiar with the RYA guidelines regarding “[Dealing with a Major Incident](#)” obtainable from the RYA and club websites (A copy is also held in the RYA Training Centre Master File).

3 Child Protection Policy

Shropshire Sailing Club (SSC) seeks to provide a safe environment where children may enjoy the activity of sailing. In doing so, SSC has adopted the [RYA Child Protection Policy Statement and Guidelines](#):

3.1 RYA Policy Statement on Child Protection

- 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.

3.2 Code of Practice and Procedures

3.2.1 Prevention of Abuse

Remember that abuse may take various forms, not only sexual abuse but also physical, verbal and emotional abuse, bullying and neglect.

Instructors must be vigilant and observant to ensure a safe environment for children learning to sail. As well as not subjecting any children to abuse themselves, Instructors need to ensure that the children are not subject to any abuse from other course participants (e.g. bullying by other children).

The following common sense guidelines should help reduce situations for abuse (and help to protect Instructors from false allegations being made):

- 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.
- Do not engage in rough, physical or sexually provocative games (including horseplay).
- Do not allow or engage in inappropriate touching of any form.
- Do not allow children to use inappropriate language unchallenged.
- Do not make sexually suggestive comments, even in fun.
- Do not let allegations a child makes go unrecorded (always act i.e. report to Child Protection Officer).
- Do not do things of a personal nature that children can do for themselves.

3.2.2 What to do if abuse is suspected or alleged to have occurred.

As a matter of policy SSC will take seriously any suspicions or allegations and all such incidents must be reported to the [Safeguarding Officer](#) (contact details in the club programme) will take responsibility for further action which may involve the RYA, the child welfare officers and the police.

The following guidelines should help members act appropriately if a child tells him/her that he/she is being abused:

- Stay calm – ensure the child is safe and feels safe.
- Show and tell the child that you are taking seriously what he/she says.

- Reassure the child and stress that he/she is not to blame.
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the child has said as soon as possible after the event.
- Maintain confidentiality – only tell others if it will help protect the child (but do report it to the Instructor in charge as soon as possible).
- Do not rush into actions that may be inappropriate.
- Do not make promises you cannot keep.
- Do not ask inappropriate questions, which may jeopardise any further police investigation.
- Do not take sole responsibility.

4 Activity Supervision Policy

The club recognises a duty of care to its members and visitors when training, coaching and other club organised activities take place. The club has carried out a risk assessment of regular activities and the table below indicates the Club's policy in relation to supervision:

Activity or Training	Supervision Policy
RYA Taster Session	The policy for all RYA Training Centre courses is documented in the RYA Training Centre manual.
RYA Dinghy Course	
RYA Powerboat Course	
RYA Coaching	
Open Day	Flag Officer (normally the Commodore) supported by the Training Principal (or deputy) and an RYA Senior Instructor.
Junior Day	Junior Fleet Captain and/or an RYA Senior Dinghy Instructor, and/or an experienced RYA Dinghy Instructor and/or an experienced helm endorsed by the Sailing Committee.
Club Taster Session	Experienced helm endorsed by the Sailing Committee.
Family Day, Weekend or Week	Experienced helm endorsed by the Sailing Committee.
Novice Racing	Experienced helm endorsed by the Sailing Committee.
Club Coaching	Experienced helm endorsed by the Sailing Committee.
Race Management (OOD)	Experienced OOD endorsed by the Sailing Committee.
Wednesday Sailing	1. Officer of the Day (OOD). 2. Safety Officer (SO).
Saturday Sailing	1. Saturday Duty Officer (SDO). 2. Safety Officer (SO).
Sunday Sailing	1. Officer of the Day (OOD). 2. Safety Officer (SO).
Affiliated Groups Activity	Responsibility for activities organised by Affiliated Groups rests wholly with the designated Group leader(s).

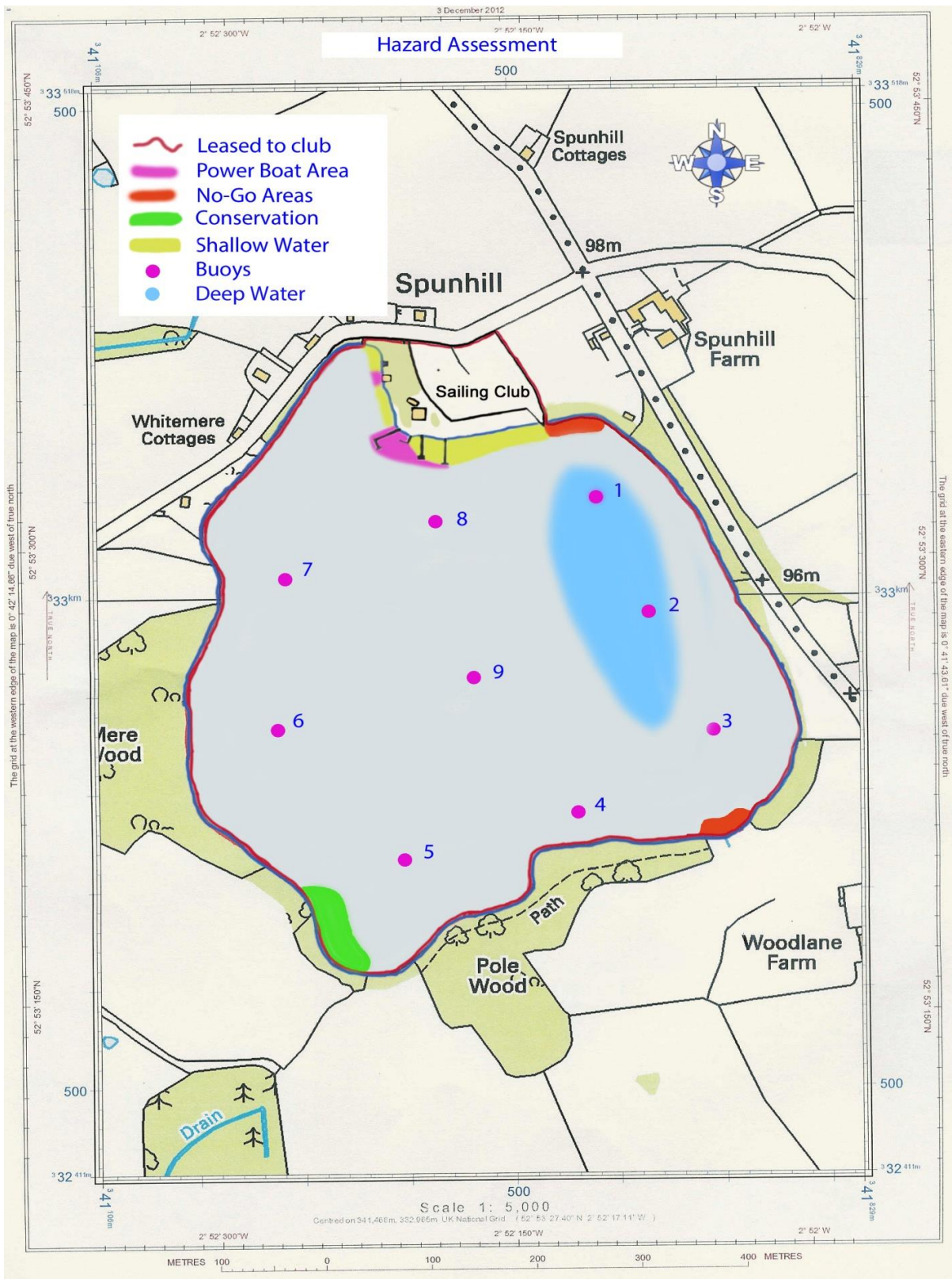
New Activities not covered by this Supervision Policy should be subject to a risk assessment and responsibility assigned appropriately. If a new activity becomes a regular club event the agreed policy should be added to this list.

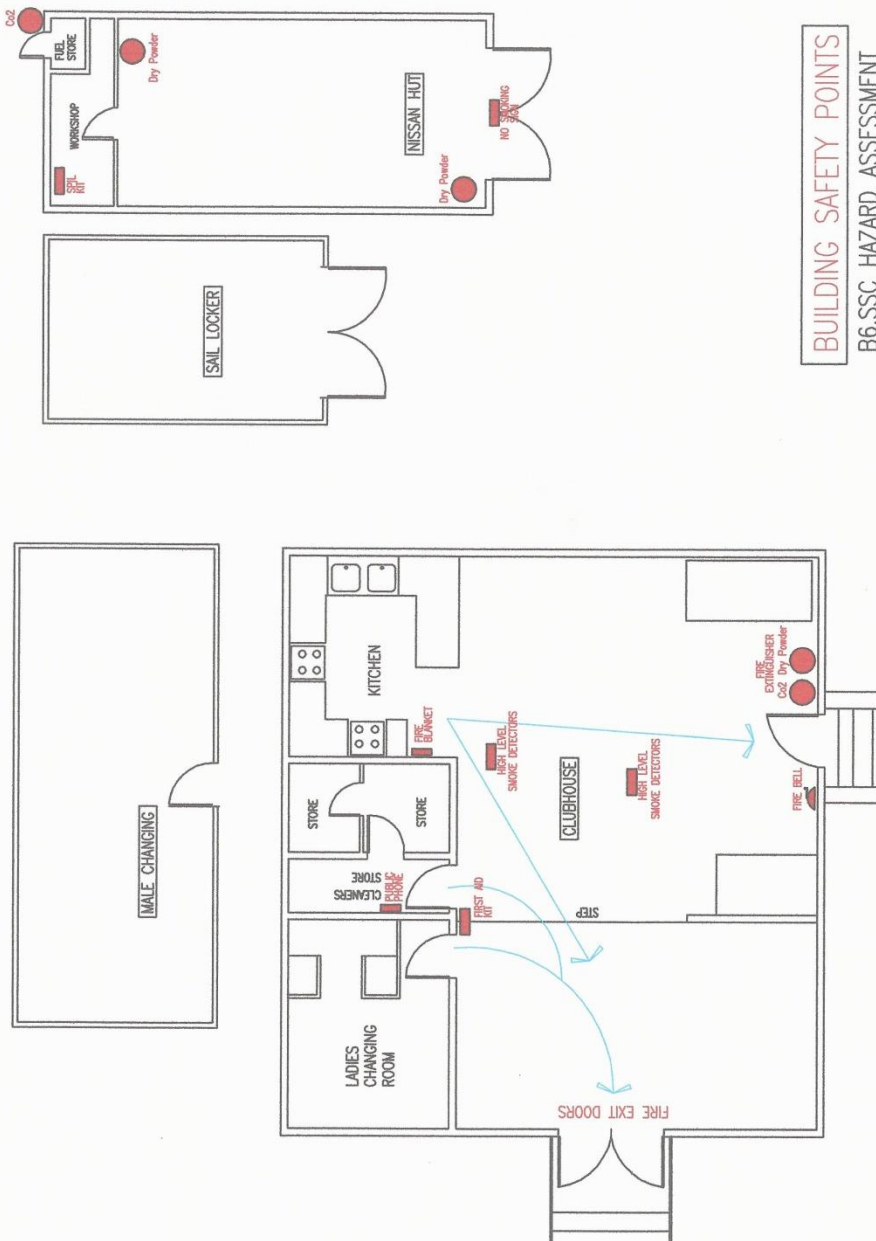
5 Hazard Assessment

	Hazard	Who might be harmed?	Risk Management
1	Drowning.	All	Members are required to wear a buoyancy aid or life jacket whenever they are on the water. Under 14s must wear a buoyancy aid on the jetties. Water based activities cannot take place without a safety boat being on the water and “manned”.
2	Slipping on Jetties.	All	Jetties are regularly cleaned with a pressure washer. Jetties are inspected at least annually for trip hazards.
3	Tripping.	All	Dinghy tie-down points are painted white to improve visibility. Members are responsible for the keeping their berth clear.
4	Trees.	All	The Grosvenor Estate & SSC regularly inspect the trees. Any unhealthy trees are identified and pruned or felled. Members are made aware of the risk.
5	Barbed Wire	All	Wherever possible barbed wire has been removed or protected on the club side with wood rails. The club hazard map identifies areas not protected.
6	Electrical Equipment.	All	The club’s electrical system is professionally installed and maintained. All sockets are RCCB protected. The system is tested every three years. All portable equipment is tested every three years.
7	Petrol and Chemicals.	All	Petrol tanks in power boats are of approved types. Petrol not for immediate use is stored in a properly constructed, ventilated and locked store. All fuel storage tanks are of an appropriate type.
8	Safety Boats	All	Members under the age of 16 are not permitted to drive safety boats unless they hold RYA Power Boat Level 2 (PBL2) and then only when supervised by an adult. Members aged 16 to 18 can only drive unaccompanied if they hold PBL2. Instructions for power boat use are displayed in the clubhouse, boats and boathouse. All members over the age of 18 are offered a power boat familiarization course. The boats are professionally maintained and regularly inspected.
9	Kitchen (Sharps, Hot Water, Hot Surfaces).	Juniors	Members under the age of 14 are not permitted to enter the galley. (There is a notice by galley).

Shropshire Sailing Club – Policies and Procedures

A copy of this Hazard Assessment Map can also be found in Shropshire Sailing Club's Clubhouse and in each of the safety boats.





BUILDING SAFETY POINTS
B6.SSC HAZARD ASSESSMENT

6 Entrapment Advisory Note

Some of you will be aware of the very sad a case of entrapment that occurred in 2009 at Kielder Sailing Club when a Laser Stratos capsized, then inverted and a father and daughter - Geoff and Victoria Wilkinson - tragically lost their lives. A full description of the accident can be read on the [RYA website](#) and on the [Marine Accident Investigation Board](#) website. See also the [RYA Research into Dinghy Entrapment](#).

Such accidents are incredibly rare but sailing, like almost all sports, is not without risk and the SSC General Committee have carefully considered the recommendations of the RYA following the Kielder accident as well as existing guidance relating to the provision and use of safety boats.

A capsize followed by the boat inverting is more common with modern sailing dinghies which tend to be more buoyant and float higher than older designs. At SSC this category would include the Laser 2000, RS Feva, RS Vision and Laser Vago. However most classes of boat can invert and entrapment can occur whether or not you use a trapeze. We would therefore suggest that all members consider the following advice and how it might apply to their situation:

1. **Use masthead floatation whenever you feel there is a high risk of capsize** and especially when you are sailing with someone under the age of 18 or with an inexperienced crew. This can be a simple buoyancy bag or a masthead float (see picture below – Laser 2000).



2. **Practise capsize drill with your crew(s).** A good day to do this is a (sunny) Saturday when the safety boat crew can come and standby and the Saturday Duty Officer may be able to give advice and guidance.
3. **Use a strop to prevent the centre board dropping in more than 3/4:** it is unusual to sail modern gennaker boats with the board fully up so this should not slow you down! It's just a bit of rope.
4. **Carrying a safety knife & a whistle on your buoyancy aid** and know how to use them (6 blasts on a whistle to indicate you need urgent help). A plastic safety whistle from Millets is about £4 while a safety knife from [sailboats.co.uk](#) (see below) is about £18.



5. **If you are not entrapped go straight to the centre board or dagger board to prevent inversion** as that allows time and opportunity for any entrapment to be resolved by those involved or by the safety boat crew.

7 Use of Powerboats

It is very important that we follow these rules in relation to the use of power boats. These rules are formulated around the RYA Guidance implicit in the RYA Power Boat Certification Scheme and as an RYA Training Centre we cannot ignore best practice.

1. **NO-ONE under the age of 16 may drive a power boat unless they hold an RYA Power Boat Level 2 (PBL2) Certificate and then ONLY if accompanied by an adult.**
2. Youth members aged 16 or 17 may drive a power boat unaccompanied but ONLY if they are holders of an RYA PBL2 Certificate.
3. Adults (aged 18 and over) may drive a club powerboat if they are:
 - a) Holders of RYA Power Boat Level 2 or professional equivalent or
 - b) Have successfully completed a SSC Safety Officer course.

Exceptions Under tuition on an RYA Power Boat or SSC Power Boat Familiarisation course.

 The power boat is under the direct supervision of an RYA Power Boat Instructor or an RYA Senior Dinghy Instructor (who must be on board).

 An extreme emergency where life is threatened.






If you hold RYA Power Boat Level 2 and wish to drive club boats please provide a copy of your certificate to the RYA Training Principal (training@shropshiresailingclub.co.uk) or a flag officer.

8 Safety Boat Use – Guidance

- **When the engine is running the Kill Cord must be attached around the helm’s leg – not to an item of clothing such as a buoyancy aid. To give maximum mobility attach it at the ankle.**
- The first thing to do when arriving at a capsize is to count heads – can you see everyone who was in the boat?
- If a dinghy has inverted and there is a concern that someone may be trapped underneath, **get the boat upright as quickly as possible by getting onto the centre or dagger board and using the normal capsize recovery method.** You may need to anchor the safety boat.
- Most people do not want to be rescued if they capsize. Standoff downwind. You may insist that people come into the safety boat if you believe that they are in danger; e.g. of exposure or exhaustion.
- Keep a look out. Whilst standing by or assisting one boat, another could be in much greater difficulty. If the people in the first boat you approach are safe but want help, check out other capsized boats first before returning to assist.
- Do not attempt to recover a dinghy if you are not happy to do so.
- You are there to help people not to save property.
- Propellers and people are not a good mix. Try not to “point” the engine at a person in the water. Always approach them to the front or to the side. Turn off the engine if people are alongside.
- Power gives way to sail so be aware of all the boats around you! Racing sailing boats can make rapid changes of direction in response to changes in wind direction. If you are covering a race stand clear of marks as that’s where direction changes are most likely to take place.
- Be comfortable with the safety boat. Familiarize yourself with the handling of the boat when not responding to incidents.
- If you are the “Safety Officer”, even if only temporarily, do not abandon the role until you have handed over to someone else.
 - **The rule is: No Safety Boat AND Safety Officer, No Sailing.**
- You should get no closer to the club beach than the end of the jetties. Keep away from the banks if you are not recovering a boat or its crew and watch out for fishermen and their lines.
- Before you leave the Boat House make sure that you have sufficient fuel. The safety boats are all four stroke and run on unleaded petrol. Supplies can be found in the fuel store at the rear of the Nissan Hut.
- Do not joy ride – it annoys the fishermen and wastes expensive fuel – and do not carry passengers – you may need the space for an injured sailor. On windy days you may need a capable assistant.

9 Use of Safety Boat VHF Radios

All our steered powered boats (including the committee boat) and the clubhouse are equipped with fixed-mount VHF radios (the tiller-steer Orange Rigiflex 360 has a hand held unit). The units are all simple to use and Call Signs are shown below.

	<p>Knob on the far right is ON/OFF/Volume Check the set is set to channel 72 (up/down button) Knob on the left of is Squelch - turn it down until you get a crackle and turn it back up until you can't hear a crackle Check that power is set to 'Low' Don't transmit whilst anyone else is transmitting Please turn off the radio when leaving the boat</p>	
<p style="text-align: center;">Charity</p> 	<p style="text-align: center;">Dory</p>	<p>To transmit, hold in the transmit button on the microphone – say who you want to talk to, who you are and what you want to communicate, then release the button. e.g. RIB, RIB, RIB.</p>
<p style="text-align: center;">Orkney</p> 	<p style="text-align: center;">RIB</p> 	
<p style="text-align: center;">Orange</p> 	<p style="text-align: center;">Club House</p> 	<p>Release the transmit button and they will respond: Clubhouse. This is RIB. Thanks, will attend. Out."</p>

“Over” means you expect the conversation to continue, “Out” means the conversation is finished. It follows that you should not say “Over and Out” unless you want to confuse. ☺

Remember: This is a broadcast system, EVERYONE on the other power boats and in the clubhouse can hear what you say!!

10 New Members Induction

10.1 Welcome to the Club (in the Clubhouse)

Point out where in Club Programme to find key people contact information & what they do.

- Commodore, Vice Commodore (= Chair & Deputy Chair).
- Rear Commodore - Retiring Commodore (= Sage).
- Treasurer; Anything to do with money! (often to be found off-shore)
- Membership Secretary: Renewals/New Members, Dutyman, Berth Allocation.
- Sailing Secretary: Everything to do with racing & on-the-water events, club boats.
- Social Secretary: All club social events.
- Training Principle: Course organisation/administration, RYA Registration.
- Chief Instructor: our senior Senior Instructor.
- Safeguarding Officer(s): Child Protection – can attend any Committee meeting.
- Quartermaster: Non-sailing stores: tea, coffee, juice etc. Food for events.
- Bosun: Maintenance of club boats – shared role – see list!
- Beachmasters: Berth police! Keep your berth tidy or else.....☺
- Press Officer: Club publicity – racing reports in press, club activities e.g. Open Day.
- Fleet Captains: Promote the growth of their fleet and arrange events/training.

10.2 Clubhouse

Where to find things! Go through opening up and closing down process.

- From the front door – combination lock.
- Turning on the electric (and the heating if needed – release the stop button).
- Where are the keys for the outbuildings kept?
- When you leave – last one out:
 - Check all external facilities are locked.
 - Shutdown computer and printer.
 - Make sure all keys back in the rear store.
 - Prop open door to ladies changing room for ventilation.
 - Do NOT switch off any of the IT equipment in the store area.
 - Turn off all the internal lights (store, changing room, kitchen, social area).
 - Switch off electric power using red button by door.
 - Lock the door – tumble over combination.
 - And then lock the gate – tumble over combination!
- On the club computer:
 - Website – show where Club Rules, News, Weather, Webcam and Dutyman can be accessed.
 - Show where useful documents can be found (eg Rules of Racing, Berth Plan).
 - Explain we want pictures! – email to gallery@.....
 - Wireless access available in the clubhouse. (WEP: Oclub14182010)
 - Anyone wanting personal training on Dutyman defer to end of tour!
- Booking a club boat: Bookings Diary. Paying for the Boat. What to do if it breaks.
 - Instructions available on rigging boats – but best to ask Saturday Duty Officer.
 - Tag & Cable Tie system for indicating boat broken and not to be used.
 - Who to report the damage to and how.

10.3 Site Tour:

- The club boats identified by a sticker – do not use a boat without a sticker!
 - Make sure the boat goes back in the same or similar berth.
- Nissen Hut: Store for two rescue boats. Club Workshop
- Surf Hut: Store for:
 - Topper sails, dagger boards & rudders.
 - RS Tera & RS Feva Sails.
 - 2000 and Laser Pico Sails.
 - GP14 and Solo Sails.
 - Buoyancy Aids and Lifejackets (smalls only).
- Gents Changing Room: In need of refurbishment!
- Old Starter Hut: RYA Training Centre Store **for use on courses ONLY**.
- Toilets – there they are (no demonstration required).
- Fuel Store – report to GC/SC Member if you use the last drop.
- Boat House. Two Safety Boats – Discussion on Safety Officer training.

10.4 Some General Safety Rules:

- Buoyancy aid or lifejacket at all times in/on the water in/out any craft!
- Wear something on your feet at all times – problem of “sharps”.
- Under 14s not allowed on site without parent/guardian with legal parental responsibility.
 - This is a safety, a club insurance and a “safeguarding” issue.
- Under 14s: not on jetty without lifejacket (drowning) & not in galley (hot surfaces/water & sharps).
- Youth 14-18 must report to SDO/OOD/AOD or SB and provide ICE contact information.
- Happy for young children to play on the beach but be aware risk of boats coming in and out.

10.5 And finally.....Club Communication – How we Communicate with YOU!

- **Email address is very important to us.** Make sure we know when it changes! Keep Dutyman up to date.
 - Any updates on DutyMan are notified to the Membership Secretary (including address/phone).
- Make sure we are using the “right” email: are we communicating with the family diary planner?
 - Families: we find it is best to have both partners email addresses ☺!
- We use text messages (txtlocal) so let us have your mobile number and keep us up to date with changes.
- Twitter – a form of free and public text messages – open a Twitter account and follow us: @sailshropshire
- Facebook – we have Facebook and you can follow us there – Facebook account not required!
- News pages on the website.
- Newsletters up to four times a year – we use Mail Chimp to send electronic newsletters.
- Notices in the clubhouse....

11 Fire Procedure

FIRE

ACTION – RAISE THE ALARM

- (1) SHOUT FOR ASSISTANCE.
- (2) OPERATE THE FIRE ALARM.
- (3) CALL EMERGENCY SERVICES BY DIALLING 999.

IF PRACTICABLE AND WITHOUT ENDANGERING YOURSELF OR OTHERS
ATTEMPT TO FIGHT THE FIRE.

LOCATION OF:

FIRE ALARM BELL

ALONGSIDE MAIN ENTRANCE DOOR (SEE PLAN).

TELEPHONE

NEXT TO STOREROOM (SEE PLAN).

FIRE EQUIPMENT

NEXT TO DESK, COMPUTER AND GALLEY (SEE PLAN).

FIRE ASSEMBLY POINT

REFER TO LAYOUT BELOW.

