



Operating Procedures

All training at the club will conform to the standards and guidelines laid down by the RYA with strict adherence to their student/ instructor ratios and safety-boat cover. It is the responsibility of the Senior Instructor or training Coach in attendance to ensure compliance with these guidelines and to monitor the standard of instruction applied. In particular, the use of Kill cords in all powered craft must be strictly complied with at all times.

The Operating area for any dinghy training held at the club will be confined to the area of the lake to the North of the bridge, excluding the powerboat area at the extreme North end, the boundary of which is defined by the concrete Groyne and an imaginary line continuing across the width of the lake from its extremity. If in doubt about this area, further details can be obtained from the club steward or in his absence the lake licensee whose office is below "The Smallest Pub in the world" directly opposite the club.

When the lake is busy with sailing dinghies, power boat training should be mainly in the power boat area previously defined unless the instructor in charge deems it inappropriate or unnecessary due to the nature of the training.

For tidal endorsements to powerboat training, use of the launching facilities at Safewater training New Brighton have been arranged. Instructors and students should make themselves aware of the contents of the separate risk assessment and operating procedures that are available from the Principal prior to attending such training.

The club is not able to arrange training at any other venue without prior arrangements with the Principal.

Prior to any training taking place, it is the responsibility of the Senior Instructor (SI) in charge to conduct a risk assessment of the event using the forms provided, documenting any decisions made which have been affected by that assessment. This assessment should take consideration of the number and ability of the students attending (In the case of vulnerable students there is a separate assessment form available for each individual), the prevailing weather conditions, the equipment and facilities available on the day. Risk assessment forms are available in envelopes pinned to the training notice board within the club. Upon completion of these forms, the SI should retain the information for the duration of the training then forward it to Training Admin for storage.

Details of all potential students will be collated by Training Admin and circulated prior to the event to the designated SI together with all necessary emergency contact details and medical conditions.



WEST LANCASHIRE YACHT CLUB

Founded 1894

The club currently have a number of boats available for use by sailing students. These include, but is not limited to:-

- | | |
|------------------|--|
| 12 Optimists - | Blue hulls stored on racks on the paved area next to the clubhouse. Sails and foils stored within the Oppy boathouse (Shed furthest from the lake) the keys for which are available from the steward, the bosun or the training principal. Rigs and foils are numbered to match hull numbers on the boats. |
| 5 Toppers | Hulls stored on racks on the paved area next to the club house Sails and foils stored within the Oppy boathouse (Shed furthest from the lake) the keys for which are available from the steward, the bosun or the training principal. Rigs and foils are numbered to match hull numbers on the boats. |
| 2 RS Visions | Stored in the boat park in the second row of boats directly opposite the door of the Oppy boathouse. Sails and rudders are stored in the Oppy boathouse. |
| 1 Wayfarer World | Stored in the boat park in the second row of boats directly opposite the door of the Oppy boathouse. Sails and rudder are stored in the boat. |
| 1 Enterprise | Stored in the boat park in the first row of boats opposite the Oppy boathouse. The sails and rudder are stored in the boat. This boat is not to be used for training on dinghy courses. |
| 1 Mirror dinghy | Stored beside the Oppy racks, the sails and rudder are stored in the Oppy boathouse. |

Other personally owned boats can be used at the discretion of the SI in charge although care should be taken to ensure they are sea worthy and appropriate for the level of training taking place.

The Club also has a selection of personal buoyancy and outer clothing available for use by students. This is stored on racks within the Oppy boathouse (Shed furthest from the lake) the keys for which are available from the steward, the bosun or the training principal. It is the policy of the training section that students will wear personal buoyancy to the standard specified by the RYA at all times when on the water. This will extend to at all times when launching and recovering boats whether by the slipway or on the hard standing directly outside the club.



WEST LANCASHIRE YACHT CLUB

Founded 1894

Also available when necessary are a number of helmets for use by students. It is the policy of the club that students will be made aware of this equipment and will be left to make the decision as to if they should wear them or not. The SI may wish to insist based on aggravating factors such as: A previous head injury or a particularly immobile student at risk of being hit by the boom. Other risk reduction measures to consider may include padding on the boom, or reefing in such a manner as to raise the boom out of harms way. In the case of children or vulnerable adults (In terms of decision making capacity) the decision should be taken by the parent or carer.

In general terms it is not the policy of the club to advise the use of these helmets except when there are some extenuating circumstances.

A First Aid box is available with the required equipment attached to the wall within the club house between the end of the bar and the ladies changing room, a grab bag is also available in this location to take anywhere on the site it may be required. Should any equipment be used from the box or bag, please inform one of the following people who will then arrange for its replacement:

- The Club Steward
- The Training Administrator
- The Senior Instructor of the day

The SI in charge should ensure an appropriate Health and Safety briefing is held with students and instructors before every session. This should include information around the following issues:

- Use of buoyancy aids
- The threat of injury within the boat park from boat ties and unshipped masts
- The slippery slipway
- Fuel storage and smoking areas. (Keys for the fuel bin which is stored in the paved area next to the club, are available from the club steward or the training principal)
- The availability of fire extinguishers. (Stored within the main boat house)
- Basic sailing rules
- Storage of launching trolleys (To be moved from the slipway to the spare boat parking space at the end of aisle 4)
- Contaminated water in the lake (Where necessary).
- Trip hazards in the Optimist storage area.
- The Child protection policy. (A copy of which is attached to the notice board)
- The safe use of the accessible hoist (Where necessary)

A clear operating area should be set for all instructors with the use of a horn (Situating in the white tower or use of the portable race signal) as a sound signal to instructors to complete the session and return to the club. An emergency signal of 3 long blasts should also be made requiring an immediate return to the club. Where possible Safety boats should remain in contact with the SI using VHF radios where fitted or hand held radios available from the workbench in the main boathouse.



WEST LANCASHIRE YACHT CLUB

Founded 1894

Prior to their involvement in any course at the club, an instructor, senior instructor or safety-boat driver must ensure that up to date copies of their instructor's qualification safety-boat qualification and first aid certificate have been provided to the training administrator for filing purposes. All courses will be presented and agreed at the monthly training meeting prior to being run at the club. In the absence of this process of agreement the person in charge on the day will be personally accountable for any issues that arise, with the club training principal and chief instructors accepting no responsibility for the event. In these circumstances the event will be classed as operating outside the bounds of an RYA course.

Child and vulnerable person protection.

There is a separate Child and vulnerable person policy available at the club with supporting documentation should an incident occur. All instructors and volunteers should make themselves aware of the policy and be prepared to challenge any inappropriate behaviour.

It is the policy of the club that all children under the age of 16 should be in the care of a parent or other designated adult who retains overall responsibility for their care whilst at the club.

Emergency procedures

In the case of a serious incident occurring at the club during a training session the SI in charge should ensure that the general club Emergency Procedures policy is adhered to, a copy of which is displayed on the training notice board.

Incidents and Near Misses

Should you observe an incident that you consider potentially dangerous or presenting a risk, this should be recorded in the book kept above the First Aid box next to the bar. The training committee will review all entries to establish if changes or other actions are needed to reduce the risk.

Faults / Damage to boats

Power Boats – follow the powerboat procedures found with the powerboat logs in the boathouse

Sailing Dinghy – Report any problem to the SI in charge of the activity