

Members Safety Handbook

Including

# Acceptance/Acknowledgement of Risk

Health and Safety Policy and Procedures.

Child and Vulnerable Adult Protection Policy

Reviewed March 2017   
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**Introduction**

Sailing is no different to many other outdoor adventurous activities in that it involves taking some risks i.e. it is not risk free. MoB has produced this Members Handbook that includes our policies and procedures which in turn promotes safety awareness and helps reduce any risk to members and guests to an acceptable level.

The Handbook is available to all members and should be read and retained so that everyone is aware of their responsibilities towards their own, and other member’s safety.

If you think that anything significant is missing from the Handbook please speak to the Chairman or Secretary..

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# Acceptance/Acknowledgement of Risk

Participating in sailing activities requires an acceptance of risk. You should understand and accept that there are inherent risks both when rigging, launching, sailing and recovering dinghies to those who participate in the activity.

The MoB committee takes all reasonable steps to minimise the risks and ensure the safety of all members when sailing.

MoB follows a set of operating procedures which are designed to minimise risk, but members and any of their guests are advised that it is not possible to control all factors, especially those dependent on nature.

In joining MoB as a member or when sailing with MoB as a guest you are acknowledging and accepting these risks.

Completion and return of the Annual Membership form constitutes your acceptance to abide by this policy and to follow the procedures and rules outlined within the handbook. This includes following the guidance as laid down in our “Child and Vulnerable Adult Protection Policy ” (see page 7)

# Risk Management

## Equipment

The Sailing Co ordinator will be responsible for ensuring that the fleet of dinghies are kept in a good and safe working order.

Boat defects which are identified by any member/user must be reported to the OOD or Sailing Co ordinator and recorded in the Sailing Logbook.

Any dinghies that are not seaworthy to be noted in the logbook and clearly marked - **OUT OF SERVICE**.

The Safety Boat loaned to MoB by Bewl Water must be checked by the MoB SI before any sailing activity commences.

These checks will include ensuring the boat has an undamaged kill cord in position, that the vessel has enough fuel and has a paddle on board.

All other essential safety equipment is provided by MoB and is part of our Safety Boat kit which is stored in MoB Headquarters.

The Safety Boat helm is responsible for ensuring that MoBs Safety Boat kit is complete (see checklist in waterproof container) and is on board the safety boat at all times when dinghies are afloat.

Radios must be checked that they are in full working order and on the same frequency. A handset must be carried by the MoB SI and the OOD. The SI is responsible for deciding who should carry the third handset. This is normally the safety boat helm.

OODs to check the location of the First Aid kit/box before sailing activities commence. This should be easily accessible to all during sailing sessions i.e. not locked inside MoB HQ.

## Pre session

All members to read and sign the MoB “Safety Rules” (see page 5). Guests to remain in company of a member and advised of rules as appropriate.

An RYA Senior Instructor (SI) with current qualifications will take note of the weather and assess sailing conditions, obtain members preferences and requirements and note members sailing competence. Based on this information the SI will confirm the dinghies that can be used, the amount of sail to be carried and will define the sailing area.

The SI will be responsible for ensuring that any craft going afloat are correctly rigged.

## Sailing sessions

All members sailing must adhere to MoBs “Safety Rules” .(see page 5)

The rules include the requirement for any member or guest to wear a correctly fitted buoyancy aid or lifejacket before they step on a pontoon or on board any dinghy or safety boat. Every member is responsible for ensuring this safety rule is followed.

## Emergency assistance

If additional help/ support is required at any time (includes summoning of emergency services), Bewl Water can be contacted by going to the Fishing Office or speaking to any of the Rangers or phoning 01892 890000 or their emergency line on 01892 890486.

If any of the Emergency Services are required phone 999 and inform Bewl Water staff immediately. They will assist by ensuring that on arrival at the site the emergency services are escorted straight to the casualty

# Safety Rules

*The following must be adhered to at all times in order that follow best practice and operate safely and in accordance with the rules and requirements laid down by Bewl Water (Landlords/Owners), and the Royal Yachting Association.*

* A Senior Instructor (R.Y.A.) and a MoB member (normally our Officer of the Day) to be on site and overseeing/managing all activities.
* The MoB Logbook must be checked (normally by the RYA SI) for any defect reports prior to any dinghies being declared available to sail..
* A safety boat is afloat and operational and manned by a qualified helm (min RYA Powerboat Level 2) and crew. The helm should have knowledge of any disabilities of those afloat.
* Radios must be carried by the RYA Senior Instructor and the OOD. A third radio is available and should be carried by whoever the S.I advises. .
* Members and guests must wear a properly fitted buoyancy aid or life jacket on the outside of any other clothing before stepping on a pontoon or going afloat in a dinghy or safety boat
* Members and guests must comply with instructions from the RYA Senior Instructor, or RYA Instructor or safety boat helm.
* Members and guests must remain within the sailing area designated by the RYA Senior Instructor. If no area is stated, it is your responsibility, before going afloat, to ask the Senior Instructor where you can sail. Sailing outside a designated area can jeopardise your own and others safety.
* Members and guests who may suffer from a medical condition, must either carry any relevant and important information about their condition in a format which makes it easily accessible to any professional to medical staff involved in dealing with a serious incident/accident, or to leave this confidential information in a sealed envelope with the OOD.
* Members and guests under 18 years old must be supervised by an adult parent/guardian who remains on site during each MoB sailing session. MoB members can not act ‘in loco parentis’.
* The number of people on board any dinghy used by MoB must not exceed the manufacturers recommendations. Prevailing conditions may dictate that numbers on board a dinghy are less than the stated maximum.
* In strong wind conditions the RYA Senior Instructor may limit the number of dinghies afloat at any one time. This decision must not be challenged.
* Dinghies carrying new or novice members or guests must be helmed by a member who is known to be competent in handling that vessel in the given conditions.
* Safety boats must not be used to take members on joy rides.
* The MoB Log book must be completed at the end of each session with any boat defects and repairs logged., check last weeks log before setting out.

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# Child and Vulnerable Adult Protection Policy

## Policy Statement

### MoB is committed to protecting children and vulnerable adults from harm.

MoB Child and Vulnerable Adult Protection Policy and Good Practice Guidelines are there to be acted upon to protect all members.

MoB is committed to reviewing its policy and good practice guide at regular intervals.

New members will be informed of, and directed to our Child and Vulnerable Adult Protection Policy/good practice guide. Members will be expected to read the policy and follow the advice given in the following Good Practice Guide..

## Good Practice Guide

Promoting good practice can reduce the possibility of potentially abusive situations and help to protect members. The following are examples of care which should be followed in a MoB environment.

* Always be publicly open when with children and vulnerable adults. Avoid situations where you are unobserved with Child/Vulnerable adult.
* If any form of physical/manual support is required, there should always be at least 2 members present. Care is needed, as it is difficult maintaining hand positions when assisting in and out of boats, or assisting with clothing/buoyancy equipment.
* Do not spend time alone with children and vulnerable adults.
* Do not allow or engage in any form of inappropriate touching
* Do not allow anyone to use inappropriate language
* Do not make sexually suggestive comments to a child/vulnerable adult, even in fun
* Do not allow allegations made by a child/vulnerable adult to go unchallenged, unrecorded or not acted upon.
* Do not do things of a personal nature for children/vulnerable adults they can do for themselves.

## Good Practice Guide - Responding to Suspicions or Allegations

It is not the responsibility of MoB members to decide whether or not child/vulnerable adult abuse is taking place. However there is a responsibility to protect children/vulnerable adults in order that the appropriate agencies can make inquiries and take appropriate action.

Where uncertainty arises about whether a concern warrants reporting, Social Services should be consulted for advice.

The Social Services Department has a statutory duty under “The Children Act 1989” to ensure the welfare of a child/vulnerable adult. When a child protection referral is made, their staff have a legal duty to investigate. Enquiries may be carried out jointly with the police.

Any suspicions or allegations should be reported to a MoB committee member. That committee member will liaise with one other committee member, notes will be taken detailing the suspicions or allegations and they will report the suspicions or allegations to a higher authority (Social Services Department, or Police).

Any MoB committee members approached will treat the matter with the utmost of confidence.

Information passed on to Social Services or the Police must be as helpful and detailed as possible, including:

* The nature of the allegation
* Description of any visible bruising or injuries
* The child/vulnerable adult’s account, if given, of what happened.

Reporting the matter to the police or Social Services should not be delayed by attempts to obtain more information.

Wherever possible, referrals telephoned to the police or Social Services should be confirmed in writing within 24 hours. A record should be made of the name and designation of the person to whom the concerns were passed, together with the time and date of any call. Where Social Services does not accept a referral, but concerns remain, these should nevertheless be put in writing and recorded in the same way.