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Largo Bay Sailing Club Sailing & Training

Senior Instructor Handbook & Operating Procedures



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RYA Recognised Training Establishment
Nigel Orkney– Principal
Tel 07967 291216



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1.0 Training Aims of Largo Bay Sailing Club

Largo Bay Sailing Club exists to promote water based activities in the local community. As a Royal Yachting Association Recognised Training Centre, LBSC's purpose is to develop skills in dinghy sailing.

Its main aims are to:

1. Introduce more people to dinghy sailing and water-based activities.
2. Encourage young peoples' social development through sport and foster sailing talent.
3. Improve members' training in their chosen area.
5. Develop its sailing facilities to benefit its members and the local community of Lower Largo.

The members of LBSC and its elected Committee recognise that to achieve their 'aims' they must concentrate on promoting dinghy sailing; only through its membership and offering its training facilities to other organisations can it grow. To this end they intend to organise, promote and run professional training courses to introduce people to the sport. Sailing is a sport for all.

LBSC's key personnel for training are presently Nigel Orkney – Training Principal, and Kevan Gibb – Chief Instructor.

1.1 Largo Bay Sailing Club is a Teaching Establishment

It aims to:

- Retain recognition as an RYA Recognised Training Centre.
- Have qualified RYA Instructors.
- Offer RYA courses in Dinghy Sailing.
- Offer RYA courses in Power Boating.
- Have qualified first-aiders.
- Have a range of suitable training boats.
- Have excellent club facilities - training rooms, changing rooms and galley.
- Have a protected sailing area.
- Have a membership both at youth and senior level.
- Have ongoing sail training development.

1.2 Information for Instructors

- The Chief Instructor, or designated deputy, is in charge of opening the club 45 minutes before any course starts.
- The Chief Instructor, or designated deputy, will check the club facilities, i.e. Ladies and Gents changing rooms, Training Room, the Rescue Hut and Fuel Store, and raise the Club Burgee, Red Ensign and Training Centre Flags.
- During training events everyone should try to keep wet clothing in the clubhouse to a minimum. If students have dripping clothing on please get them to rinse using the outside taps before entering.
- Please ensure that all equipment for Club boats is accounted for and returned to the storage areas.
(5xPicos, 3xL2000s)
- Rescue boats (2xRibs) must be refuelled at the end of each day, so that they are ready for club racing & other events.
- Any Lost property goes in the galley area and is brought to the attention of the Training Principal.
- All club's sailing gear is kept on the clothes rail that will be available in the main club house area. After use, all gear should be rinsed and hung on this rail.
- All course participants' names, medical details and emergency contacts, must be made available to the Training Principal and Chief Instructor prior to the start of the course.
- Please check that the Club's main area, dinghy parking and all rooms are left tidy before everyone leaves.
- All Instructors or Volunteers involved in training events must confirm they have read the attached copies of Health and Safety Policy, Child Protection Policy and LBSC Instructor Procedures for courses.
- The Chief Instructor or designated deputy should include the following in their pre-course briefing to all instructors: - 1. Tide & Weather Forecast, 2. Safe Compass Bearings for their safe return to shore in the event of poor visibility. 3. A résumé of all course participants and their allocation for tuition.

1.3 LBSC Club Sailing Boats

Laser 2000 (3 boats)

- All equipment is stored under the cover of the boats.
- There are clips and fastenings on the covers that must be done up at the end of the day.
- The L2000s are stored on the beach with sails on them. DO NOT take the sails out.
- Please report any loss of equipment, or any breakages/damage to the Sailing Club Boatswain, currently Steve Wood (His details are in the club handbook.) and inform the Training Principal.

Laser Pico (5 boats)

- All masts with sails rolled around them are stored in the Rescue Hut on the rack.
- Rudders and centre boards are secured in the boats
- Boats are stored on the beach.
- Please report any loss of equipment, or any breakages/damage to the Sailing Club Boatswain, currently Steve Wood (His details are in the club handbook.) and inform the Training Principal.

Safety checks of the boats will be recorded on a LBSC Boat Maintenance Log by the Sailing Club Boatswain and endorsed by the Training Principal.

1.4 LBSC Sailing Area

The sailing area in which LBSC will operate any training or sailing events will be within Largo Bay. This will be within the water area situated to the front of the clubhouse, as subsequently outlined within Appendix C of this document.

Prior to any sailing or training taking place within the designated sailing area, a risk assessment of the conditions and the ability of those participating will be completed on either the race entry form - by the OOD, or on a training risk assessment form – by the **Chief Instructor**.

1.5 LBSC Registered Instructors

Name	Instructor Cert.
KEVAN GIBB	Senior Instructor
ALISTAIR REID	Dinghy Instructor
PETER MALCOLM	Dinghy Instructor
CALLUM GIBB	Dinghy Instructor
DONALD AITKEN	Assistant Dinghy Instructor
LEN READ	Assistant Dinghy Instructor
NIGEL ORKNEY	Assistant Dinghy Instructor
ANDY GREER	Power Boat Instructor

1.6 Training Ratios for Sailing

RYA sailing courses, or any other tuition of beginner sailors

Safety craft

- 1 Safety Boat: 1-6 dinghies or 1:4 double handers or 10 dinghies race training
- 2 Safety Boats: 7-15 dinghies or 8 double handers
- 3 Safety Boats: 15+ dinghies or 12 double handers

Instructors Sailing

- Crewed Dinghies 3:1 for beginners with instructor onboard
Maximum 9:1 but not more than 6 boats per instructor (e.g. 3 L2000s with 3 students in each, or 5 Picos with 2 students in each)
- Single-handed Dinghies 6:1 (applies only whilst the boats are used as single-handed dinghies)

Dinghy Instructor	Stages 1, 2, 3 & 4	Start Sailing, Basic Skills, Seamanship Skills, Day Sailing, Sailing with Spinnakers*
Racing Instructor	Stages 1, 2, 3 & 4	Start Sailing, Basic Skills, Seamanship Skills, Day Sailing, Sailing with Spinnakers*, Start Racing
Advanced Instructor	Stages 1, 2, 3 & 4	Start Sailing, Basic Skills, Seamanship Skills, Day Sailing, Sailing with Spinnakers, Performance Sailing

* Instructor who is experienced with spinnakers and approved by the Principal or Senior Instructor.

** A Senior Instructor must supervise all RYA tuition

◆ An assistant instructor counts as qualified in the ratios, but should work under the direction or supervision of an instructor or SI.

◆ A Senior Instructor may be assisted by 50% experienced but unqualified sailors.

The Chief Instructor can authorise and document their decision for Dinghy Instructors to carry out additional levels of race training and advanced skills.

1.9 Who teaches what in the Powerboat Scheme

Instructors Qualification	Qualified to Teach
Powerboat Instructor with Coastal Endorsement	Levels 1 and 2 (Inland & Coastal)

* Only instructors qualification marked * can carry out own boat tuition when it is away from the Training Centre base.

** Instructor Training Courses may only be carried out, with the knowledge & permission of the RYA Regional Coach.

LBSC only teach RYA Powerboat Level 2 using their own Safety Boats.

Training Disclaimer: –

LBSC does not support, recognise or endorse any teaching out with the Approved Training Events. Only such Approved Training Events are subject to the liability cover of the club.

2.0 Roles and Responsibilities

The Chief Instructor in conjunction with the Training Principal, are responsible for the following:

2.1 Course Preparation and Attendance Register

The Chief Instructor in conjunction with the Training Principal shall assume responsibility for all matters of forward planning for training courses including the LBSC Health and Safety Policy. Requirements of other instructors and safety boat cover shall be determined and recorded prior to the start of the course. All attendees shall provide information on medical conditions and shore contacts as part of registration for the course. The Chief Instructor in conjunction with the Training Principal, before the start of the course must review this. Any special arrangements or provisions must be briefed to all instructors, assistants and safety crew. Course confirmation material literature will include times, dates, location, details of equipment to be supplied by participants, and details of last minute cancellation arrangements.

Course registration forms are available online:

LBSC Adult Dinghy Courses: (hyper link to online form)

LBSC Youth Dinghy Courses: (hyper link to online form)

LBSC First Aid Courses: (hyper link to online form)

LBSC Powerboat Courses: (hyper link to online form)

LBSC Training risk assessment form: (hyper link to online form)

2.2 Course Ashore Briefings and Sessions

An initial ashore safety briefing shall be provided to all course attendees at the start of the first session by the Chief Instructor or their designated deputy.

These briefings must include:

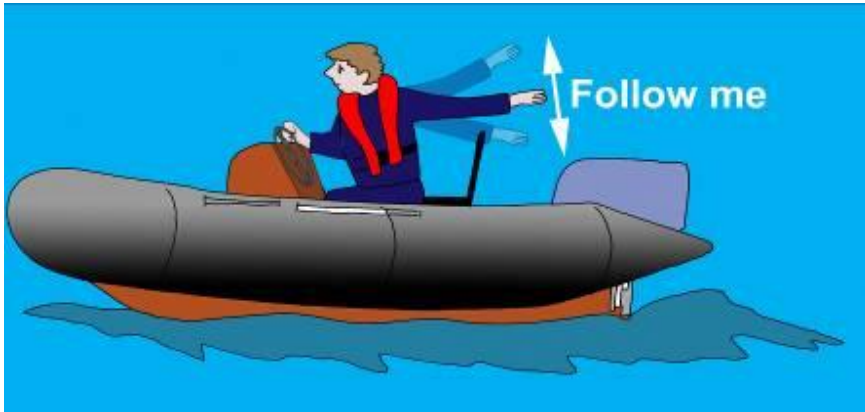
- Current and expected weather conditions
- Provision of suitable personal clothing
- Allocation of boats and crews preferably documented on white boards
- Fire alarms procedures, and availability of first aid
- Tripping and slipping hazards in the boat parks (chains), and launching areas (must wear buoyancy aids prior to launching)
- Risks from the wash of high speed craft
- Risks from vehicle movements in the boat parks
- Risks from departing the Club (main road) all youths to stay on-site
- Risks from marine engines
- Risks from changes in the weather conditions
- Use of personal buoyancy. (LBSC can provide lifejackets/buoyancy aids from drying room if required)
- Use of rails for drying wet clothing
- Provision of suitable personal clothing

2.3 Course Afloat Briefings and Sessions

Other than the points mentioned above, an additional briefing should be provided immediately prior to going afloat. This must include:

- The sailing area
- Likelihood of abandonment or cancellation
- Method of being accounted for on return to the shore
- Safety cover
- Launch/recovery is normally easiest from the beach area in front of the clubhouse.
- Method of indicating return ashore and other safety signals (see below)





All afloat instructors and safety crew shall also be briefed in methods of communication with the Chief Instructor or their designated deputy and requirement for reporting of deteriorating conditions.

3.0 LBSC Safety Boats

Largo Rescue 1 – Larger of the two RIB rescue craft. – Call Sign ‘Largo Rescue One’

Largo Rescue 2 – Smaller of the two RIB rescue craft. – Cal Sign ‘Largo Rescue Two’

3.1 LBSC Safety Boat Pre- Launch Checklist

- Trailer & tyres
- Hull, console, seats, tubes
- Tubes inflated
- Oil level
- Fuel level
- Safety Box/bag dry, complete and on board
- Anchor and warp
- Kill Cord - test after engine run
- VHF radio checked and stowed securely, set to channel P4 – designated M2 on some radios.
- Paddles
- Towing and throw lines
- First Aid Kit

3.2 LBSC Safety Boat Recovery Checklist

- Stay afloat until last competitor/participant is ashore
- Retrieve with engine partially raised to save the prop
- Wash down, clean and empty of rubbish
- Waterproof Safety Bag - check dry/complete then return to clubhouse
- Faults – recorded on whiteboard / tell rescue convenor (Currently Peter Malcolm, details in the club handbook.)

3.3 LBSC RIB Safety/Flare Box contents:

- Spare Kill Cord
- Basic Tool Kit
- Knife
- Compass
- Survival Bag/Thermal Protective Aid
- First Aid Kit

- Distress flares – 2 orange smoke and 2 day/night flares

3.4 Safety Boat Maintenance

The maintenance of LBSC Safety Boats shall adhere to the following guidelines:

- Records of such services shall be held both by the specialist and LBSC (Rescue Convenor Currently Peter Malcolm, details in the club handbook.) This will be recorded on a LBSC Regular Safety Boat Maintenance Log by the Rescue Convenor and endorsed by the Training Principal.
- Safety Boat engines shall be serviced by a designated specialist at least once per season.
- Safety Boats shall be returned to the specialist if any significant problems are found or reported.
- Safety Boat kill cords shall be tested for safe operation and condition every time they go afloat.
- Safety Boat VHF radios shall be checked for correct operation every time they go afloat.
- Safety Boat hulls, collars shall be thoroughly checked for condition twice per season.
- Safety Boats engine oil levels and quality shall be checked regularly.
- Safety Boat propellers shall be checked and if necessary returned to the designated specialist for repair or replacement regularly.
- Safety Boats shall be launched and tested for safe and correct regularly by the Rescue Convenor.
- The Rescue Convenor shall check waterproof safety bags to be dry and complete regularly.
- Any problems or faults should be recorded on the whiteboards in the clubhouse, and related directly to the Rescue Convenor, Chief Instructor and Training Principal and shall be acted on prior to the next planned use of the boat, either by rectification, return to the designated specialist or by clearly marking the boat as "Out of Service" with a suitable label mechanism e.g. Out Of Service wheel-cover or prop-bag.

3.5 First Aid Kits

An on shore first aid kit is located in the main clubhouse galley area.

Afloat first aid kits are available within dry boxes carried on each Rescue Boat.

All instructors and course attendees shall be made aware of available first aiders and location of the first aid kits.

All First aid kits are regularly reviewed for content and maintained by the Training Principal and the Chief Instructor, as per the RYA recognised contents list.

RYA Recognised Training Establishment
Nigel Orkney– Principal
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4.0 Child Protection

4.1 LBSC Child Protection Officers 2015

Nigel Orkney (Training Principal) & Peter Malcolm (Club Commodore) - contact details in club handbook

4.2 LBSC Child Protection Policy

Policy Statement

It is the policy of Largo Bay Sailing Club to safeguard children and vulnerable adults from physical, sexual or emotional harm. LBSC will take all reasonable steps to ensure that, through appropriate procedures and training, children and vulnerable adults participating in LBSC activities do so in a safe environment.

We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

In the context of this policy, 'child' refers to any young person under the age of 16. The policy also covers 'vulnerable groups', such as people with learning difficulties, or who have difficulty communicating, or who rely on others to provide personal care.

LBSC actively seeks to:

- Create a safe & welcoming environment, both on & off the water, where children can have fun & develop their skills & confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that LBSC organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect & celebrate their achievements.
- Carefully recruit & select all instructors / trainers & volunteers.
- Respond swiftly & appropriately to all complaints & concerns about poor practice / suspected or actual child abuse.

This policy relates to all instructors / trainers & volunteers who work with children or vulnerable adults in the course of their LBSC duties.

This subject and Policy will be kept under periodic review.

All relevant concerns, allegations, complaints & their outcome should be notified to the LBSC Training Principal, who maintains records.

4.3 Volunteers

The Club Commodore, currently Peter Malcolm (see club handbook for contact details) is the volunteer co-ordinator at LBSC.

All Club volunteers whose role brings them into contact with young people will be asked to provide references *or* to complete a self-disclosure form. Those instructing, coaching or supervising young people will also be asked to apply for a Protecting Vulnerable Groups (PVG) record check.

Good Practice

All members of the Club should follow the good practice guidelines attached (*Appendix A*). Which is also supplemented by the RYA recognised ' Safe and Fun' Code of Practice.

Those working with young people should be aware of the guidance on recognising abuse (*Appendix B*).

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the LBSC Training Principal.

Concerns

Anyone who is concerned about a vulnerable member's welfare, either outside the sport or within the Club, should inform the LBSC Training Principal immediately, in strict confidence. They will follow the attached procedures (*see Flowchart*).

Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action following a decision being made by the LBSC committee.

Appendix A - Good Practice Guide

Hand-out for Instructors, Trainers and Volunteers

This guide only covers the essential points of good practice when working with children and vulnerable people. You should also read LBSC's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Instructors and helpers on a course should avoid showering alone with youths. If possible, time other duties like RIB recovery or returning dinghies to their storage area.
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you have to help a child, make sure you are in full view of others, preferably another adult.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves

It may sometimes be necessary 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 the child (where possible) and their parents/carers. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Appendix B – What is child abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to meet their own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways

- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.
- Some level of emotional abuse is involved in all types of maltreatment of a child.

Bullying (including cyberbullying) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves.

- The bully may often be another young person.
- Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure.
- Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Recognising Abuse It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms, which should trigger your suspicions, would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her

- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way, which is worrying, without this necessarily meaning that the child is being abused.

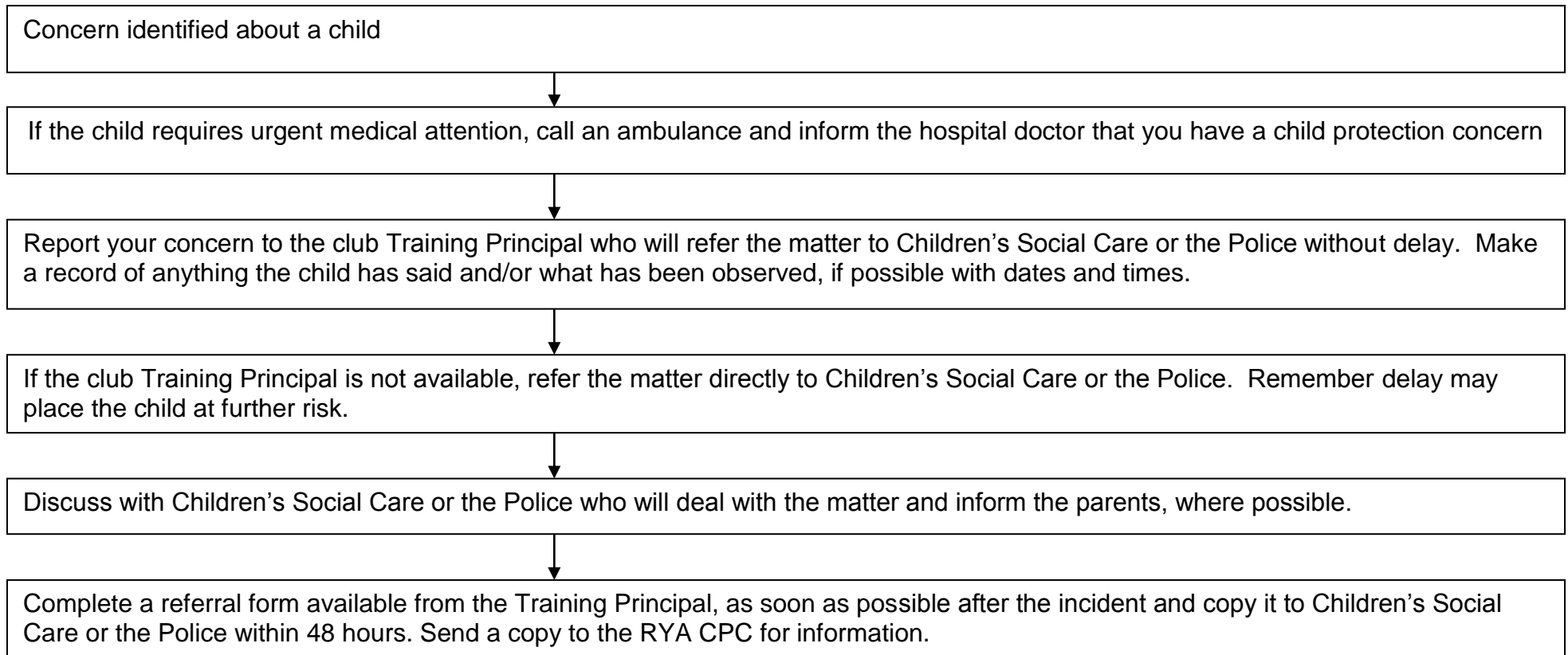
Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult LBSC's Principal Training Officer or the person in charge LBSC's Commodore.

It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Appendix B Flowchart – What to do if you are worried that a child is being abused outside the sport’s environment (but the concern is identified through the child’s involvement in the sport)



If you are uncertain what to do at any stage, contact the RYA-UK Child Protection Co-ordinator Jackie Reid on 023 8060 4104,

Or, the NSPCC free 24-hour helpline 0808 800 5000.

5.0 Emergency Procedures

For the attention of emergency services – there is a white board located in the Clubhouse main area with the white part of the board facing the main windows and visible for people to see. This will have on it details of the group afloat that day, including:

- Name of Group:
- Date:
- Time afloat:
- Number of Boats afloat:
- Number of students afloat:
- Instructors afloat:
- Instructors ashore:
- Chief Instructor:
- Group details:

5.1 Emergency Procedure Ashore

Medical Situation

Sailor or Dinghy Instructor brings casualty to the attention of the Chief Instructor

Chief Instructor does the following:

- Calls Emergency Services on 999 if necessary
- Accesses the nearest First Aid Kit or gets a Dinghy Instructor to bring this over to where the casualty is
- Treats the casualty where possible or gets a Dinghy Instructor to treat the casualty
- Co-ordinates the remainder of the group
- Contacts the parent / guardian / next of kin of the casualty
- Informs the Training Principal and makes a record

Fire Situation

Sailor or Dinghy Instructor brings fire to the attention of the Chief Instructor

Chief Instructor does the following:

- Calls Emergency Services on 999 if necessary
- Gets the group to a safe place (muster stations) away from the fire and / or building
- Accesses the nearest Fire Extinguisher or gets a Dinghy Instructor to bring this over to where the fire is
- Extinguishes fire
- Contacts the parent / guardian / next of kin
- Informs the Training Principal and makes a record

5.2 Emergency Procedure Afloat

One sailor in trouble

Sailor or Dinghy Instructor brings fire to the attention of the Chief Instructor

Chief Instructor does the following:

- Casualty must be immediately brought ashore with another person, unless doing so would incur additional injury or risk.
- Hypothermia is a particular risk afloat so casualty must be kept warm
- If necessary direct contact should be made with the Coastguard using telephone or VHF (ch. 16).
- Calls Emergency Services on 999 if necessary once ashore
- Minor medical emergencies can be treated with first aid
- Puts another instructor in charge of the remainder of the group and leaves them instructions (could be to land boats)
- Contacts the parent / guardian / next of kin to arrange a pick up

Multiply sailors in trouble

Sailor or Dinghy Instructor brings fire to the attention of the Chief Instructor

Chief Instructor does the following:

- Applies “scoop and run” method leaving boats with hazard tape
- Coastguard is alerted to situation and asked to call emergency services if necessary (while still afloat)
- Casualties & all sailors must be immediately brought ashore, unless doing so would incur additional injury or risk.
- Adequate safety boats must stay afloat until all sailors are in
- Hypothermia is a particular risk afloat so sailors must be kept warm
- Casualties treated with first aid
- Puts another instructor in charge of the remainder of the group (one male and one female if possible)
- Group meets together in cadet room if safe to do so
- Contacts all parents / guardians / next of kin to arrange a pick up
- Group told of situation and kept up-to-date with details where necessary

5.3 Dealing with a Major Incident

These notes give guidelines in the aftermath of a major accident for the Training Principal & Chief Instructor in charge; all of the following will be dealt with in conjunction with the authorities in charge of dealing with the Major Incident:

- Your first priority is, of course, the safety of participants and instructors, but once ashore you are going to have to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the club to a place you can talk to them away from the press.
- Produce a written statement that can be given to the press:

- E.g. " Largo Bay Sailing Club regrets to announce the death of a crew member who fell overboard during a training event. When, Where, Our deepest sympathy to the relatives etc. A full statement will be issued at Time, (give yourself time to collate the information).
- Don't hold a press conference, this will be done in conjunction with the authorities in charge of dealing with the Major Incident
- Decide who will speak to the press & don't allow well meaning but ill informed members to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press.
- If there has been a fatality the police will contact the Club and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- Keep any relevant equipment e.g. Lifejackets, logbooks etc
- If required send a report to the MAIB (refer to booklet G27).
- Major accidents at RYA Training Centre's are very rare but if you are ever unfortunate enough to be involved in one, it helps if your paperwork is up to date e.g. you have a contact number for the next of kin and that your boats and instructors comply with your own safety policy and the RYA conditions of recognition.

AFTER AN INCIDENT OR NEAR MISS INCIDENT The Training Principal will request full details for recording purposes. These will be clearly detailed and recorded as soon as possible within the LBSC ACCIDENT BOOK located at the wall folders beside the OOD desk in the main clubroom area. The record details will be reviewed by the Training Principal will be part of fuller discussion by the LBSC Committee. This will provide reference for points of learning for future improvement & development of club policies to provide safer learning environments for the future.

5.4 Emergency Telephone Numbers

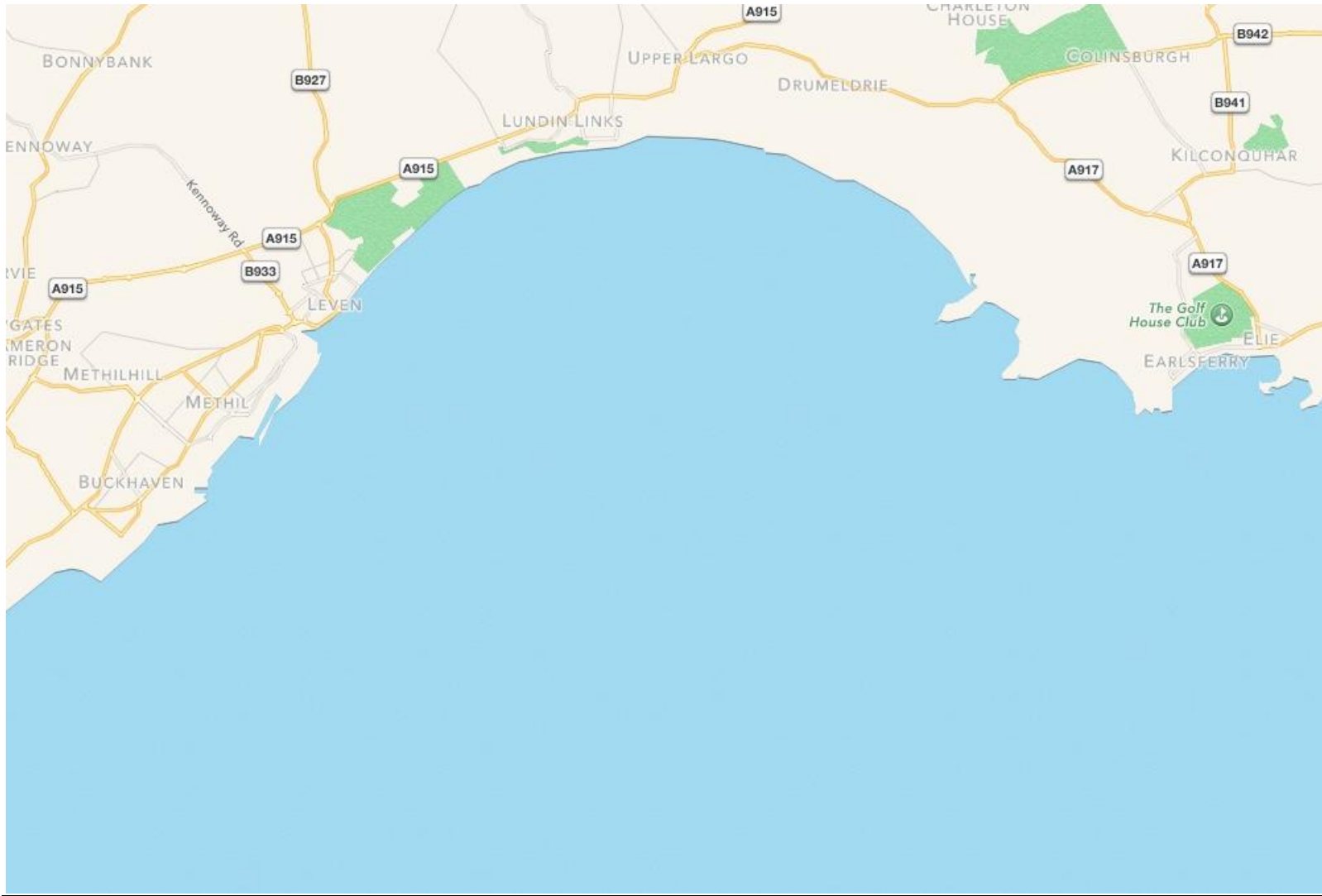
Police	999 or 101
Levenmouth Police	01592 418950 Police Scotland, Sea Road, Methil, Fife, KY8 3DE
Ambulance	999 or 101
Victoria Hospital A&E	01592 643355 NHS Fife, Hayfield House, Hayfield Road, Kirkcaldy, Fife, KY2 5AH
Coastguard	01224 592334 HM Coastguard, 5 Admiral Street, Carnoustie, Angus DD7 6BA
VHF Radio	Channel 16 (working 67)
RNLI Lifeboat	01333 310526 Middle Pier, Anstruther, Fife KY10 3AA 01592 890663 30 Saint James Place, Kinghorn KY3 9SU
RYA Press Office	023 8060 4215 http://www.rya.org.uk/aboutus/mediacentre/Pages/contacts.aspx
RYA Training	023 8060 4100 http://www.rya.org.uk/contactus/Pages/default.aspx
RYA Scotland	Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ 0131 317 7388 Email: admin@ryascotland.org.uk

Appendix – C Sailing & Training Area

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Above is the designated sailing and training area within the Bay of Largo Bay as shown, which is a zoomed in area of the map shown below



Version Control

V0.1 – 01.04.2015 Author Nigel Orkney,
Endorsed by LBSC Committee.

V0.2 – 14.04.2015 Author Nigel Orkney, Reviewed by Peter Malcolm,
Endorsed by LBSC Committee.

V1.0 – 01.06.2015 Author Nigel Orkney, Amended and Reviewed by Lauri Taylor,
Endorsed by LBSC Committee.