

## Other sources of information + checklist to be used at event

- Operations Manual - written for a higher level of supervision of large numbers of children where the organisers and instructors take a greater level of responsibility, but sections of it are relevant including child protection issues.
- Event risk assessment - has been used to create this document & checklist and is not for use at events.
- The **Event Checklist for OOD** must be used. This is necessary in order to prove all correct actions have been taken.
- Read para 7 of Memorandum of Delegation on SGBA website - the 'organiser' is the OOD for events using this procedure.

## Communications

- It is important to have a working mobile phone - O2 seems best at present - if yours doesn't work, ask the Sailing Secretary for the club phone in advance of the event. If needed, the postcode of the Quay is TQ9 6RD. Mill Point Grid Ref - SX847567
- VHF radios - check they are charged and working - set channel to P4 - agree call signs - with the safety boat on station, do a radio check before the event starts.
- Communications in an emergency: Mobile phone - see above. The nearest landline is at the River Shack restaurant. Phone 999 for an ambulance (also coastguard if required) but, **refer to Event Checklist for Emergency Action information**.
- The signal for calling in all boats is four blasts on a horn - repeated as needed at one minute intervals. OOD & safety crew will discuss this decision on the radio. In the case of radio failure (when boats must be called in anyway) then OOD or Safety crew can initiate the signal and the other will repeat it.

## First aid pre-event checks

- Check first aid kit in boat store and make sure safety boat crew has checked theirs and any other equipment
- Identify any qualified first aiders present and write name(s) on the whiteboard.

## Weather conditions, setting event area, starting event, dealing with changing conditions

- Assess at the start whether the conditions are too windy. Discuss it with the more experienced members around. Members are, however, responsible for deciding for themselves whether they can cope with the prevailing conditions.
- In windy but not dangerous conditions, the event can be deemed suitable for experienced sailors only.
- If the event is cancelled, those wanting to sail anyway (without a safety boat) must be told it is at their own risk.
- Set up whiteboard and write headings - **Boat type + Number/id + Name of person + time out + time in**.
- Safety boat helm & OOD will agree the event area (covered by safety boat) - the area map/instruction must be on display.
- When the safety boat is in position, then the **event starts** and that time is written on the board. An estimated finish time should also be on the whiteboard. Earlier finishes (usually for safety reasons) must be notified to all within the event area. The board must be updated to show correct times and other information.
- It is a good idea to have the option of sending out another safety boat to help if necessary, especially in the case of strengthening winds. If not available, those less experienced must be called in before the safety boat can no longer cope. The event area can also be reduced, which must be notified to all by the safety boat.
- If the safety boat becomes inoperable, all boats need to be called in (see Communications).

## Relating to event participants - actions required for all, for children, for the inexperienced

- **No-one is to go out without a buoyancy aid. That includes children swimming/playing near shore.**
- Check the ability of boat users if unknown and advise (or ask others to) - check rigging or ensure someone else does so.
- We don't have to supervise children; they must be accompanied by a responsible adult. We should stop them swimming in the area where boats land as it is dangerous. Over 14s can sail/paddle without parents being present if they can convince the OOD that it is with their parents' agreement and also that they are competent.

## General duties during event

- Wear yellow waistcoat and be visible. Keep a lookout. Keep VHF handset on your person. Inform the safety boat if you think that they haven't noticed something that may be a problem. Keep them informed of the number of boats out.
- **Keep a record on the whiteboard of members on the water in any boat.** Make adults write on the board - children won't remember. This job can be delegated to a responsible person also wearing a yellow waistcoat. Ensure 'in times' are entered.
- Where help is needed with rigging or launching - try to get others to provide that help.
- Watch for potential hazards on shore - you should be in a prominent position from which you can exercise control.

## At end of event

- Check all event participants are off the water - release the safety boat.
- Direct members to put everything away in the right place. Return radios to clubhouse - put on charge. Record any breakages or things not working on the board in boat store. Lock up. Damage to be reported to quartermaster.
- Please email to the Sailing Secretary the total number of members who went out on the water during the session.