



MK SAILABILITY SAFETY MANGEMENT

<u>Roles and responsibilities</u>		
<p>Chairman:</p> <ul style="list-style-type: none"> Ensures that the safety management procedures of Milton Keynes Sailability sessions are put into practice. Ensures that sufficient boats, safety equipment, hoists, slings, lifejackets, and buoyancy aids are available and appropriately maintained. Oversees the repair and maintenance of the Milton Keynes Sailability fleet to ensure maximum safety and availability. Makes recommendations to the Milton Keynes Sailability Committee for the development and any modifications to the fleet and all other equipment. Appoints with agreement from the individuals, and broadcasts in advance, a duty officer, and a Safety Boat crew, for each sailing session. If a Duty Officer is not appointed, then the role is automatically the responsibility of the Chairman. <p>Duty Officer:</p> <ul style="list-style-type: none"> The Duty Officer should be the most qualified/competent/experienced person available for each session. This role could be split into two shifts if necessary: an early and late shift, depending on availability. Briefs the volunteers before a session starts to outline the programme for the day and to allocate roles and responsibilities. Confirms that the Safety Boat helm and crew are present at the start of the session. Identifies First Aiders for the session. Is responsible for all activities and equipment on and around the waterside, including the pontoon, slipway, and boat compound, during the session. He/she may delegate tasks to other experienced volunteers but always remains responsible for the safe management whilst on duty. <p>Secretary:</p> <ul style="list-style-type: none"> To maintain the membership database and email distribution list To keep Milton Keynes Sailing Club Committee apprised of the current membership. To maintain an accurate record of all volunteers certification: to include DBS, RYA and First Aid certification. 		

<ul style="list-style-type: none"> • To produce Minutes from Committee meetings and AGM in a timely and accurate fashion. • To ensure Milton Keynes Sailability Committee reviews all policies and procedures as required or at least yearly in line with current best practice. • To report all accidents, incidents and near misses, in the MKSC Accident and Incident Book, which is kept in the club house. <p>Welcome Desk Manager:</p> <ul style="list-style-type: none"> • This should be an experienced volunteer who has a good knowledge of both sailors and Sail buddies. • Manages the registration of sailors and carers and assist them as appropriate to complete the signing-in sheet. • Receives sailing fees and issues receipts if requested. • Assists sailors to prepare and dress appropriately and introduces them to their Sail Buddy • Liaises with the Secretary or other committee member to pass on registration forms of any new members. • Ensures that any cash collected is also passed over to the secretary or another appropriate committee member. <p><u>Safety Boat</u></p> <p>General:</p> <ul style="list-style-type: none"> • The safety boat should be checked before launching to ensure that it is in good condition and ready for use with all the appropriate safety equipment. • The safety boat should be launched before sailing commences. • A second safety boat should be available and ready for launching if conditions require. • The safety boat engine should be checked and started before the boat is cast off. • Safety boats should not be used for joy rides during sailing sessions. However, on occasion it may be necessary to take a carer out to support their sailor. • Safety boat crews should be vigilant and keep a good look out whilst sailing is taking place. • Helms should always wear kill cords whilst helming. <p><u>Crew:</u></p> <ul style="list-style-type: none"> • There should be two crew in the safety boat at all times. • There should be at least one qualified safety boat helm in the boat at all times. • The second crew should be able to drive under supervision. • Crews should be suitably dressed to cope with the conditions on the day including wearing buoyancy aids at all times and be prepared to enter the water if required to do so. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Safety boats should be supervised by a qualified helm. 		
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<ul style="list-style-type: none"> • The minimum qualification for a Safety boat helm is: RYA Level 2 Powerboat certificate plus MK Sailability in-house Safety Boat Helm. • In-house safety boat qualifications and training should be supervised by an RYA Safety Boat Instructor or an RYA Senior Instructor/Coach. <p><u>Safety Boat Equipment:</u></p> <p>The following equipment should be checked and in the safety boat before launching:</p> <ul style="list-style-type: none"> • A long line on the trailer and rib for launching. • Bow and stern lines, for mooring and towing alongside. • Anchor and line. • Floatable towing line for lee shore rescue. • Sharp knife. • Spare kill cord. • First aid kit. • Survival bags. • Sufficient fuel • Two paddles. • Engine key. • Handheld Radio. 		
<u>Procedures:</u>		
<p>Onshore:</p> <ul style="list-style-type: none"> • Secretary to ensure sailors details are available at each session. When necessary, relevant information may be made available to a Sail Buddy. • All shored-based volunteers to wear name badges. Sail Buddies and other water-based volunteers should do so when practical. • All sailors, Sail Buddies and volunteers should give way to rowers carrying their boats and any other heavy equipment. <p>Clubhouse:</p> <ul style="list-style-type: none"> • When moving and working around the clubhouse, all volunteers and sailors should be aware of the presence of the public, vehicles, bikes, prams, and dogs. <p>Changing rooms:</p> <ul style="list-style-type: none"> • Changing rooms should be checked at each session before lock up, to ensure no one is locked in. 		
<p>Boat compound:</p> <ul style="list-style-type: none"> • Take care not to block the way for other compound users. <p>Rigging:</p> <ul style="list-style-type: none"> • Take care when rigging boats on land, be aware of the dangers of swinging booms. • Pippa: the Fore-Stay (red Rope) fouls the Jib when tacking. Hence it is 		

<p>easier to disconnect the fore stay when the sail is up. The Jib has a wire rope in the Luff edge of the sail, this holds the mast up. However, if you remove the Jib, then the mast will fall down. Hence it is REALLY IMPORTANT to re fix the Red Forestay to the Ring on the Bow to hold the mast in place before you lower or unclip the Jib sail.</p> <p>Launching:</p> <ul style="list-style-type: none"> • A minimum of two experienced volunteers, suitably attired for the water, are required for launching and retrieving Challengers from the slipway. One volunteer can be the Sail Buddy from the Challenger being launched/retrieved. • Trollies should be parked clear of the slipway. • Hansa dinghy keels should be lifted by the A-frame keel hoist and not by hand. If that is not possible then the regular hoist should be used. • Sail buddies and sailors should not be in a Hansa dinghy whilst the keel is up, as the boat will be very unstable and liable to capsize. During rigging, Sail buddies should use their discretion. • Hansa keel pins and Pippa's keel must be checked and locked in position. <p>Boat modifications:</p> <ul style="list-style-type: none"> • Sail Buddies, sailors or volunteers should not make any permanent modification to a boat (e.g., cutting or replacing lines) without discussion with the Duty Officer. 		
<p>Slipway:</p> <ul style="list-style-type: none"> • Care should be taken whilst working on the slipway, with particular attention to public access and other water users. • There should be sufficient volunteers when launching boats up and down the slipway. • Be aware of the dangers of slipping at the waterline when Launching boats. 		
<p>Pontoon:</p> <ul style="list-style-type: none"> • The pontoon must be cleaned before sailing commences. • Care should be taken when moving on the pontoon with particular attention to avoiding tripping over the fixed cleats. • Particular care should be taken with wheelchairs, safety straps should be undone in case of immersion. • Unqualified volunteers should not try to move electric wheelchairs. 		
<p>Personnel Lifting Hoist:</p> <ul style="list-style-type: none"> • When using the personnel lifting hoist to transfer a sailor into or out of a boat, the helper must be competent in the use of the hoist and supervise the operation. Should any Buddy/volunteer not be confident in the use of the hoist he/she must advise the Duty Officer immediately. • The hoist slings should be visually checked regularly by the hoist operators. • The hoist to be serviced yearly, the Secretary to hold the certificate. 		

<ul style="list-style-type: none"> The final decision on employing the hoist lies with Sailability and not the sailor. 		
Sailing: <ul style="list-style-type: none"> Buoyancy aids or lifejackets must be worn by all sailors, Carers, Sail Buddies, and volunteers, whilst on or near the water's edge including the pontoon and slipway. Buoyancy aids and lifejackets must be fitted properly and be of sufficient size and buoyancy for each individual. When necessary, sailors should be assisted to do this by a competent person. The ability to sail singlehanded should be determined by the Duty Officer. 		
Accident Reporting: <ul style="list-style-type: none"> All accidents incidents and 'near misses', which result in injury, or equipment or infra-structure shortcoming, must be recorded in the Accident Book. The MKSC Accident Book is kept in the clubhouse. It is important to complete the entry with as much relevant detail as possible including the boat, equipment, and location on the site when, where the incident occurred. Reported accidents and significant near misses are to be formally reviewed, at monthly meetings of the Milton Keynes Sailability Committee. Any actions which are recommended are to be followed up by the committee. Where more urgent action is required, the Milton Keynes Sailability committee should initiate this, and keep the Milton Keynes Sailing Club Committee informed as appropriate. 		
Qualifications: <ul style="list-style-type: none"> It is Milton Keynes Sailability policy to encourage our volunteers to work towards RYA dinghy sailing, powerboat, and safety boat certificates. We also recognise that competence and experience in sailing and boat-handling is equally as important in maximising good practice and safety. Milton Keynes Sailability can arrange RYA Power Boat, Safety Boat and First Aid courses for interested volunteers. 		
Cancellations: <ul style="list-style-type: none"> Cancelling sailing or modifying a session is a last resort and will be mainly due to severe weather conditions or lack of competent volunteers. If sailing is cancelled, there are always other jobs to be done to boats and equipment, volunteers always welcome. The decision to cancel may have to be made on the day or occasionally the day before. We will endeavour to notify Volunteers and Sailors as soon as possible via email, social media, and the web site. 		

Attendance/Communication: <ul style="list-style-type: none"> • The sailing schedule shall be emailed to all members and volunteers in March • Volunteers will be emailed approximately one week prior to each session and should confirm their availability or non-availability on email to sailabilityMK@gmail.com as soon as possible. 		
Milton Keynes Sailability Committee: <ul style="list-style-type: none"> • President – Tim Harpin • Chairman – Jon Osbiston • Secretary – Anna Ross • Treasurer – Adrian Solesbury. Members: Madge Carey, Mick Farmer, Jake Leonard, Bryan Watson, Paul Cannon.		