



# Telford Sailability Group Policy and Procedures Manual 2024

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To be used in conjunction with Telford Sailing Club Safety Policy and Safeguarding and Child Protection Policy

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Version 1.4: 11th June 2024.

## Version Control

Version	Changes	Changes made by	Approved by / date
1.0	New Document		
1.1	naming	Manuel Greenwood	3rd May 2024
1.2	Update and additions	Manuel Greenwood	27 <sup>th</sup> May 2024
1.3	Updated	Paul Devey	30 <sup>th</sup> May 2024
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## 1. Introduction

### 1.1 Contact Details

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### 1.2. Purpose and aims

Telford Sailability group aims to support everyone, no matter what their ability or disability to enjoy sailing on Priorslee Lake. In order to deliver this, regular sessions are run for both individuals and groups and their carers.

To ensure that these activities and the volunteers that run the sessions are safe this policy and procedures manual outlines the safe practice and management of Telford Sailability group sailing for all involved.

Telford Sailability group uses Hansa access boats that have a heavy keel for extra stability and safety. They are designed to be harder to capsize than a conventional dinghy, making them perfect for beginners and less mobile sailors.

Telford Sailability group also uses modified Skipper sailing dinghies. These have added side buoyancy tanks making them harder to capsize and very good for beginners and less mobile sailors.

Telford Sailability also uses a 2.4 keel boat. Which is a single hander, can be sailed with just the main sail, or main and jib.

This policy must be used in conjunction with the Telford Sailability Risk Assessment and the Telford Sailing Club Safety Policy. Where there are contradictions between the two documents, then this policy takes precedence for a Telford Sailability group activity only.

### 1.3. Audience

This manual should be read by all those taking part or volunteering in Telford Sailability activities and be made available to clients of Telford Sailability, their carers or care providers. As a condition of being part of the Telford Sailability team, volunteers agree to reading and abiding by the contents.



## 2. Volunteers

In order to run the Telford Sailability group, the group relies heavily on volunteers.

2.1 All volunteers must sign a 'volunteer declaration' either at the beginning of the year or before they take part in Telford Sailability group as a volunteer.

2.2 All volunteers or groups who take part in Telford Sailability group Activities at Telford Sailing Club must be given a copy of this document and updated on any changes. They are required to sign to say that they have received and read a copy of this document (appendix 1).

2.3 The Telford Sailability Group works within the TSC safeguarding policies, all volunteers involved in regularly delivering the Sailability activities must be DBS checked before they start volunteering on a regular basis.

2.4. In order to safeguard the volunteers, it is their responsibility to inform the day coordinator of any limitations they might have so duties are allocated fairly and safely.

2.5. Any volunteers coming with schools or charities are the responsibility of the school or charity to which they belong.

2.6. It is Telford Sailability group Groups responsibility to ensure that all volunteers are trained or suitably qualified to operate / prepare equipment before they use it.

All club volunteers and school / charity staff / volunteers will be encouraged to attend a pre-season Sailability training session.



### 3. Sailing sessions

#### 3.1. Session management.

Sailability sessions operate according to the RYA training centre guidance. These sessions must be organised and supervised on-site by a SI, who will be known as the 'Day Coordinator'. In exceptional circumstances this role may be fulfilled by an experienced dinghy instructor (DI). In the event of a DI having to act as 'Day Coordinator, this must be recorded with an explanation of the circumstances in a session log. The session log must be available to view if required.

To ensure that all risks are considered when allocating duties to volunteers, setting sailing areas and supervising on water activities, a daily risk assessment should be carried out before the start of the session. The daily risk assessment will be kept as a record, available to view if required. A dynamic risk assessment should be carried out throughout the session as a continual monitoring and communication process by all those involved in managing safety on the water.

The number of qualified RYA instructors must be considered when determining sailor: instructor ratios

##### 3.1.1. Sessions with up to 6 Sailability boats on the water

The minimum number of volunteers for a Sailability session to run with 6 boats is:

**4 persons.** Cover of the jobs below can be interchangeable throughout the day if qualified to do so. All volunteers must be made aware who has which role or duty throughout the day. This must be clearly communicated by the Day Coordinator.

**1x Day Coordinator (RYA Senior Instructor)**

**1x Safety Boat helm (with radio, minimum powerboat level 2)**

**1x Safety Boat crew**

**1x Beach Master**

**1x nominated First Aider ( all SIs and DIs hold a current first aid certificate.)**

##### 3.1.2. Sessions with between 7 and 10 Sailability boats on the water

The minimum number of volunteers for a Sailability session to run with between 7 and 10 boats is:

**6 persons.** Cover of the jobs below can be interchangeable throughout the day if qualified to do so. All volunteers must be made aware who has which role or duty throughout the day. This must be clearly communicated by the Day Coordinator.

**1x Day Coordinator (RYA Senior Instructor)**

**1x RYA Dinghy Instructor**

**1x Safety Boat helm (with radio, minimum powerboat level 2)**

**1x Safety Boat crew (except in exceptional circumstances and ratified by the SI)**

**1x Beach Master**

**1x support boat helm (with radio, minimum powerboat level 2)**

**1x nominated First Aider ( all SIs and DIs hold a current first aid certificate.)**



If non-access dinghies are to be used in a Sailability session, a safety boat certificate is required by the safety boat helm.

### 3.2. Volunteer roles / duties

This section describes each role.

#### 3.2.1. Day coordinator

1. To organise and run the sailing session safely, as per these guidelines.
2. To decide if it is safe to run a session (based on the weather conditions and the skills of the volunteers available on the day).
3. Supporting the volunteers and sailors to get the most out of the day's activities.
4. Manages student numbers and timings to ensure everyone gets a chance to sail, rest breaks as needed, a lunch break and are able to depart on time.
5. Ensure all paperwork / checklists are completed for each session and safely filed for audit purposes.
6. Ensures all boats are rigged correctly.
7. Ensure radios are fully charged.
8. Provide free tea and coffee for volunteers.

#### 3.2.2. Beach master

1. Is in charge of activity on the jetties.
2. Ensures all activity close to the water is safe. This includes getting in and out of boats and protection of limbs.
3. Communicates with the Day Coordinator and Safety Boats regarding the numbers of boats on the water.
4. Takes part in and supervises launching, recovery, rigging and de rigging of the boats, encouraging students to participate at a level that meets their needs.
5. To ensure everyone sailing and near the water has a correctly fitted buoyancy aid or life jacket if required.
6. Manages running repairs to boats if required.

#### 3.2.3. Shore Crew

1. To work with the beach master and help launching, recovery, rigging and de rigging of the boats, encouraging students to participate at a level that meets their needs.

#### 3.2.4. Safety Boat helm

1. To prepare and check the power boat:
  - i. Kill cord + spare kill cord appropriate to the boat
  - ii. Fuel
  - iii. Radio
  - iv. Alternative means of propulsion
  - v. Anchor or mud weight
  - vi. Throwing line



vii. Basic first aid kit

viii. Rope to tie up access sails if it is necessary to de rig on water

ix. Knife

x. Tow Rope

xi. Basic tool kit

2. To maintain VHF communication with the second PB if more than one is in use ensuring that all boats can be seen
3. To know how many boats are on the water
4. Should communicate with the Day Coordinator as needed.
5. Provide safe assistance to boats as required, this includes towing, adjustments to rigging and on very rare occasions might include a rescue from the water
6. Ensure that all sailors are safe when near the powerboat:
  - i. Safe use of the kill cord
  - ii. Making sure all limbs are inside the boats whenever they are in the vicinity of another boat or powerboat

### 3.2.5. Safety Boat crew

1. To assist the driver at all times
2. Follow instructions when providing support to boats
3. Understand how to safely tow a boat or pull it off a lee shore without damaging themselves, the sailors or the boat
4. Watch towed boat, to make sure occupants are safe.
5. Make sure they are fully aware of how all the equipment on the boats works.
6. Know how the boats are rigged and how to de rig the sail on the water
7. To be prepared to enter the water in an emergency.
8. To be suitably dressed to enter the water.

### 3.2.6. First aider

1. To hold a valid RYA approved first aid certificate
2. Be aware of the location of the first aid bag.
3. Provide immediate first aid as required
4. To ensure an incident form is completed and recorded in the Telford Sailing Club incident log.
5. Know how the boats are rigged and how to de rig the sail on the water
6. To be prepared to enter the water in an emergency.
7. To be suitably dressed to enter the water.
8. Know how to call emergency services and arrange gate access.



#### 4. On water safety

Annual risk assessments for Telford Sailability Group must be performed and adhered to. The Telford Sailing Club Safety Policy is the document that supports safe on water activities:

Dinghy sailing is a water sport that can be enjoyed by people of all abilities and ages in a wide range of environments. As with any sport there is an element of danger, however small, if the sport is to retain its attraction for participants. If the risks are properly assessed and managed, dinghy sailing is essentially a safe activity.

The day coordinator must assess conditions and risk throughout a Sailability session, taking into account reports from the on-water team and where any doubt exists as to safety not put boats out onto the lake and / or bring all boats off the water.

Sailors who have conditions that might require an immediate on water response (e.g unstable epileptic) must not sail alone, a responsible adult must be in the boat with them and must carry a VHF radio for use in an emergency. Where drugs are required to treat an emergency, **they must be carried by the sailor's carer who will be in the boat with the sailor**. All members of the team must be made aware of the possibility of an on-water emergency.

##### 4.1 Team briefing

The day coordinator is responsible for allocating duties to the team, taking into account the skills, knowledge and training requirements of the volunteers on the day.

**At the start of the session all team members should be briefed as to their roles and the planned activities for the day. These roles or duties can be change throughout the day, as long as the person taking over is qualified or competent to do the job. All volunteers must be made aware who has which role or duty throughout the day. This must be clearly communicated by the Day Coordinator.**

If the number of boats expected to be on the water is known, then this should be shared at this briefing, if not then the day co-ordinator and beach master must calculate boat numbers and communicate this to the support craft, updating them as changes occur.

It is good practice to reflect on what went well and where things could have gone better at the end of a session if time allows.



## 4.2 Powerboat (Safety boat) support

RYA power boat to sailing boat ratios of 1 boat to 6 sailing boats, and 2 boats for up to 15 sailing boats.

All drivers must have a minimum of PB level 2 and have undertaken an annual refresher. If dinghies are being used as part of a session that has a risk of capsizing the power boat helm must possess a safety boat qualification.

All power boats must have a crew who is competent to use the equipment on the powerboats and be able to de rig and rescue an Access dingy, the crew must always be prepared to enter the water if necessary.

Wheel chairs and passengers can only be carried if there are only boats with a low capsizing risk (access dinghies or skipper dinghies with additional flotation) being used as part of the session.

## 4.3 Buoyancy aids and Life Jackets

Everyone on the slipway, jetties and close to the water's edge lake edge must wear a buoyancy aid; It is the responsibility of the volunteers, responsible person / carers to make sure these are of a good fit. All volunteers have a right to challenge the fit of a buoyancy aid with the staff if in doubt.

The beachmaster should decide and arrange that a lifejacket is worn and fitted correctly by any vulnerable pupils or who cannot swim instead of a buoyancy aid.

## 4.4 Sailing in Access dinghies

### Knock down or capsizing in an Access dinghy.

In the event of a capsizing or inversion, pressure on the centre board from outside the dingy will right it. In an inversion, if the centre board is not in place, the boat can be righted by placing use an oar in the centre board slot to use as a lever.

### Centre boards on access dinghies

Centre board must be raised and lowered by a competent person, if they feel up to do that job as the centre board is very heavy. This can be undertaken by anyone who has been shown how to use the equipment safely or who is being supervised by a trained member of the team. All centre boards must be checked for security before being sailed. Reefing and unfurling of the sail can be done safely on water or when moored at the pontoon.

## 4.5 Sailing in Skipper Dinghies (with additional flotation)

### Capacities (maximum number of people in the boat)

Skipper 12 – maximum of 3 persons including helm.

Skipper 14 – maximum of 4 persons including helm.

If reefing is needed this should be done prior to the sailors boarding the boat. The boom will be set higher than the tallest sailer, so no one can get hit by the boom. Standing up while afloat should be discouraged, except in exceptional circumstances when supervised by the safety boat.

## 4.6 Sailing in non-access dinghies (without additional flotation)

Where double handed training boats without additional flotation are to be used for Sailability sessions they





must be helmed by a RYA instructor (SI/DI or AI). When there is no instructor in the boat (single handed dinghies), all sailors must have demonstrated that they are confident in the water and that they can right a capsized dinghy.

If sailors are sailing non-access sailing dinghies, the Safety Boat helm(s) must possess a safety boat qualification.

#### **4.7 The hoist**

The fixed pontoon hoist must only be used to hoist a person by volunteers if they are fully trained in its use. As a general rule, if a sailor requires hoisting into a boat then they must bring their own sling with them and carers are responsible for supervising the hoisting of them in / out of the boat.

#### **Servicing**

Hoists must be subject to a 'thorough examination' every 6 months by an approved contractor in compliance with the LOLER regulations. No hoists or lifting equipment may be modified unless authorised by the approved contractor

#### **5. Participants under the age of 18.**

All participants under the age of 18 must be accompanied at the sailing session by their parent or legally appointed guardian. The parent or guardian is not required to be in the sailing boat for the session. However, they must remain on site for the duration of the session.

#### **6. Buoyancy tests of Sailability Boats and floating pontoons**

Each year before the start of the season all Sailability boats and floating pontoons must be inspected for holes, spilt to seams etc, or any damage to the hull integrity or fittings which may cause it to be unsafe to use in the water.

One key safety requirement is that the hull buoyancy tanks should not have any significant leaks. This ensures that the hull is not compromised by carrying water in the tanks whilst sailing, but more importantly can be recovered from a capsize and righted easily due to the buoyancy of the tanks.

A buoyancy test must be carried out on any boats or floating pontoons if it is thought necessary by the Telford Sailing Club Committee or Commodore. The buoyancy test must at a minimum consist of the following procedure.

1. Find suitable weight – 125kg of crew (you will get wet feet...)
2. Remove all sails, foils and boom (leave mast in)
3. Flood the hull (upright) with water above the top of the dagger-board case and 125kg of crew for 15 minutes
4. Capsize boat for 1 minute to port and 1 minute to starboard again with 125kg of crew
5. Recover boat and drain.
6. Measure water in the compartments this 'shall not exceed 2 litres in total or 1 litre in any individual compartment'
7. Sign Buoyancy Certificate



## Telford Sailability Group Manual: declaration and Code of conduct

All active Telford Sailability Group members, volunteers and participating groups are required to comply with and accept the following:

### Mandatory Declaration

1. Manual

I confirm that I have read the **Telford Sailability Group Manual 2024** and agree to adhere to the requirements set out in the code when involved in any Telford Sailability Group activity at Telford Sailing Club Site.

2. Telford Sailability Group code of conduct

I confirm that I have read the **Telford Sailability Group code of conduct** and agree to adhere to the requirements set out in the code when involved in any Telford Sailability Group activity at Telford Sailing Club Site.

Signed..... Date.....

Name (print) .....

Address .....

Postcode .....



## Telford Sailability Group Code of Conduct

### **Telford Sailability Group Code of Conduct for volunteers and TSC club members involved in Telford Sailability Group activities**

This document outlines the code of conduct under which all volunteers and club members involved in Telford Sailability Groups activities are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which we all expect to conform.

All Telford Sailability Group volunteers must:

- Read and Understand the Child and Adult Protection Policy as detailed on the TSC website <https://telfordsailingclub.co.uk/policy-documents/>
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the sailor above the development of performance or delivery of the activity
- Be registered as a Telford Sailability Group volunteer, or a Telford Sailing Club member.
- Not develop inappropriate working relationships with sailors (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide sailors to accept responsibility for their own behaviour and performance.
- At the outset, clarify with sailors (and where appropriate their parents / guardians / carers ) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- No do or neglect to do anything which may bring Telford Sailing Club or Telford Sailability Group into disrepute.
- No Carry out any duties whilst under the influence of alcohol or drugs.

Failure to adhere to this code of conduct may result in the suspension or withdrawal of Telford Sailing Club membership.