

Priory Sailing Club

**Including PSC RYA Registered Training
Centre**

Standard Operating Procedure

*Version 10.4 Last Review September
2025*

Training Courses : Standard Operating Procedure (SOP)

1.0. The Establishment and Courses

1.1.1. Priory Sailing Club is located at Priory CountryPark, Barkers Lane, Bedford, from where activity sessions take place.

1.1.2. Priory Lake is 68 acres in area and has its point furthest from the Club House at approximately 750 metres distance.

1.1.3. There is a small island situated approximately in the middle of the lake.

1.1.4. A map of the area is attached (Appendix 1), and the out of bounds and shallow areas are indicated.

1.1.5. Summer Sailing : April 1st or Good Friday (whichever is earlier) – October 31st Daily 0930 – Sunset. Access to whole lake

1.1.6. Winter Sailing : November 1st – March 31st or Maundy Thursday (whichever is earlier). Restricted to Saturday, Sunday and Bank Holidays. Hours 0930 – Sunset. Access restricted, No access to right hand side of the island when looking out from the club house.

1.2 Priory Sailing Club (PSC) is a Members Club and is affiliated to the Royal Yachting Association (RYA) for sailing, windsurfing and powerboat activities.

1.2.1 The Club offers mentoring and other sailing improvement sessions to its members

1.2.2 The Club also offers taster sessions (open days) direct to the public.

1.2.3 The Club also offers taster sessions to voluntary organisations such as scouts, cubs, guides & brownies

1.2.4 PSC is also a (RYA) Recognised Training Centre (RTC) for dinghy sailing, windsurfing and power boating.

1.3 Meetings:

1.3.1 The Principal or Chief Instructors (CI) will normally hold meetings with Coaches and Instructors as required. This may be in the format of a formal meeting or at the start of the course / session.

1.3.2 The contents of the agenda will be decided by the Principal / Chief Instructor and may include local and national issues.

1.3.3 Where issues of importance are discussed - meetings will include minutes and will be circulated to all Instructors.

1.3.4 Discussions on Risk Assessment may also be included within these meetings.

1.3.5 A review of the Accident Book and the Near Miss Book should be included at this time.

1.3.6 Other meetings may be held as necessary.

2. Conduct of Courses

- 2.1. The RYA Principal or nominee will arrange publicity for courses, and for taking bookings. Before the start of each course, participants will be sent the following :
- 2.1.1. Copies of G4 and G3
 - 2.1.2. a leaflet explaining the nature and demands of the course
 - 2.1.3. the venue and the date and time of the course
 - 2.1.4. the kit required
 - 2.1.5. kit that will be issued
 - 2.1.6. a Booking / Consent form which becomes the basis of the Next of Kin Form, incorporating swimming declaration, and medical history where relevant
 - 2.1.7. Schools and Youth Groups may use their own Consent Forms but they must be available on site with medical and next of kin details

2.2 Where applicable all courses will follow the RYA syllabuses as laid down in relevant Publications.

2.3 For each course, a **Lead Instructor (LI)** will be appointed.

- 2.3.1 He or she will be responsible to the Principal / Chief Instructor (CI) for the safe delivery of the course.
- 2.3.2 If applicable, the content of the course is to RYA standards.

2.4 The Lead Instructor will hold a morning briefing, at a suitable time before the start of the course, of his fellow Instructors to co-ordinate:

- 2.4.1 Responsibilities for teaching
- 2.4.2 Kit to be used
- 2.4.3 Operating Areas
- 2.4.4 Risk Assessments – (This could be a dynamic RA)
- 2.4.5 Allocation of participants and sharing of any medical information
- 2.4.6 Responsibilities in case of emergency, weather and storm briefing
- 2.4.7 Routine tasks as needed, and any information regarding changes to the Lake or other features.

2.5 At the start of each course, students will be welcomed, and then given a brief on:

- 2.5.1 the layout of the Club: the lake and safety precautions which include
- 2.5.2 use of personal buoyancy aids and instruction in putting them on
- 2.5.3 use of protective clothing (Where applicable wet suits will be offered to students)
- 2.5.4 the necessity for showering after the session, and the fact that wet suits are required to be rinsed between courses.
- 2.5.5 emergency procedure and recognised distress signals

2.6 At the start of each session on the water, students will be provided a safety briefing according to the following checklist - Keep it brief, make it appropriate to group and activity, confirm understanding with questions, remember to cover:

- 2.6.1 [✓] Area – Where will the activity take place? What does the group need to know about other water users?
- 2.6.2 [✓] Signals – How will you communicate with the group during the session? What signals will you use if you need to stop the session or bring the group off the water?
- 2.6.3 [✓] Safety – Does everyone have the correct equipment and is it worn correctly? What elements of your dynamic risk assessment will you share with the group?

2.7 Safety Boats in the appropriate numbers are to be launched and tested prior to the start of any on-water activities.

- 2.7.1 The check of the Safety Boat kit is all present
- 2.7.2 The kill cord is inspected and checked that it is functioning correctly

2.8 At the end of each course students will be issued with a Certificate as appropriate and will be invited to complete a feedback form.

2.9 Protection of Children:

- 2.9.1 A separate document on protecting children & vulnerable adults has been produced based on the guidelines laid down by the RYA will be used.
- 2.9.2 The designated person for the purposes of Safeguarding is Jeanette Pocock
- 2.9.3 If the concerns are about the Safeguarding Officer, then a further alternative contact is the PSC Commodore.

3 Safety

This does not supersede PSC Club Sailing Rules or PSC Club Bylaws.

Responsibility

- 3.1.2 Instructors have a responsibility to the Participants, the Principal and CI for ensuring that teaching standards that are as laid down by the RYA are met.
- 3.1.3 That safety procedures are carried out as laid down.
- 3.1.4 That they are familiar with the current Risk Assessments – these can be found on the Instructor Pages on the PSC Web Site www.priorisc.org.uk/instructors
- 3.1.5 The Lead Instructor for each course is responsible for the conduct of that course and will report any incident or safety issue to the Principal / CI at the end of each course.
- 3.1.6 The Lead Instructor is responsible for authorising on-water activities, taking into account actual and forecast weather conditions for the days in question.
- 3.1.7 The Principal or nominee will check and replenish First Aid Kits.
 - 3.1.8 PSC Kit in Wet Training Room
 - 3.1.9 Instructor Kit in kitchen area
- 3.1.10 The PSC Principal & CI will undertake routine PSC craft & equipment inspections and delegate as necessary any maintenance.
- 3.1.11 Equipment that is found to be unsuitable to be used should be identified by a tag Do Not Use

3.1 PSC Safety Boat Ratios for organised coaching activity

1 to 6 dinghies	1 safety craft
7 to 15 dinghies	2 safety craft
More than 15 dinghies	3 safety craft
Max 12 boards to	1 safety craft

In general, separate safety boats should operate for dinghies and board courses. This may at times be impossible. In this case training areas must be curtailed to fit and the 1:12 ratio must not be exceeded overall. Liaison between Instructors on different kinds of courses is important, and adequate arrangements must be made for safety boat cover. In particular the skill of the students may play a part in any assessment of cover, and the weather conditions.

A board and paddle or an open canoe and paddle may make an adequate alternative in light airs as an additional safety craft for boards.

- 3.1.1 Kill cords:
- 3.1.2 All powerboats must be fitted with, and use, kill cords.
- 3.1.3 Kill cords must be checked for wear and that they work every time the boat is launched

3.2 First Aid:

- 3.2.1 All Instructors hold first aid certificates
- 3.2.2 First Aid Kits are available
 - 3.2.2.1 in ground floor wet training room
 - 3.2.2.2 1st floor kitchen
- 3.2.3 A **blanket** is kept in the downstairs Training Room
- 3.2.4 A defibrillator is in the downstairs accessible changing room

3.3 The What3Words location of the club is - Tips.Left.flying

- 3.3.1 Should an ambulance or other emergency services be required then somebody should be sent to the entrance to the park to guide them to the Centre.

3.4 An Accident Book is located in the Galley

- 3.4.1 The Instructor concerned must record all injuries and incidents, which take place on training courses, in the Accident Book and notes made in the daily diary. Serious injuries and incidents must be drawn to the attention of the Principal / CI's, who will in any case inspect the Accident Book at least once a month. Hazards

See detailed risk assessments and Emergency Action Plan

Four main categories of hazard are identified: which are treated as Major and Minor Emergencies.

- Drowning Major emergency
- Coldness Minor emergency
- Hypothermia Major emergency
- Injury Major or minor emergency depending on incident
- Other, including land based hazards. Major or minor emergency depending on incident

4.1 Drowning / Water safety:

During courses no student or Instructor will go afloat without a buoyancy aid or lifejacket.

Any incident involving apparent drowning will be dealt with as a **Major Emergency**.

4.2 Hypothermia / Cold:

Where applicable all students will be offered the use of wet suits.

The wearing of wet suits may be required at the discretion of the Lead Instructor.

Hypothermia is possible in cold weather conditions and must be recognised. More likely is that the students become cold, making them less alert and the course less enjoyable. Instructors must recognise when students are cold and act accordingly.

Short sessions punctuated by land-based drills and hot drinks can help.

- True hypothermia is a **major emergency**.
- Coldness is a minor emergency

4.3 Injury:

Injury in the form of wounds and fractures can occur, in varying degrees of severity. Students must not be taken on the water in weather conditions that are too severe for their capabilities. Sudden wind changes are a feature of Priory Lake.

Each injury must be judged on its merits. It should be noted that minor cuts and wounds are a cause of concern in the presence of Weil's disease and blue-green algae.

Students should be advised to take precautions before the start of a course and to cover all wounds, and any cuts sustained during training should be disinfected and covered before the student continues with the course.

See **Emergency Action Plan**

All injuries and accidents must be recorded in the accident book and the noted in the daily diary.

4.3 Other: (Examples)

- 4.3.1 Dispersal of the fleet can be managed by anticipation and good powerboat practice. On Priory Lake it is not commonly a serious problem as all students end up on a shore and can be retrieved.
- 4.3.2 Fire is a safety boat problem or building - follow the code of practice.
- 4.3.3 Contaminated water (Blue-green algae and Wiels disease) is a hazard. Students and Instructors should adopt guidelines issued.

See **Emergency Action Plan**

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4.4 Near Miss Observations

- 4.4.1 The daily diary should be used to record “Near Miss Observations” These are incidents that were potentially hazardous but in which no damage or injury resulted.
- 4.4.2 An example – participant getting on the water without a BA / Lifejacket on
- 4.4.3 The diary will be inspected regularly by the Principal / CI’s and appropriate action taken, which will be communicated to other Instructors / Coaches.
- 4.4.4 It is important that instructors understand that valuable lessons can be used from Near Misses and the forms and information is used, on a “no-blame” basis.

