



# **STANDARD OPERATING PROCEDURES**

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## Section 1 Overview

### 1.1 Introduction

- 1.1.1 Wembley Sailing Club (WSC) is a Community Amateur Sports Club delivering sailing courses, powerboat courses and race training to members, and prospective members of WSC. Wembley Sailing Club an RYA recognised training centre and delivers courses in accordance with the RYA syllabus.
- 1.1.2 The centre operates on the Welsh Harp Reservoir (Brent Reservoir) in North London and is required to conform to the byelaws of the Welsh Harp Sailing Association (WHSA).
- 1.1.3 This document provides information on the delivery of RYA and recreational activities by WSC and should be read and understood by all instructors, coaches and volunteers involved in WSC afloat operations. Instructor guidelines have been included in sections 2 to 5 to assist instructors in ensuring the safety of course/ activity participants under their supervision.
- 1.1.4 All RYA courses are delivered exclusively by RYA qualified instructors and as such this document contains the minimum necessary guidance in order to allow instructors to make their own judgements as to the most appropriate action to take in a particular situation.
- 1.1.5 This document may reference RYA Senior Instructors, Dinghy Instructors, Powerboat Instructors, Race Coaches and Assistant Instructors employed by WSC collectively as 'instructional staff'.
- 1.1.6 All WSC instructional staff are required to read sections 1 to 6. Before starting each shift, they must acknowledge their understanding of the club's latest Standard Operating Procedures through the centre's instructor management software, Deputy.
- 1.1.7 All policies, procedures and forms can be accessed by instructional staff on Deputy. Instructors will be given access permissions to this app when they are onboarded at the centre. There is also a physical copy of the SOPs located to the left of the whiteboard in the Admin Store.

### 1.2 Key contacts

- 1.2.1 Tom Dalrymple, Centre Principal (CP)  
M: +44 (0)7970 926275 E: [tom@wembleysailingclub.co.uk](mailto:tom@wembleysailingclub.co.uk)
- 1.2.2 Steve Long, Safeguarding, Welfare and Quality Assurance Officer (SO)  
M: +44 (0)7900 291092 E: [steve@wembleysailingclub.co.uk](mailto:steve@wembleysailingclub.co.uk)
- 1.2.3 Oliver Hickling, Chief Dinghy Instructor (CDI)  
M: +44 (0)7475 595445 E: [ollie@wembleysailingclub.co.uk](mailto:ollie@wembleysailingclub.co.uk)
- 1.2.4 Josh Hodgkinson-Toay, Chief Powerboat Instructor (CPBI)  
M: +44 (0)7722 906418 E: [josh@wembleysailingclub.co.uk](mailto:josh@wembleysailingclub.co.uk)

1.2.5 Ollie Hickling, Race Development Officer (RDO)

M: +44 (0)7475 595445 E: [Ollie@wembleysailingclub.co.uk](mailto:Ollie@wembleysailingclub.co.uk)

1.2.6 James Thorne, Boatswain

M: +44 (0)7818 8789398 E: [james@wembleysailingclub.co.uk](mailto:james@wembleysailingclub.co.uk)



### 1.3 Authority Line

- 1.3.1 All instructional staff should familiarize themselves with the following authority line. All named persons in the following section may be referred to collectively as the **Training Team**. For more information on incident reporting and for who to contact / report to in the event of an emergency or a major incident see [Annex K](#).
- 1.3.2 **Tom Dalrymple** is the Training Centre Principal. The CP is **accountable** to the WSC committee for the safe and effective delivery of all training in the club and ensuring compliance with the guidance and policies laid down by the RYA.
- 1.3.3 **Oliver Hickling** is the Chief Dinghy Instructor. The CDI is **responsible** for delivering the centre's dinghy training programme, maintaining high standards of course delivery and the upkeep the centre's dinghy training fleet (See 2.1.1). He will deputise for the Centre Principal.
- 1.3.4 **Josh Hodgkinson-Toay** is the Chief Powerboat Instructor. The CPBI is **responsible** for delivering the centre's powerboat training programme and onshore courses, maintaining high standards of course delivery and the upkeep the centre's powerboat fleet (See [2.1.2](#)).
- 1.3.5 **Oliver Hickling** is the Race Development Officer. The RDO is **responsible** for delivering the centre's race training programme, including squads and racing events maintaining high standards within the programme and the upkeep the centre's racing fleet (See [2.1.3](#)).
- 1.3.6 **Katie Nowotarska** is the Instructor Coordinator. The IC is **responsible** for rostering instructors, maintaining a high working environment and the training and development of all staffs. They report to the Centre Principal and are the line manager for all instructional staff.
- 1.3.7 The Centre Duty Warden has overall responsibility for the safe conduct of all centre operations on the day. Often this will be the CDI, CPBI or CP but may be an experienced Senior Instructor. This person will:
- a) manage all instructional staff present on the day
  - b) Allocate boats and equipment to instructors
  - c) Act as a point of contact for parents and prospective clients
  - d) Support the CDI and CPBI to manage bookings and other course related administration.
  - e) Ensure all boats and equipment are thoroughly cleaned, de-rigged, inspected for defects and stowed at the end of the day.
- 1.3.8 All staff have a responsibility to co-operate with supervisors to achieve a safe teaching environment for everyone.

## 1.4 Instructor records

- 1.4.1 Records of the qualifications of instructional staff are held securely on Deputy. (See [6.1](#)).
- 1.4.2 All instructional staff will potentially have unsupervised access to children when delivering courses. Prior to delivering any training at the centre all instructors must complete references and satisfactorily complete an enhanced DBS check, which is included in the employment agreement.
- 1.4.3 All new employees are required to attend an induction in which a member of the training team or the Duty Warden will inform them about the centre's operations as per the induction checklist (See [Annex H](#)).
- 1.4.4 At the end of the induction new employees will be asked to sign the employment agreement which includes a self-declaration form for roles involving contact with children (See [Annex S](#)). By signing the form the new employee confirms that they have read the current SOPs, completed the induction and are safe to work at the centre.
- 1.4.5 All instructional staff are required to read and understand the following documents, collectively known as SOPs, which can be accessed through deputy.
  - a) The current edition of the club's Standard Operating Procedures
  - b) The [RYA Child Protection Policy and Guidelines](#)
  - c) The [RYA Instructor Code of Conduct](#)
  - d) Wembley Sailing Club's Privacy Policy (See [Annex D](#))
  - e) Wembley Sailing Club's Equality Policy (See [Annex C](#))
- 1.4.6 A record of confirmation that Instructors have read these documents is stored on Deputy.

**Section 2 WSC Fleet, Equipment and Facilities****2.1 WSC Fleet**

2.1.1 For RYA dinghy training WSC maintains a training fleet of:

- a) 12 Laser Picos
- b) 6 fusions
- c) 7 Sailqubes (Oppies)
- d) 2 RS Visions
- e) 2 RS Quests

2.1.2 For RYA powerboat training and safety cover for RYA dinghy training, racing and events the WSC maintains a powerboat fleet of:

- a) 2 Humber Rib
- b) 3 Rigi flex
- c) 1 XS Rib

2.1.3 For RYA race training, racing events and to support the dinghy training fleet, WSC maintains a racing fleet of:

- a) 8 toppers
- b) 6 laser classics
- c) 1 RS 200

2.1.4 When delivering activities instructional staff are responsible for:

- a) Assessing whether a boat is safe for use by students prior to launch and should report any defects to the Centre Duty Warden and to the Boatswain via the QR code situated in the Kit Issue Store.
- b) Ensuring all dinghies are fitted with a mast-head floatation devices unless otherwise instructed by the Duty Warden.
- c) Ensuring boats are not loaded beyond their specified limitations at any time.
- d) Ensuring at the end of each sailing session all boats are covered and stored appropriately. If necessary, sails should be cleaned.

## **2.2 Buoyancy Aids**

2.2.1 Buoyancy aids must be worn by anyone on the waterside of the yellow line surround the edge of the reservoir. Instructors should check all students have their buoyancy properly fitted before they are allowed out on the water.

2.2.2 Smaller students should wear the support straps between their legs as an extra precaution.

## **2.3 Helmets**

2.3.1 The lead instructor of every course should assess the conditions, taking into account weather and students' ability, and issue helmets where appropriate.

2.3.2 It is advised that Helmets are worn by students on the Young Sailor's and Youth Sailing Scheme Stages 1 & 2 courses when afloat.

## **2.1 Clubhouse**

### **2.1.1 Workshop**

- a) Water users requiring access to the workshop must be supervised by a member of staff.
- b) The workshop is out of bounds to all students.

2.1.2 No temporary overhead structures are to be erected by Wembley Sailing Club staff onsite unless properly risk assessed.

2.1.3 During Summer courses, students must have access to a shaded area during breaks.

### Section 3 Afloat Operations

#### 3.1 Person with Overall Responsibility for Safety

3.1.1 The Centre Duty Warden has overall responsibility for the safe delivery of all afloat activities. The Centre Duty Warden will oversee all instructional staff delivering activities.

- a) RYA sailing courses must be overseen by an RYA Senior Dinghy Instructor and delivered an appropriate instructor as per RYA guidelines.
- b) RYA powerboat courses must be delivered by an RYA Powerboat Instructor

3.1.2 No activities afloat will start without the approval of Centre Duty Warden.

3.1.3 During on water activities students should always be supervised by their lead instructor or another member of staff.

3.1.4 When ashore students must be supervised by a member of staff at a recommended ratio of 1 instructor for every 10 students. Supervising staff should keep students within sight as much as possible.

#### 3.2 Operating Areas

3.2.1 The following operating areas are available for afloat activities:

- a) Training Zone: From the dam wall to buoys 1 & 2
- b) Zone 2: From buoys 1 & 2 to buoys 3 & 4
- c) Zone 3: From buoys 3 & 4 to buoys 5 & 6
- d) Zone 4: From buoys 5 & 6 to buoys 6 & 8

3.2.2 All training should endeavour to take place in the training zone.

3.2.3 In the event that training must take place outside the training zone then weather conditions and forecast, the abilities of participants and other water activities taking place should be considered when deciding where to operate.

3.2.4 If other centres are using the reservoir the Centre Duty Warden should coordinate Wembley Sailing Club's afloat activity with those centres.

#### 3.3 Local Hazards

3.3.1 Instructors and safety supervisors should note the following hazards. The instructors should inform participants of these hazards during their Afloat Safety Brief (See [Annex E](#)).

- 3.3.2 **Access Road:** An access road runs from the main gate to the dam wall. Instructors should ensure that this road is always kept clear to allow access in an emergency.
- 3.3.3 **Water condition:** Instructors should be aware of two specific health hazards associated with all stretches of inland water:
- a) **Weil's Disease:** A bacterial infection (leptospirosis) usually transmitted through rat's urine which presents flu-like symptoms. Instructors should ensure that participants dress any open cuts and grazes with waterproof dressings. Instructors should recommend participants professional medical advice if they suffer flu-like symptoms within two weeks of exposure to water in the reservoir.
  - b) **Blue/Green Algae:** During warmer periods the algae present in the lake can form blue green algae which can be an irritant to the skin. Anyone who comes into contact with blue green algae should rinse it off as soon as possible and seek professional medical advice if symptoms occur.
- 3.3.4 Instructors should recommend participants take the following precautions to mitigate the risk of operating on an inland reservoir:
- a) Cover open wounds with a waterproof plaster
  - b) Avoid swallowing water from the reservoir
  - c) Wash hands before eating
  - d) Wash any wounds as soon as possible
- 3.3.5 **Local Wildlife:** Geese and swans around the site regularly foul the pontoons which can make them very slippery. Instructors should make participants aware that during the breeding season these birds can be aggressive.

### 3.4 Fuel Storage

- 3.4.1 Fuel is to be kept in the club's fuel storage cabinet and in the red plastic fuel tanks on board powerboats.
- 3.4.2 Neat petrol is to be stored in the appropriate red plastic fuel tank.
- 3.4.3 The decanting of fuel is to be done away from the fuel store.
- 3.4.4 No refuelling is to be carried out by course participants.
- 3.4.5 Safety points to be considered during refuelling:
- a) No smoking
  - b) Make sure there are fire extinguishers available.
  - c) Soak up all spillages with sand or absorbent fibre provided.

### **3.5 Radio Communication**

- 3.5.1 When going afloat all instructors should take a radio with them so that they can keep in contact with the Senior Instructor / Centre Duty Warden if necessary or in the event of an incident.
- 3.5.2 Instructors should check the radio channel before going afloat.
- 3.5.3 Always use normal radio procedure.

### **3.6 Monitoring numbers of crafts and users on the water**

- 3.6.1 When going afloat, numbers of craft and course / session participants and instructors should be recorded on the 'Numbers Afloat Grid' (a whiteboard in the Admin store). These should be marked as 'ashore' once they return to the clubhouse.
- 3.6.2 At the end of a day where the training centre has been running on -water activities, a powerboat should be used to perform a final check of the reservoir to ensure that all boats have been accounted for and returned to shore.

### **3.7 Minimum Level of Competency**

- 3.7.1 A sailor wishing to join WSC must prove competency of RYA NSS Level 1 (YSS Stage 1&2) standard or above. The principal may ask for qualifications, or evidence to back this up.
- 3.7.2 The final decision on allowing a new member to join WSC is at the ultimate discretion of the club commodore.
- 3.7.3 All powerboat drivers must have a minimum of an RYA powerboat level 2 Licences.
- 3.7.4 Drivers under the age of 16 must be accompanied by an adult.

### **3.8 Defect Reporting**

- 3.8.1 Defects must be immediately reported to the Centre Duty Warden and should be recorded in the 'Defect Book' or using the defect QR code. (Both located in the Kit Issue Store)
- 3.8.2 Boats that are unsuitable for use should be marked with hazard tape and marked as 'out of service' on the fleet whiteboard.

### **3.9 Action in case of an Electrical storm/ extreme weather**

- 3.9.1 Any observation of lighting or thunder should be reported to the Duty Warden immediately.
- 3.9.2 The Duty Warden must monitor the weather conditions at all times and take appropriate action to ensure the safety of all water users.

3.9.3 It is the responsibility of the Duty Warden to communicate closely with the other clubs. If the weather conditions should become dangerous a unanimous decision to recall all boat must be made.

3.9.4 In the event of a recall, the red flag situated near the dam wall next to Welsh Harp Sailing Club (WHSC) should be raised. Please note that this is the recall signal for both Sailing Centres and should not be raised without prior communication with members of the other club. If WHSC is closed, then the decision should be made by the Duty Warden.

### **3.10 Conditions when water activities must cease.**

3.10.1 Winds over 30mph, unless sheltered areas of the lake are suitable

3.10.2 Low visibility (unable to see all shores of main sailing area)

3.10.3 Ice on water

3.10.4 Electrical storms in area become a risk to the safety of water users

3.10.5 Hours of darkness (site rule - water is open from half hour after sunrise to half hour before sunset)

3.10.6 Inadequate safety boat cover for the conditions (due to sudden change in weather/equipment malfunction etc)

3.10.7 The event of a major incident or fire.

3.10.8 **Any other conditions which the Duty Warden regards as unsuitable/unsafe.**



## Section 4 RYA training activities

### 4.1 Definition of 'RYA training activities'

4.1.1 When tuition is taking place according to an RYA syllabus, with the appropriate RYA qualified instructors running the activity, this is deemed to be an RYA Training Activity.

### 4.2 Syllabus

4.2.1 When RYA Training Activities are being run, the appropriate syllabus and techniques as detailed in the relevant and current RYA Logbooks and Handbooks will be used.

### 4.3 Instructor Ratios

4.3.1 The Duty Warden is responsible for overseeing all courses and ensuring the RYA's instructor ratios are observed for all courses and training, at all levels and at all times:

Type of craft:	Student: Instructor ratio
Crewed dinghies	3:1 For beginners with an instructor on board Maximum 9:1 but no more than 6 boats per Instructor.
Single handed dinghies	6:1 Applies only whilst boats are used as single handers
Powerboats	3:1

4.3.2 RYA Assistant Instructors must always work under the direction and direct supervision of a Dinghy Instructor or Senior Instructor and add an extra 3 students to the ratio.

### 4.4 Instructional Staff

4.4.1 It is recommended that all instructional staff keep the following on their person while teaching:

- a) Whistle
- b) Sailing knife
- c) Spare piece of rope

4.4.2 In order to teach RYA Powerboat courses all RYA Powerboat Instructors are required to have a phone with access to the Navionics app. The club has it's own subscription and they should request the login details from the CPBI.

4.4.3 In the case where an instructor does not have a phone Navionics is also installed on the iPad in the Admin Store.

## **4.5 Feedback**

- 4.5.1 At the conclusion of their course, participants are encouraged to complete a feedback form about their experience of Wembley Sailing Club. A link to an online form is sent out to participants when their course finishes. Returns are stored securely on the SharePoint Training Site where they are reviewed periodically by the CP and/or the SO.

## Section 5 Safety Boat Operations

### 5.1 Safety Boat Ratios

5.1.1 The Centre Duty Warden is responsible for ensuring a sufficient number of safety boats are available to provide separate cover for all RYA training courses in progress at any one time.

5.1.2 All tuition and recreational boating should comply with the following minimum safety boat requirements:

Activity:	No. Dinghies:	No. Safety Boats Required:
Training: (Single-handed / Crewed)	Up to 6 dinghies	1 Safety Boat
	Up to 15 dinghies	2 Safety Boats
	More than 15 dinghies	3 or more Safety Boats
Recreational:	Up to 12 dinghies	1 Safety Boat

5.1.3 Instructors supervising basic skills courses from a safety boat should not provide safety cover for other groups.

### 5.2 Safety Boat Drivers

5.2.1 Safety boats should be driven by drivers holding a minimum RYA Level 2 Powerboat qualification and aged 16 or older.

5.2.2 Kill cords should be worn at all times when the engine is on; drivers should test the kill cord is working, that the engine does not start without one and does not start in gear at the beginning of each day of use.

5.2.3 Minimum equipment to be held in all power boats is:

- a) First aid kit
- b) Anchor
- c) Paddle
- d) Throw bag
- e) Tow line
- f) Tool kit
- g) Fire extinguisher
- h) Sharp, serrated rope knife
- i) Radio emergency card
- j) Map of Lake
- k) Spare kill cord
- l) Bailer

## Section 6 Policies & Procedures

### 6.1 Information Management

- 6.1.1 WSC uses Deputy to manage all information relating to instructors. Instructors can log into Deputy securely online or through their phone. Details of instructor qualifications, including scans of records and qualification expiry dates are stored on Deputy and ensure that only instructors with valid qualifications are scheduled to deliver courses.
- 6.1.2 Any information that cannot be stored online including the HMRC New Starter forms are stored in the locked cabinet located in the admin store.
- 6.1.3 Instructors will be given login details to Deputy and information about how their date will be used and store during or prior to their induction.

### 6.2 Safeguarding Policy

- 6.2.1 The safeguarding Policy is delivered and maintained by the SO to whom any safeguarding concerns should be reported. QR codes are located in the changing rooms, the Kit Issue Store and the Admin Store for customers and staff to make anonymous complaints.
- 6.2.2 Instructional staff should familiarise themselves with the club's Safeguarding Policy and Procedures which are contained in [Annex M](#) of this document. In addition instructional staff should read and understand [Annex N](#) (Guidance Notes for Instructors: Recognising Child Abuse) and [Annex O](#) (Guidance Notes for Instructors: Good Practice for Working with Children).

### 6.3 Risk Assessment

- 6.3.1 A generic risk assessment for all afloat activities conducted by Wembley Sailing Club at the Welsh Harp Reservoir is included in [Annex T](#) and should be read and understood by all instructional staff.
- 6.3.2 All participants of club activities must receive a safety briefing before starting their course. The safety brief to be used can be found in [Annex E](#).
- 6.3.3 All activities conducted outside of the Welsh Harp Reservoir must be properly risk assessed at every stage.

### 6.4 Manual Handling Advice

- 6.4.1 As part of the activities at Wembley sailing club students and staff will be expected to lift boats and other equipment that may exceed their own weight.
- 6.4.2 All students on RYA courses should be supervised by an instructor during the rigging, launching and recovery of any boat.
- 6.4.3 If wheeling boats to and from the slipway, younger students should be asked to share the load with either another student or an instructor.

- 6.4.4 The launching and recovery of boats on the slipway by students should be supervised by an instructor. Instructors are responsible for assessing the situation and helping where necessary.
- 6.4.5 Students under the age of 16 should be supervised when fitting or removing masts from any boat. Where possible masts should be lifted by an instructor or appropriate adult.
- 6.4.6 The launching and recovery of Powerboats on the slipway must be done by a minimum of two people.
- 6.4.7 All instructors should be aware of the following advice copied from the government website regarding the lifting of heavy objects and should inform their students where appropriate.
- a) Think before lifting/handling. Plan the lift. Where is the load going? Will help be needed with the load? Remove obstructions.
  - b) Get a good hold.
  - c) Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
  - d) Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.
  - e) Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
  - f) Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
  - g) Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
  - h) Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
  - i) Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

## **6.5 Accidents & Near Misses**

- 6.5.1 Accidents and near misses must be recorded using the QR code located in the Kit Issue store or the Admin Store. These accident and Near Miss forms shall be overseen by the Principle and SO and reviewed regularly with a view to identifying and minimising hazards.

- 6.5.2 A step-by-step guide of what to do in the event of an accident or near miss can be found in [Annex J](#).
- 6.5.3 The Emergency Incident Plan must be followed in the event of a major incident.
- 6.5.4 Parents must be notified on collection about any accidents or near misses that have happen to their child.
- 6.5.5 Particular attention should be given to head bangs and parents should be provided with advice in case their child's condition worsens. (See [Annex G](#)).

## **6.6 Complaint's Procedures**

- 6.6.1 Any complaints concerning safeguarding or welfare should be dealt with following the steps outlined in [Annex P](#).
- 6.6.2 If a complaint made by a student is not a safeguarding or welfare issue, then it should be dealt with by their lead instructor with the help of the Duty Warden if required.
- 6.6.3 If necessary, the Duty warden should contact the CP, CDI or CPBI in order to resolve the issue in the best way possible.
- 6.6.4 All complaints should be reported using the appropriate QR code in the kit issue store or the Admin Store. Students and staff may also use these codes to make anonymous complaints.
- 6.6.5 All complaints should be investigated by the SO within an appropriate time using the Incident Investigation form (See [Annex R](#)).
- 6.6.6 A step-by-step guide to dealing with a complain can be found in Annnex ....

## **6.7 Action in case of a fire**

- 6.7.1 A fire alarm system operates in the club house and is checked regularly by the Base Manager.
- 6.7.2 On hearing the fire alarm or in the event of a fire all personnel must leave the building by the nearest exit and make their way to the fire muster point which is located by the gap in the flood wall near the water point.
- 6.7.3 If personal are outside and hear the fire alarm they should make their way to the fire muster point.
- 6.7.4 Instructors should ensure the safety of the students on their course before assisting other personnel.
- 6.7.5 Students who are out on the water should remain so until given further instructions. The instructor in charge of the students should take appropriate action to ensure their safety.

6.7.6 A course register should be kept in its assigned black course folder situated in the Admin store. In the event of a fire the Duty Warden should gather these folders in order that each course lead can take a register at the muster point.

6.7.7 . A digital copy of course attendance information along with emergency contact details is located on the club booking portal, BookWhen.

6.7.8 Personnel must not re-enter any building or move from the fire muster point until they have been instructed to do so by a member of staff.

## **6.8 Disposal of blood and bodily fluids.**

6.8.1 Instructors should be aware of the following advice of what to do for spillages of bodily fluids not visibly contaminated with blood.

- a) Always wear single-use gloves.
- b) Ensure all waste is 'double bagged' in plastic liners before placing in a bin.
- c) Use paper towels/disposable cloth to soak up the spill.
- d) Wash and clean contaminated area with hot water and detergent.
- e) Discard disposable gloves and paper towels into a plastic liner and doubled bag before placing in a bin.
- f) Hands need to be washed thoroughly.

6.8.2 Instructors should take the following steps if dealing with blood spillages.

- a) Always wear single-use gloves.
- b) Blood spills should be contained by a solid substance e.g. Absorbent Powder.
- c) Clear up with paper towels.
- d) Wash and clean contaminated area with detergent and hot water.
- e) Disposable gloves, paper towels etc must be put into a plastic liner and doubled bagged then placed in a bin.
- f) Hands need to be washed thoroughly.

(If the spill is urine which is visibly contaminated with bloods do not use chlorine releasing agents)

6.8.3 Instructors should follow the advice below to dispose of body fluid waste.

- a) Faeces, urine, sputum, menstrual fluids on tampons and sanitary towels, and vomit can be flushed down the toilet where practicable.

6.8.4 For further information and advice go to Health and Safety Executive (HSE)  
www.hse.gov.uk <http://www.hse.gov.uk/biosafety/blood-borne-viruses/index.htm>.



## Section 7 Zorbing Guidance

7.1.1 Zorbs are orbs typically made of transparent plastic, use on land or on water. The participant will enter the Zorb. It will be closed allowing the occupant to manoeuvre the sphere by moving in one direction or another.

### 7.2 Use at WSC

7.2.1 The use of Zorbs at Wembley Sailing Club is reserved exclusively for open days.

7.2.2 Zorbs are not to be used as part of any sailing course or without the direct permission of the Centre Principal or Chief Instructors.

7.2.3 The minimum age requirement is 5 years for all zorbing activity

7.2.4 All zorbing must be over seen by the Duty Warden.

7.2.5 All Zorbing must be directly supervised at a ratio of one instructor (holding a minimum of a Dinghy Instructor and First Aid Certificate) to two Zorbs.

7.2.6 All Instructors directly supervising the Zorbs must carry a knife suitable for cutting through plastic.

7.2.7 Instructors must take the following measures before carrying out the activity.

- a) Check activity area and remove all sharp objects.
- b) Check Zorbs and pump in line with the operating handbook.
- c) All participants must be correctly briefed with the following information.
  - The activity Area
  - Be considerate of smaller participants
  - Avoid bumping into participants who are unaware
  - Makes it clear that participants can end the activity at any time by either moving to the staff member or staying down.
- d) All participants must remove any sharp or rough objections including but not limited to jewellery, glasses, belts, watches.
- e) All participants must be correctly fitted with Buoyancy Aids
- f) The area must be cleared of any equipment that is not being use.

All Zorbs are secured to the pontoon using an appropriate floating line.

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## **Annex A RYA Instructor Code of Conduct**

- A.1.1 This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply.
- A.1.2 The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders, the high standards to which all are expected to conform. Instructors must:
- a) If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk)
  - b) Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
  - c) Place the wellbeing and safety of the student above the development of performance or delivery of training.
  - d) They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
  - e) Hold appropriate insurance cover either individually or through the training centre in which they are working.
  - f) Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
  - g) Encourage and guide students to accept responsibility for their own behaviour and performance.
  - h) Hold relevant up to date governing body qualifications as approved by the RYA.
  - i) Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
  - j) At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
  - k) Always promote the positive aspects of the sport (eg courtesy to other water users).
  - l) Consistently display high standards of behaviour and appearance.
  - m) Not do or neglect to do anything which may bring the RYA into disrepute.
  - n) Act with integrity in all customer and business to business dealings pertaining to RYA training.
  - o) Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
  - p) Notify the RYA immediately of any court-imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
  - q) Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.
- A.1.3 Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

## **Annex B Wembley Sailing Club Code of Conduct**

B.1.1 It is the policy of Wembley Sailing Club that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance. This policy is based on guidance provided by the Royal Yachting Association (RYA).

B.1.2 Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

### **B.2 Participants - young sailors, windsurfers and powerboaters**

- a) Listen to and accept what you are asked to do to improve your performance and keep you safe
- b) Respect other participants, coaches, instructors, officials, and volunteers
- c) Abide by the rules and play fairly
- d) Do your best at all times
- e) Never bully others either in person, by phone, by text or online
- f) Take care of all property belonging to other participants, the club/class or its members

### **B.3 Parents**

- a) Support your child's involvement and help them enjoy their sport
- b) Help your child to recognise good performance, not just results
- c) Never force your child to take part in sport
- d) Never punish or belittle a child for losing or making mistakes
- e) Encourage and guide your child to accept responsibility for their own conduct and performance
- f) Respect and support the coach
- g) Accept officials' judgements and recognise good performance by all participants
- h) Use established procedures where there is a genuine concern or dispute
- i) Inform the club or event organisers of relevant medical information
- j) Ensure that your child wears suitable clothing and has appropriate food and drink
- k) Provide contact details and be available when required
- l) Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

### **B.4 Coaches, Instructors, Officials and Volunteers**

- a) Consider the welfare and safety of participants before the development of performance
- b) Encourage participants to value their performance and not just results
- c) Promote fair play and never condone cheating

- d) Ensure that all activities are appropriate to the age, ability and experience of those taking part
- e) Build relationships based on mutual trust and respect
- f) Work in an open environment
- g) Avoid unnecessary physical contact with young people
- h) Be an excellent role model and display consistently high standards of behaviour and appearance
- i) Do not drink alcohol or smoke when working directly with young people
- j) Communicate clearly with parents and participants
- k) Be aware of any relevant medical information
- l) Follow RYA and club/class guidelines and policies
- m) Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- n) Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

B.4.2 If you are concerned that someone is not following the Code of Conduct, you should inform the SO or the person in charge of the activity.

## **Annex C Equal Opportunity Policy**

- C.1.1 Wembley Sailing Club and is strongly committed to equal opportunities for all sectors of the community.
- C.1.2 It is the policy of Wembley Sailing Club to ensure that all participants, volunteers, coaches or parents receive equal treatment regardless of age, ability, gender, marital status, social class, colour, race, ethnic or national origin, religious belief, sexuality, social/economic status or disability.
- C.1.3 This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:  
*The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, marital status, social class, colour, race, ethnic or national origin, religious belief, sexuality, social/economic status or disability.*
- C.1.4 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- C.1.5 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- C.1.6 The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures and will ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

**Wembley Sailing Club Committee**

## Annex D Privacy & Data Protection Policy

**Wembley Sailing Club** is committed to protecting and respecting your privacy. We need to process certain personal data to manage your membership, deliver training courses and issue and manage certificates and qualifications. If you have any questions, concerns or comments please email [training@wembleysailingclub.co.uk](mailto:training@wembleysailingclub.co.uk)

This policy explains when and why we collect personal information about you, how we use it, how we keep it secure and the circumstances when it may be disclosed to others. The policy also explains your rights in relation to personal information.

We keep this policy under regular review, it was last updated on 9<sup>th</sup> April 2019.

### **D.1 Who are we?**

D.1.1 We are Wembley Sailing Club, Birchen Grove, London, NW9 8SA (we, us).

### **D.2 When do we collect your personal information?**

D.2.1 We manage and deliver different things so collect personal information at different times. These include when you:

Join, or apply to join, Wembley Sailing Club;

- a) you become a member of the club
- b) you join the club's committee or volunteer for the club in any other capacity
- c) you join or participate in, or any child for whom you are responsible joins or participates as a member of any of our training and development programmes or club racing.
- d) you become an instructor or other appointment holder at the club
- e) you join us a member of staff or agree to become a contractor for us

Use a Wembley Sailing Club product or service;

- f) the club website: [www.wembleysailingclub.co.uk](http://www.wembleysailingclub.co.uk)
- g) the club booking system when booking a training course with us
- h) subscribe for email newsletters and updates
- i) enter a competition, promotion or survey run by us
- j) obtain any training or coaching directly from us
- k) undertake any assessment or examination provided by us
- l) undertake an RYA qualification which is centrally registered by the RYA

### **D.3 What type of information do we collect?**

#### **D.3.1 Common information we ask for includes:**

- a) Your name, address, e-mail address and phone number in order to contact you.
- b) Financial and credit card information, in order that we can process an order for you
- c) Photographs for instance in connection with photo verified certificates (such as the ICC) and for marketing purposes
- d) For those participating in events, training programmes, or teams;
  - i. Details of any relevant medical conditions which could affect your participation (which will only be collected when you have provided your express consent)
  - ii. the name, address, email address and phone number of your next of kin and/or emergency contact
  - iii. details of any relevant training records and training plans
  - iv. details of your participation and performance in sporting events and competitions
  - v. any relevant dietary records and details of your dietary requirements
- e) for those applying to join the club as a member of staff, committee member, volunteer, contractor or in some other capacity
  - i. details of your current occupation and employment history
  - ii. details of any relevant boating, yachting or other sea faring experience you may have
  - iii. health information including any particular health conditions or mental or physical impairments you may have which may impact on your role, and details of your qualifications including the results of any examination or assessment
- f) Additional Information we collect about you when you visit our website or use one of our online systems;
  - i. technical information, including the Internet protocol (IP) address used to connect your computer or mobile device to the internet, your browser type and version, time zone setting, browser plug-in types and versions, operating system and platform
  - ii. information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; items purchased and the cost of those items including any discounts; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number
- g) Information which may be provided on your behalf or at your request, for example if:
  - i. any person makes a booking for any of our training courses, facilities or other services on your behalf;
  - ii. you are a minor and your parent or legal guardian provides us with information about you on your behalf; or



- iii. we take up references for you or seek verification of any of your qualifications from any referee you may have put forward.
- h) The information about you which we may receive from other sources may include the results of any criminal records searches (for those employed or volunteering for the club).

#### **D.4 Why do we collect this information?**

D.4.1 When we collect information from you directly we explain the reason for collecting that information at the time of collection. We may collect this information in order to:

- a) Fulfil a contract with you;
  - i. to administer your membership and to provide membership information and membership benefits to you, to notify you about changes to our membership benefits, products, facilities or services
  - ii. to provide you with any products and services that you request from us including: items purchased from us, event entries, training participation, equipment loans, coaching and training services and examination and assessment services
  - iii. to register you as a qualification or credential holder
  - iv. to keep you up to date with certain information when this is required because you hold a particular qualification
  - v. to consider an application to join the club as an employee, volunteer, committee member or in some other capacity, and to manage any such relationship
- b) When it is in our legitimate interests, and our interests are not overridden by your own interests;
  - i. to ask questions for the purposes of market research
  - ii. to provide you, with information about goods or services we feel may interest you that are similar to those that you have already obtained, purchased or enquired about. If you are an existing member or customer, we will only contact you by electronic means (e-mail or text message) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you
  - iii. to consider any complaints made to us about you
- c) When we have obtained your consent to do so;
  - i. when you have opted in to receive email newsletters and other marketing materials
- d) When we have obtained your explicit consent to do so;
  - i. when dealing with 'special categories' of information such as medical data, biometric or profiling data, passport data or similar as defined by the General Data Protection Regulation, for instance medical information gathered to participate in an event, or to hold a particular qualification or licence.

## **D.5 When do we share your information?**

D.5.1 We may share your information with certain third parties including:

- a) The RYA - On successful completion of an RYA Powerboat course your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA through a secure web portal on [www.rya.org.uk](http://www.rya.org.uk). The data will be stored on the RYA's central database. This information allows the RYA to record your qualification, to update any records they may hold for you, and to verify or replace your certificate if required. For further information on how the RYA will deal with your data, please see the RYA's Privacy Policy at [www.rya.org.uk/go/privacy](http://www.rya.org.uk/go/privacy)
- b) The Disclosure and Barring Service, AccessNI and Disclosure Scotland - for instance when we process an application on your behalf
- c) World Sailing, as required under the Racing Rules of Sailing
- d) Employees, business partners, suppliers and sub-contractors for the performance of any contract we enter into with you, or for any service provided to us, including;
  - i. examiners, inspectors, assessors, trainers and coaches who require the information in order to provide services which you have requested or to conduct any examinations or assessments which you have
  - ii. race officers and race organisers of events held or managed by us who require the information in order to look after your welfare
  - iii. prospective employers and any other persons you may refer to us for the purpose of obtaining from us any references or verification of your qualifications or experience
  - iv. credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

D.5.2 We may also disclose your personal information to third parties:

- a) if we are under a duty to disclose or share your personal information in order to comply with any legal or regulatory obligation, or in order to enforce or apply any contract or terms in force between you and us; or to protect the rights, property, or safety of the club, our customers, members or others. This includes exchanging information with other companies and organisations for the purposes of security, law enforcement, fraud protection and credit risk reduction
- b) if you ask, to provide any verification of your qualifications or experience or if you refer any person to us to obtain any verification of your qualifications or experience, we may use your information to provide the verification sought

D.5.3 We will only disclose as much information as is required for the third party to fulfil the particular function and where required to do so we will have a contract in place with third parties requiring them to keep your information secure and not to use it for their own purposes.

D.5.4 We may choose to publish certain information in the public domain or the press:

- a) We may ask for your consent to use your image or certain personal information for publicity purposes.

- b) In certain limited situations it may be in our legitimate interests to publish certain personal information about you without asking for your consent. Examples include publishing race results, mentioning you by name in press releases or articles, publishing lists of team or committee member's names or publishing decisions reached under the Racing Rules of Sailing. Before publishing such information, we will consider the potential impact publishing may have on you, and your rights, and ensure that these are not overridden by our own interests.

## **D.6 How long do we keep your information?**

- D.6.1 We may keep and process your personal information for as long as necessary to fulfil the purposes we collected it for, or for as long it is necessary to do so for legal reasons.
- D.6.2 We will review your personal information regularly to establish whether we are still entitled to process it. If we decided that we are not entitled to do so, we will stop processing your personal information to the extent that it is appropriate to do so and securely delete or anonymise it.
- D.6.3 To determine the appropriate retention period, we will consider the amount, nature and sensitivity of that information, the potential risk of harm from unauthorised use or disclosure, and whether we can achieve the purposes for which we process that personal information through other means.
- D.6.4 When we issue a certificate to a course participant, the course name, participant name, certificate number and date of issue will be stored for up to 5 years. This information allows us to verify or replace your certificate if required.
- D.6.5 In some cases, you can ask us to delete the personal information we hold about you. Please see the section below titled your rights.

## **D.7 Where do we store your personal information?**

- D.7.1 Your information may be held at our offices, or on secure servers either owned by the club or by one of our data processing partners. We have in place reasonable technological measures and operational procedures to safeguard your personal information from unauthorised access.

## **D.8 Passwords and PINs**

- D.8.1 Where we have given you (or where you have chosen) a password which enables you to access a club managed online system, for example, Web Collect or Dutyman, you are responsible for keeping this password confidential. We ask you not to share passwords with anyone.

## **D.9 Your rights**

- D.9.1 You have the following rights in relation to the personal information we hold about you:
- a) to access your personal information
  - b) to be provided with information about how your personal information is processed
  - c) to have your personal information corrected
  - d) to have your personal information erased. Please be aware that erasing your personal information may prevent us from continuing to provide services to you.
  - e) to object to or restrict how your personal information is processed

f) to have your personal information transferred to yourself or to another business in certain circumstances

D.9.2 In many cases you can exercise these making a request to [training@wembleysailingclub.co.uk](mailto:training@wembleysailingclub.co.uk).

D.9.3 You have the right to take any complaints about how we process your personal information to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

## **Annex E     Safety Brief**

This safety brief should be read to all participants before starting any activities. Once complete, participants should sign the Safety Brief Acknowledgement form.

### **Action in case of a fire:**

If inside a building leave via the nearest exit and make your way to the fire muster point which is located by the gap in the flood wall near the water point. If you are outside and hear the fire alarm make your way to the fire muster point.

Once at the fire muster point a register will be taken. Do not re-enter any building or move from the fire muster point until you have been instructed to do so by a member of staff.

### **Action in case of Electrical Storm/ extreme weather:**

If the weather conditions become a risk to the safety of water users a general recall of all boats will be issued. If this situation does arise a red flag will be raised on the flagpole next to the dam wall in front of Welsh Harp Sailing Club. All water users should proceed to head in. Instructor's may also assist by towing or ferrying students in.

### **First Aid:**

If you have an accident and you require first aid attention please bring it to the attention an instructor, all of whom are first aid qualified.

### **Other clubs / Rear of buildings:**

The rear of club building is out of bounds to participants due to trip hazards. Please do not enter other club houses.

### **Buoyancy Aids:**

Buoyancy aids must always be worn around the water's edge and past the yellow line. During RYA courses only centre buoyancy aids are to be worn afloat.

### **Dinghy Park:**

Unless retrieving a boat don't walk around the dinghy park. If you do need to enter the dinghy park, be aware that there are various tripping hazards and uneven surfaces so try to keep to the paths.

### **Slipway**

Be careful when working around the slipway as it is very slippery. Refrain from using the steep slipways adjoining the main slipways and never stand behind a boat when it is being launched or recovered.

### **Pontoon / Jetty**

The local wildlife leave deposits on pontoons and the jetty which make them slippery; exercise caution when walking on them. The pontoons / jetty also have various tripping hazards so watch where you step. At times other water users may use the pontoons / jetty so please be considerate when tying up your boat.

### **Local Hazards**

When on the water please keep clear of the dam wall sluice gates underneath the green hut which is marked by a yellow boom. Blue green algae can sometimes form on the water. If you do come into contact with it please wash the affected area straight away. Please also wash your hands every time you come off the water.

## **Keep Limbs Inside the Boat**

Make sure that your arms and legs are inside the boat at all times and take particular caution when around other boats.

## **Capsizing**

If you capsize, make sure you follow some basic principles, so you don't hurt yourself or become caught in the boat's rigging. These are:

- a) Moving to the back of the boat, by the rudder if you capsize.
- b) Not holding onto or pulling down on any part of the boat above the waterline.
- c) Not standing on any part of the boat's rigging, including the boom or mast.

## **Annex F     Entrapment Policy**

F.1.1     This document provides guidance to instructional staff and safety boat crews on the appropriate action to take in the event of an entrapment, advice on how inversions can be prevented and details the centre's Masthead float policy. An entrapment training session is delivered annually for instructors during instructor induction days.

### **F.2 Entrapment Advice**

F.2.1     In case of an entrapment under an inverted dinghy the attending safety boat's priority is to provide the entrapped individual with access to air.

F.2.2     Attempting to free someone underneath an inverted boat carries a risk to life so should be avoided. Safety boat crews should exercise caution if boarding an inverted hull as this may reduce the amount of air available to a person trapped underneath the boat.

### **F.3 Immediate actions for safety boat crews on finding an inverted dinghy:**

F.3.1     The safety boat crew should first locate any missing crew member(s) and access whether they are responsive and have access to air.

- a) If the missing person is responsive and can breathe the safety boat crew should focus on maintaining their access to air and instructing them to attempt to untangle themselves. Once untangled the person can then swim out under supervision.
- b) If the missing person is unresponsive assume they cannot breathe. Using their judgement, the safety boat crew should work to establish an air gap to allow the person to breathe, usually by righting the capsized dinghy as quickly as possible.

### **F.4 Avoiding Entrapments:**

A.1.1     The centre has mitigated the risk of entrapment by equipping all centre safety boats with rescue knives, requiring the use of masthead floats for all boats as detailed in the Masthead Float Policy and briefing students appropriately with a safety brief before going afloat and / or conducting capsize drills.

### **F.5 Masthead Float Policy**

A.1.2     All sailors sailing club boats holding no greater than Youth Sailing Scheme or Adult Sailing Scheme qualifications must use a functioning and appropriately sized mast head float. Mast head floats are stored on the wall in the Kit Issue Store.

A.1.3     It is recommended that mast head floats be fitted for all other RYA training and activities. If an instructor chooses not to use a mast head float during an RYA course they must provide the Duty Warden with reasonable premise.

## Annex G Head injury Slip



### Head Injury Slip

Dear parent

Your child received a head injury today. As with all injuries it is important to keep an eye on your child for the next 24 hours. A head injury could result in concussion. If you have any concerns or they exhibit any of the following symptoms we recommend you seek medical help.

- vomited since the injury
- a headache that does not go away with painkillers
- a change in behavior, like being more irritable or losing interest in things.
- been crying more than usual (especially in babies and young children).
- problems with memory.

If you have any further queries or concerns, please contact [training@wembleysailingclub.co.uk](mailto:training@wembleysailingclub.co.uk) or call 020 3443 9330.



### Head Injury Slip

Dear parent

Your child received a head injury today. As with all injuries it is important to keep an eye on your child for the next 24 hours. A head injury could result in concussion. If you have any concerns or they exhibit any of the following symptoms we recommend you seek medical help.

- vomited since the injury
- a headache that does not go away with painkillers
- a change in behavior, like being more irritable or losing interest in things (especially in children under 5)
- been crying more than usual (especially in babies and young children).
- problems with memory.

If you have any further queries or concerns, please contact [training@wembleysailingclub.co.uk](mailto:training@wembleysailingclub.co.uk) or call 020 3443 9330.

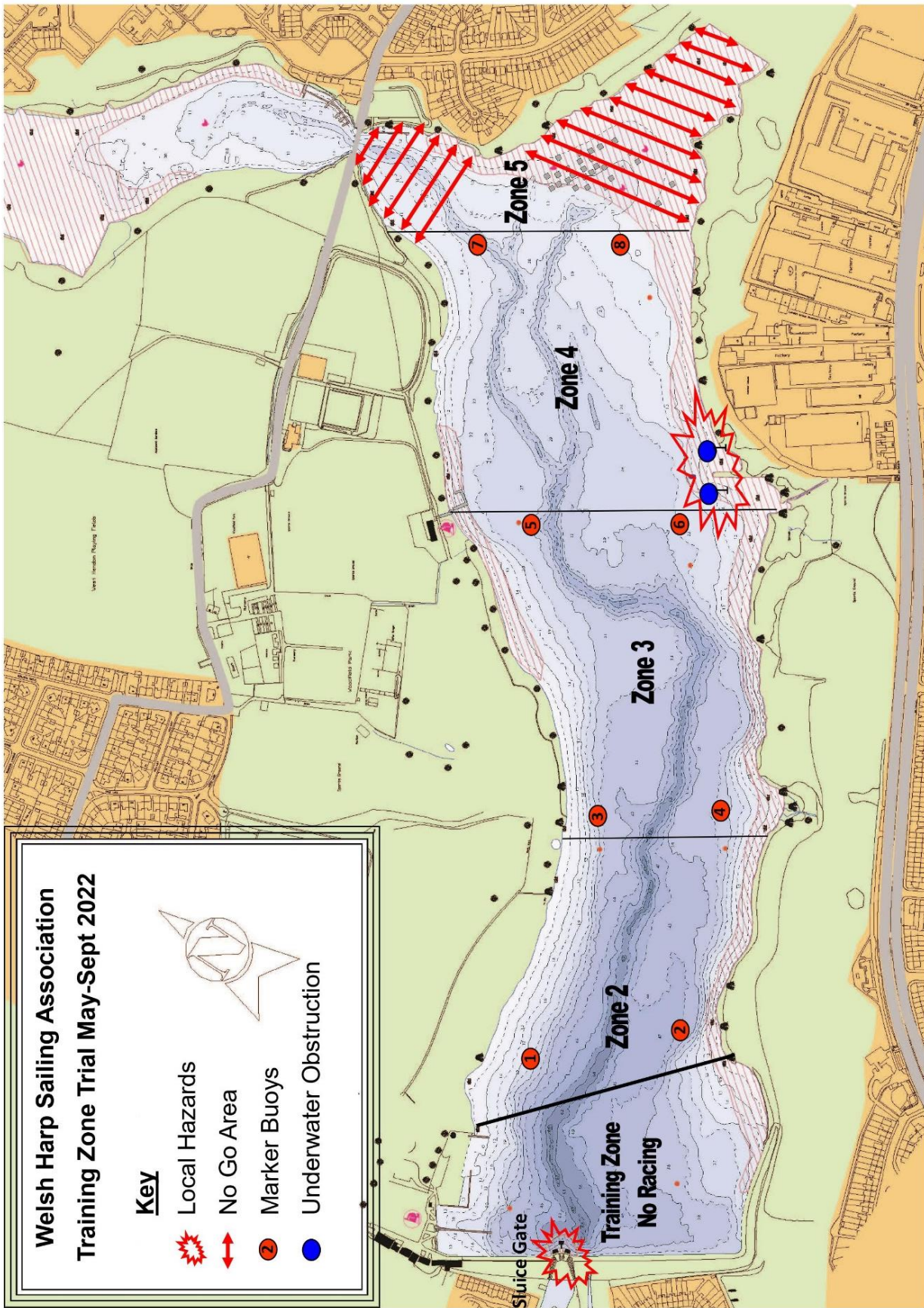


## Annex H Induction checklist

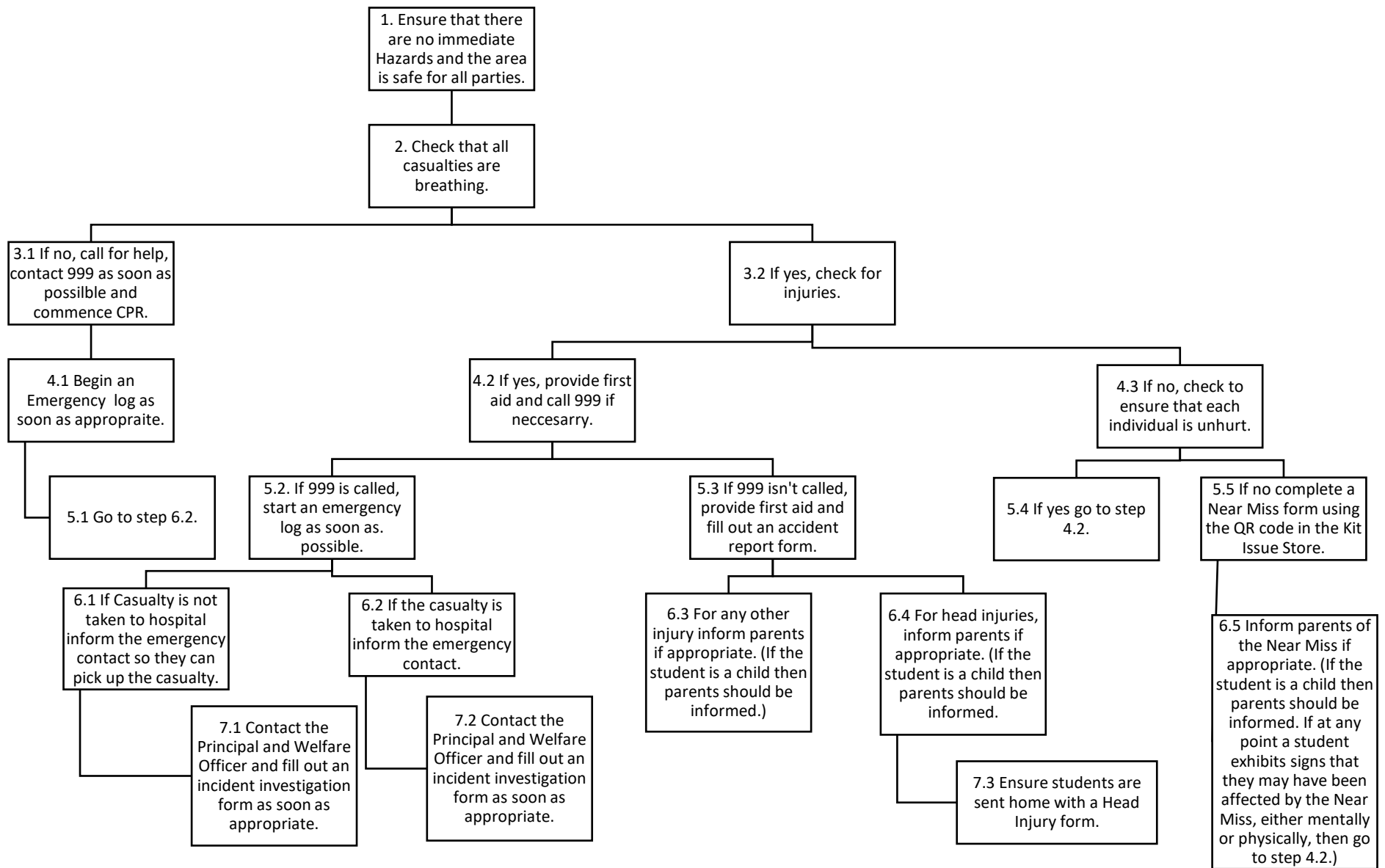
INDUCTION CHECKLIST	CHECK	
<b>HEALTH AND SAFTY</b>		
Is aware of the hazards found on site and in the boat-park including but not limited to: <ul style="list-style-type: none"> <li>• Trip hazards in the boat-park and behind the club houses</li> <li>• Slipways</li> <li>• Pontoons</li> </ul>		
Understands the importance of launching powerboats with other people.		
Is aware of our safety boats and emergency recall signals.		
Understands the measures to take to avoid/ prevent entrapment as highlighted in the SOPs.		
Is aware of the correct action to take in the event of a fire.		
Knows the locations of the AED machine and key to open the front gate in the case of an emergency.		
Shows an understanding of the clubs safeguarding policies outlined in the SOPs.		
<b>BASE TOUR</b>		
Changing rooms and toilets		
Garages: <ul style="list-style-type: none"> <li>• Admin Store</li> <li>• Kit Issue Store</li> <li>• Workshop</li> <li>• Imperial</li> </ul>		
Galley		
Radio store (Instructors/ Race Officers Only)		
Teaching spaces: <ul style="list-style-type: none"> <li>• Club room</li> <li>• Class room</li> </ul>		
<b>BOAT YARD TOUR</b>		
Has knowledge of the different clubs and how we share the boat yard.		
Boats <ul style="list-style-type: none"> <li>• Picos</li> <li>• Quests</li> <li>• Toppers</li> <li>• Visions</li> <li>• Oppies</li> <li>• Lasers</li> </ul>		
Understands the importance of launching powerboats with other people.		
Windsock		

Pontoons			
<ul style="list-style-type: none"> <li>• L-Shaped</li> <li>• I-Shaped</li> </ul>			
Laser beach			
<b>LAKE</b>			
Has knowledge of the local hazard found within the sailing area including but not limited to: <ul style="list-style-type: none"> <li>• Weils Disease</li> <li>• Blue Green Algae</li> <li>• Dam wall sluice gates marked by the yellow booms.</li> <li>• Shallow areas</li> </ul>			
Has an understanding of the sailing areas as outlined in the SOPS.			
Understands the different sailing areas that are used.			
<b>PEOPLE TO KNOW</b>			
Tom Dalrymple	Centre Principal		
Oliver Hickling	Chief Dinghy Instructor		
Josh Hodgkinson-Toay	Chief Powerboat Instructor		
Ollie Hickling	Race Development Officer		
Steve Long	Safeguarding, Welfare and Quality Assurance Officer		
Ollie Hickling	Instructor Coordinator		
James Thorne	Boatswain		
Lenore Cannon	Commodore		
William Anderson	Treasurer		

# Annex I Afloat Operations: Area of Operations



## Annex J Accident & Near Miss Response Procedure.



## Annex K    Emergency Incident Plan

### K.1        Managing the incident:

K.1.1        In the case where the casualty is not breathing or seriously injured follow the emergency incident plan below.

Occurrence	Action	Notes
Emergency call	✓ Inform Centre Duty Warden	
	✓ Call the emergency services if required:	
	✓ Start an incident log detailing the following: <ul style="list-style-type: none"> <li>○ Location</li> <li>○ Incident</li> <li>○ Casualty Information</li> </ul>	All details and communications should be logged with times to the nearest minute with as much detail as possible.  An Incident Log is provided in Appendix A.
	✓ Consider the best location to coordinate the incident.	Consider going to the incident by boat.
	✓ Consider all resources in the area	Consider other boats/resources known to be present. AED machine is located on the entrance to sea cadets building. Code is 1467.
	✓ Inform all management on site	
	✓ Delegate tasks	Tasks include: Communications with resources at incident. Maintaining log Informing members and students Talking to emergency services
	✓ Ensure that access is clear for emergency service.	Key to front gate is found the cupboard underneath the stairs in the entrance hall. It is attached a large grey wooden square. There is also one behind breakable glass high up, to the right of the entrance hall. If access from the car park is required the gate should be opened using the code C1857Y.
	✓ Set up an incident room	
	✓ Access risks ✓ Prioritise action	
	✓ All logged to the nearest minute.	

Communications from incident location	✓ Arrange evacuation as required – consider mode of evacuation and location.	Given the nature of the casualty the emergency services will be able to advise.
Casualty Evacuated	✓ Make sure members and participants are aware of the outcome	
Where death or serious injury occurs	✓ Telephone report to be made, immediately after the incident giving details and confirming the next of kin have been informed by the police.	Report to be made to: Tom Dalrymple: 07970 926275 RYA: 023 80604180

**Annex L    Emergency Incident Log**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

Name of Casualt(ies): \_\_\_\_\_

Age of Casualt(ies): \_\_\_\_\_

Log Started by: \_\_\_\_\_

Item	Action / Event	Time
1.		
2.		
3.		
4.		
5.		
6.		

Item	Action / Event	Time
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		



## **Annex M Safeguarding Policy and Procedures**

### **M.1 Policy Statement**

M.1.1 Wembley Sailing Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

M.1.2 For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

### **M.2 Safeguarding Officer**

M.2.1 Steve Long is the Club Safeguarding, Welfare and Quality Assurance Officer. (Hither to known as SO).

Contact details are:

Email: [steve@wembleysailingclub.co.uk](mailto:steve@wembleysailingclub.co.uk)

Phone: (+44) 07900 291092

### **M.3 Staff and volunteers**

M.3.1 All club staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The SO and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

### **M.4 Good Practice**

M.4.1 All members of the Club should follow the good practice guidelines and agree to abide by the Club Code of Conduct and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse (*see RYA Appendix A*).

M.4.2 Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

M.4.3 The Club will seek consent from parents/carers before taking photos or video of a child 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 SO.

### **M.5 Concerns**

M.5.1 Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the SO immediately, in strict confidence. The SO will follow the attached procedures (*see RYA Flowcharts 1 and 2 below*).

M.5.2 Any member of the Club or instructor failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action.

## **M.6 Useful contacts**

### **M.6.1 Brent Council Children's Services**

- a) Call: 020 8937 4300
- b) Out of Hours: 020 8863 5250

### **M.6.2 NSPCC 24 hour free helpline**

- a) Call: 0808 800 5000
- b) E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- c) Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **M.6.3 Children 1<sup>st</sup> (Scotland) free helpline**

- a) 08000 28 22 33
- b) E-mail: [parentlinescotland@children1st.org.uk](mailto:parentlinescotland@children1st.org.uk)
- c) Text: 07860 022844
- d) Website: [www.children1st.org.uk](http://www.children1st.org.uk)

### **M.6.4 Childline 24 hour free helpline**

- a) 0800 1111
- b) Website: [www.childline.org.uk](http://www.childline.org.uk)

### **M.6.5 MIND – mental health charity**

- a) Tel: 0300 123 3393
- b) Text: 86463
- c) E-mail: [info@mind.org.uk](mailto:info@mind.org.uk)
- d) Website: [www.mind.org.uk](http://www.mind.org.uk)

### **M.6.6 Social Care Services**

**M.6.7** Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

### **M.6.8 Royal Yachting Association**

- a) Katie Loucaides, Safeguarding and Equality Manager
- b) RYA House, Ensign Way, Hamble, Southampton, SO31 4YA
- c) Tel: 023 8060 4104
- d) E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)
- e) Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **M.6.9 Child Protection in Sport Unit (CPSU)**

- a) Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

- b) England
- c) Tel: 0116 366 5590
- d) E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

M.6.10 Disclosure and Barring Service (DBS) – RYA is Registered Body

- a) Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

M.6.11 UK Coaching – provide Safeguarding and Protecting Children training

- a) Website: [www.ukcoaching.org](http://www.ukcoaching.org)

## Annex N Recognising child abuse

Revised Jan 2019

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

### N.1 What is child abuse?

N.1.1 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 others (including via the internet). They may be abused by an adult or adults, or another child or children.

N.1.2 **Physical abuse** may involve adults or other children inflicting physical harm:

- a) hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- b) giving children alcohol or inappropriate drugs
- c) a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- d) 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.

N.1.3 **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:

- a) conveying to a child that they are worthless, unloved or inadequate
- b) not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- c) imposing expectations which are beyond the child's age or developmental capability
- d) overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction
- e) allowing a child to see or hear the ill-treatment of another person
- f) serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- g) the exploitation or corruption of children
- h) 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.
- i) Some level of emotional abuse is involved in all types of maltreatment of a child.

N.1.4 **Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) 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 gratify their own sexual needs. The activities may involve:

- a) physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- b) involving children in looking at, or in the production of, sexual images
- c) encouraging children to behave in sexually inappropriate ways or watch sexual activities
- d) grooming a child in preparation for abuse (including via the internet)
- e) sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.

N.1.5 **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:

- a) provide adequate food, clothing and shelter
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision
- d) ensure access to appropriate medical care or treatment
- e) respond to a child's basic emotional needs
- f) neglect in a sport 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.

N.1.6 **Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

N.1.7 **Extremism** goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

**N.1.8 Bullying** (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above). Bullying (including online bullying, for example via text or social media) 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 is often 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 or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

**N.1.9** Bullying can include:

- a) physical pushing, kicking, hitting, pinching etc
- b) name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- c) posting of derogatory or abusive comments, videos or images on social network sites
- d) racial taunts, graffiti, gestures, sectarianism
- e) sexual comments, suggestions or behaviour
- f) unwanted physical contact.

**N.1.10** The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

## **n.2 Recognising Abuse**

**N.2.1** 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:

- a) 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
- b) sexually explicit language or actions
- c) a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- d) the child describes what appears to be an abusive act involving him/her
- e) a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- f) a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- g) an unexpected reaction to normal physical contact
- h) difficulty in making friends or abnormal restrictions on socialising with others.

N.2.2 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.

### **N.3 If you are concerned**

N.3.1 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 your organisation's designated Welfare Officer or the person in charge. 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.

N.3.2 Speaking to a child about a concern alone should be avoided. If you feel it is important to find out more information, then the Duty Warden or another instructor should be present.

## **Annex O Good practice for working with children**

O.1.1 This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- a) Avoid spending any significant time working with children in isolation.
- b) Do not take children alone in a car, however short the journey.
- c) Do not take children to your home as part of your organisation's activity.
- d) 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.
- e) Design training programmes that are within the ability of the individual child.
- f) If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- g) If you do have to help a child, make sure you are in full view of others, preferably another adult.
- h) Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

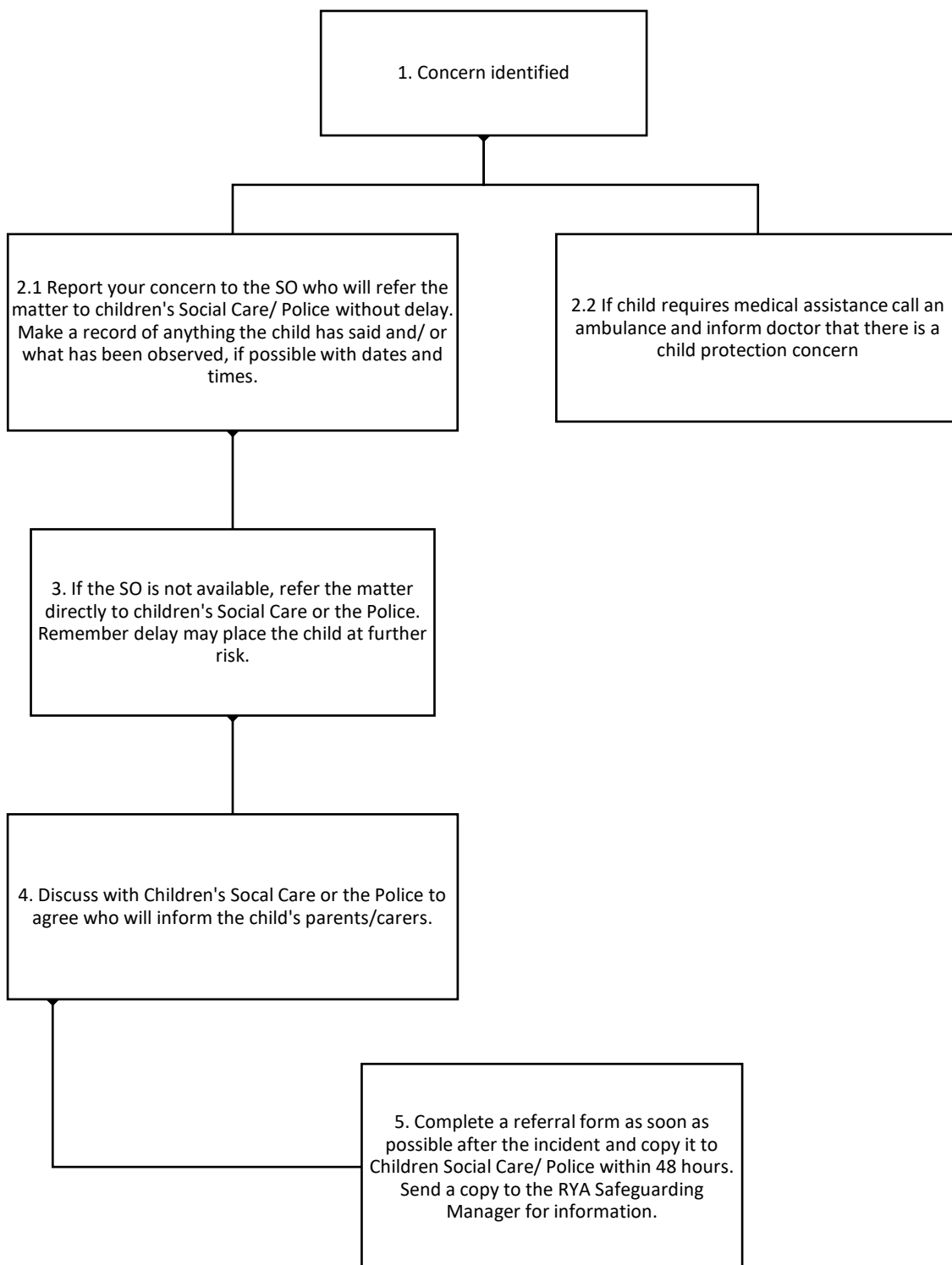
O.1.2 You should never:

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

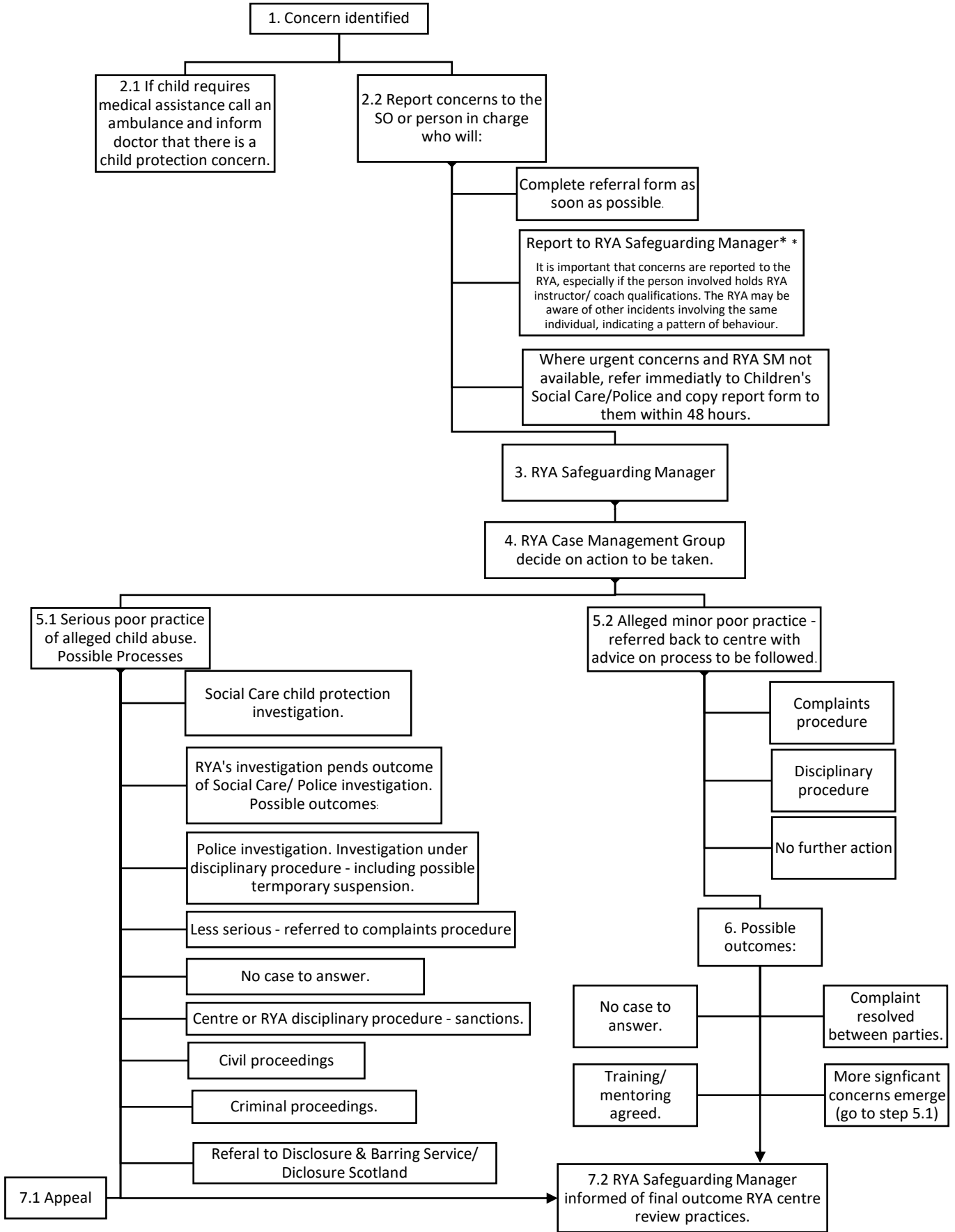
O.1.3 It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires 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.



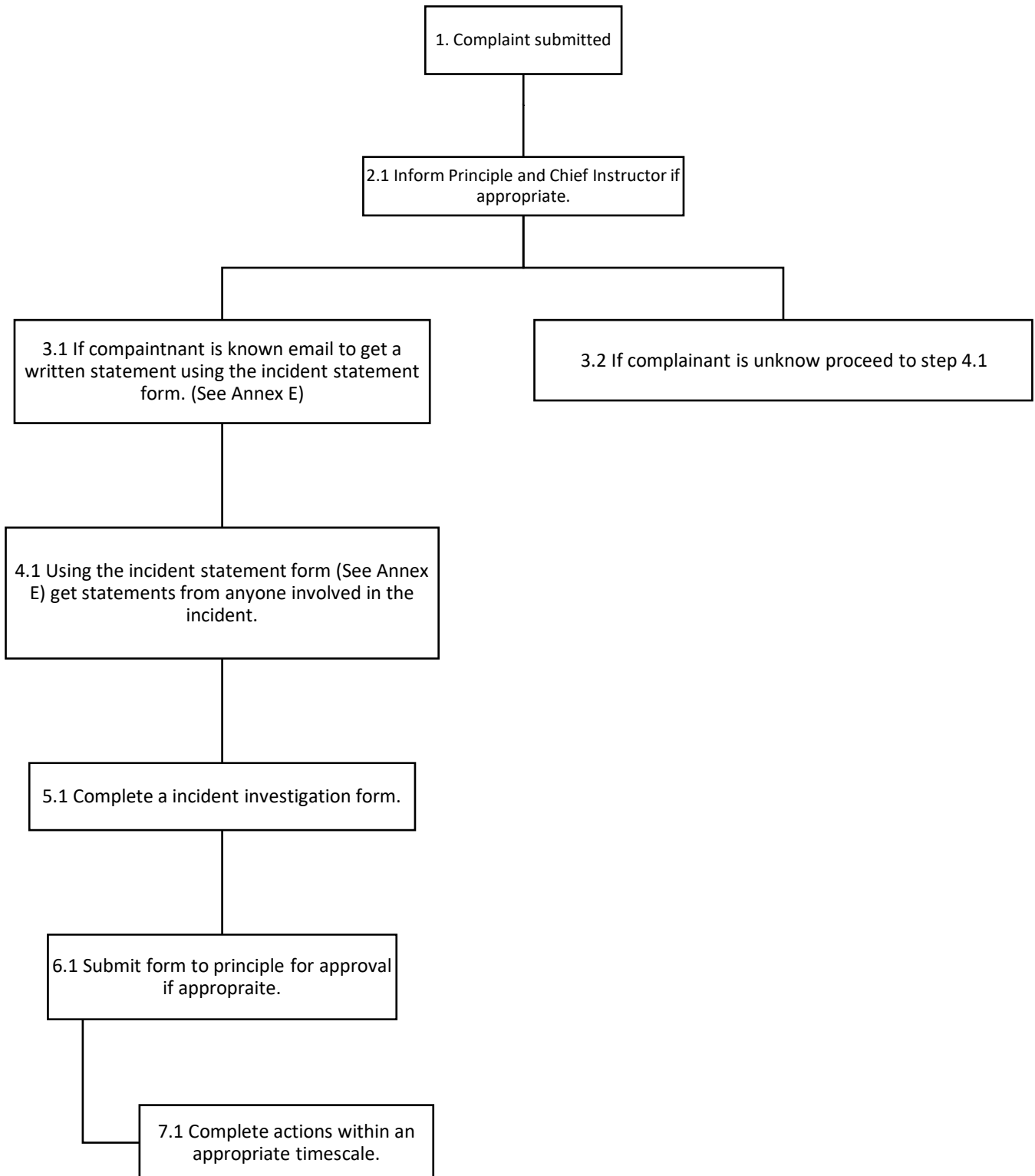
## O.2 Reporting Procedures – Concern about a Student, Member or Member of Staff



### O.3 Reporting Procedures – Allegation about a member or member of staff



## Annex P Internal Incident Investigation Procedure



**Annex Q Incident Statement Form**  
**Incident Statement**

**Statement Number:**

**Date:**

**Name:**

**Relation to case:**

**Contact Number:**

**Contact Email:**

**Organisation's case reference number:**

**Statement taken by:**

**Date of statement:**

**Statement:** *(Please include as much detail as possible. Full names of anyone present, location, time and date, etc.)*

**Is there anything that you believe could have been done differently or should have been in put place by WSC?**

This statement is true to the best of my knowledge. I understand that my signed statement may be used in the event of a disciplinary hearing. I understand that I may be required to attend any hearing as a witness.

**Signature:**

**Date:**

**Annex R Incident investigation form**

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## Incident Investigation form

### Section 1: Overview

Name of effected Person(s)		Date of Incident	
Person carrying out investigation		Last amended:	

### Section 2: Investigation Information Gathering

<b>Where and when did the incident happen?</b> <i>Include building and room. For outside areas consider aerial map with site of incident marked.</i>	
<b>Who was injured/ suffered ill health or was otherwise involved with the incident?</b> <i>Include name, staff or student number if known, length of service, status e.g. staff, student, contractor</i>	
<b>Were there any witnesses to this incident?</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Have witness statements been taken?</b>	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Supporting documents included in this investigation: <input type="checkbox"/> witness statements - Name(s) <input type="checkbox"/> Other (Please state)	
<b>How did the incident happen? (Be as detailed as possible)</b> <i>(What activities were being carried out at the time and any equipment involved including make, model, serial no.)</i>	
Supporting documents/items included in this investigation: <input type="checkbox"/> Photographs <input type="checkbox"/> CCTV or video/audio files <input type="checkbox"/> Plans <input type="checkbox"/> Physical evidence e.g. whole of damaged parts of equipment, samples of substances, clothing or footwear <input type="checkbox"/> Results of tests e.g. dust or noise monitoring	



### Incident Investigation form

- Best practice guidance e.g. trade association or Health and Safety Executive guidance
- Other (Please state)

**Why did the incident happen?**

**Was there a risk assessment and/or standard operating procedure (SOP) for the task?**

Yes

No

**Did the risk assessment/SOP cover all aspects of the task?**

Yes

No

**Was it being followed?**

Yes

No

**Supporting documents/items included in this investigation:**

- SOPs

Give Details:

**Was there anything unusual or different about the working conditions at the time of the incident?**

*e.g., weather, open day etc.*

Yes

No

**Give details:**

**What injuries or ill health effects, if any, were caused?**

**Was maintenance, cleaning or housekeeping sufficient?**

Yes

No

**If not, explain why not:**

Supporting documents/ items included in this investigation:

- Maintenance Records

- Other (Please state)

Give Details:

**Was a lack of competency/training a factor in this incident?**

Yes

No



### Incident Investigation form

**Give details:**

Supporting documents/items included in this investigation:

- Training records
- Other (Please state)

**Are you aware of any similar incidents?**

Yes

No

**Give details:**

**Is there any other information not detailed above that is relevant to this incident?**

Yes

No

**Give details:**





Incident Investigation form

**Section 3: Action Plan and Investigation**

No	Description	Allocated to	Comments	Task Complete		Date Completed
				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.				Yes <input type="checkbox"/>	No <input type="checkbox"/>	



Incident Investigation form

<b>Signed by the Centre Principal.</b>
<b>Name:</b>
<b>Signature</b>
<b>Signed by the Welfare, Safeguarding and Quality Assurance Officer.</b>
<b>Name:</b>
<b>Signature:</b>



**Annex S EMPLOYMENT AGREEMENT**

S.1.1 Wembley Sailing Club (WSC) is a non-profit RYA training centre run by a part-time management team and delivering courses through a pool of instructional staff who work on ad-hoc basis, opting into and out of shifts as they choose.

S.1.2 The following document is not an employment contract and does not confer any employment rights on you (other than those to which workers are entitled). In particular, it does not create any obligation on you to perform work for WSC (even if offered) or on WSC to provide work to you and there will be no mutuality of obligation between you and WSC.

S.1.3 All staff are paid an hourly rate depending on what role they are fulfilling and receive holiday pay at 12.5%.

S.1.4 Pay is reviewed periodically by the management team. For the calendar year 2023 WSC will operate the following pay structure:

<b>Role:</b>	<b>Min. requirements</b>	<b>Pay</b>	<b>Core responsibilities</b>
Assistant Instructor	RYA assistant instructor cert. from WSC.	Volunteer	Support instructional staff to deliver training courses
Dinghy Instructor	RYA Dinghy Instructor cert.	£12 /hr (£10.67 + 12.5%)	Lead RYA dinghy training courses
	RYA Dinghy Instructor cert. + 1 season of experience.	£13 /hr (£11.56 + 12.5%)	
Race Coach	RYA Race Instructor cert. and approval from the RDO or RYA Race Coach lv 1 cert.	£16/hr (£14.22 + 12.5%)	Lead race training and RYA race courses
Powerboat Instructor	RYA Powerboat Instructor cert.	£16/hr (£14.22 + 12.5%)	Lead RYA powerboat courses
Adv. Dinghy Instructor	RYA Advanced Dinghy Instructor cert.	£16/hr (£14.22 + 12.5%)	Lead RYA performance courses



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Duty Warden	RYA Senior Instructor cert.	£18 /hr (£16 + 12.5%)	Responsible for the overall delivery of training programmes (e.g. overseeing a week summer course)
Admin & Maintenance	Aged 16+	£12/hr (£10.67 + 12.5%)	Admin jobs or equipment and site maintenance

- S.1.5 WSC operates a monthly payroll period (1<sup>st</sup> to 30<sup>th</sup> / 31<sup>st</sup> of the month) with payment made on the 5<sup>th</sup> of the following month by bank transfer. WSC does not retain any staff off-payroll.
- S.1.6 Deputy is WSC's HR and shift management platform. Payroll is calculated based on timesheets recorded by staff members and approved by a team leader or manager on Deputy. So that their pay is recorded accurately, staff should take care to record starting and ending their shift accurately on Deputy.
- S.1.7 It is entirely at WSC's discretion whether to offer you work and it is under no obligation to provide work to you at any time. WSC reserves the right to give or not give work to any person at any time and is under no obligation to give any reasons for such decisions.
- S.1.8 The fact that WSC has offered you work, or offers you work more than once, shall not confer any legal rights on you and, in particular, should not be regarded as establishing an entitlement to regular work or conferring continuity of employment.
- S.1.9 WSC may terminate this contract immediately by giving notice in writing to you if it reasonably considers that you have committed any serious breach of its terms or committed any act of gross misconduct.
- S.1.10 Upon the expiry or termination of this Agreement, you will return to the Employer any property, documentation, records, or confidential information which is the property of the Employer.
- S.1.11 You shall not use or disclose to any person, either during or at any time after your engagement by WSC, any confidential information about the business or affairs of WSC, or about any other matters which may come to your knowledge as a result of carrying out assignments. For the purposes of this clause, confidential information means any information or matter which is not in the public domain, and which relates to the affairs of WSC.



S.1.12 By working at WSC and signing this contract you agree that you will follow all reasonable instructions given to you by the Centre Principle (CP), Chief Dinghy Instructor (CDI), Chief Powerboat Instructor (CPBI) or Duty Warden, you have read and will abide by Wembley Sailing Clubs Standard Operating procedures (SOPs) and you have completed an induction with CP, CDI, CPBI or Instructor Coordinator (IC).

<b>Name</b>	
I have read the Standard Operating procedures (SOPs) and agree to follow the rule and procedures outlined.	
<b>YES NO</b>	
I have completed an induction with CP, CDI, CPBI or IC and feel confident that I know Centre well enough to start work.	
<b>YES NO</b>	

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_



## Employment Agreement

### S.2 SELF-DECLARATION FORM FOR ROLES INVOLVING CONTACT WITH CHILDREN

S.2.1 Wembley Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving contact with children to complete this self-declaration form. If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

<b>Name:</b>	
Have you ever been known to any Children's Services Department as being an actual or potential risk to children?	
<b>YES NO</b>	
If yes, please supply details:	
Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	
<b>YES NO</b>	
If yes, please supply details:	

### S.3 Declaration

S.3.1 I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment. I agree to provide a valid Criminal Records Disclosure. I agree to inform Wembley Sailing Club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed:



## Employment Agreement

Date: \_\_\_\_\_

## Annex T Afloat Activity Risk Assessment

1.1.1 AFLOAT ACTIVITY RISK ASSESSMENT			
Centre:	Wembley Sailing Club (Harp Sailing School)	Date:	02 January 2022
Location:	Welsh Harp (Brent Reservoir)	Review:	ANNUALLY

<b>1. Details of the activity or exercise</b>
All Boating Activities (including pontoon work)
<b>2. Equipment used</b>
All Wembley Sailing Club craft and appropriate equipment.



1. Generic Requirements				
Activity	No.	Hazards	Who is at risk?	Controls
All boating activities including pontoon work (Weather)	1	Weather exposure	Staff & trainees	- All persons to be suitably dressed according to weather conditions, this includes the application of sun cream on sunny days.
	2	Lightning	Staff & trainees	- Centre Duty Warden to recall all craft off the water to pontoons/beach immediately using audible signals / radio procedure. - Trainees to sail or be towed back. If required, trainees' boats may be abandoned in order that trainees are removed from the water without delay in the powerboats.
All boating activities including pontoon work (Injury / Illness)	3	Injury through manual handling	Staff & trainees	- Instructor to supervise and give guidance on best manual handling practice.
	4	Sprains & strains	Staff & trainees	- Safety boat will be on the water to provide first aid cover. Participants requiring additional first aid can be treated ashore.
	5	Waterborne infections – Weils Disease	Staff & trainees	- The risk is very small but basic precautions to include covering all cuts with water proof plasters, avoid if possible full water immersion and shower at the end of activity. Minimum, hands to be washed.
	6	Cut to feet	Staff & trainees	- All persons are to wear appropriate footwear at all times
	7	Cold water shock	Staff & trainees	- All instructors to receive cold water shock guidance as part of annual instructor CPD programme.
	8	Trip hazards	Staff & trainees	- Students to be briefed on trip hazards as part of their safety briefing.
	9	Boom	Trainees	- Where possible, anyone under the age 16 who does not hold an RYA Stage 4 Youth Sailing certificate should wear a helmet. Depending on the conditions, instructors also may access it is appropriate for experienced Stage 4 sailors to wear helmets.

All boating activities including pontoon work (Powerboats)	10	Prop	Staff & Trainees	<ul style="list-style-type: none"> <li>- Powerboat drivers are required to wear a Kill cord at all times.</li> <li>- Powerboat drivers are required to turn there engine off when they are close to someone in the water.</li> </ul>
	11	Wake	All water users	<ul style="list-style-type: none"> <li>- Powerboat driver must not exceed 5 knots when in the harbour area and when in close proximity with other boats</li> </ul>
	12			-
All boating activities including pontoon work (MOB)	13	Falling in	Staff & trainees	<ul style="list-style-type: none"> <li>- All individuals are to wear suitable buoyancy aids as detailed in the safety brief.</li> </ul>
	14	Man overboard	Staff & trainees	<ul style="list-style-type: none"> <li>- All individuals are to wear suitable buoyancy aids as detailed in the safety brief.</li> </ul>
	15	Falling overboard	Staff & trainees	<ul style="list-style-type: none"> <li>- Before sailing for the first time, beginners should be taught how to sit properly inside a boat.</li> </ul>
Launch & recovery	16	Slipway	Staff & trainees	<ul style="list-style-type: none"> <li>- Instructors are to ensure that enough people are available/or a vehicle. Nobody to stand behind vessel being launched or recovered. All persons briefed on dangers of slipping.</li> </ul>
All boating activities (collisions)	17	Collision	Staff & trainees	<ul style="list-style-type: none"> <li>- Normal IRPCS to be adhered to.</li> </ul>
	18	Collision with non-WSC boats	Staff & trainees, crew of non-WSC boats	<ul style="list-style-type: none"> <li>- Centre Duty Warden to coordinate with other centres to coordinate sailing areas.</li> <li>- Instructors to ensure that boats do not leave designated sailing area without supervision.</li> </ul>
All boating activities including pontoon work	19	Equipment failure	Staff & Trainees	<ul style="list-style-type: none"> <li>- All boat and equipment inspected and correctly maintained.</li> <li>- Instructors to check equipment checked at the beginning and end of activity.</li> </ul>
All boating activities	20	Boating out of Sight	Staff & Trainees	<ul style="list-style-type: none"> <li>- All boating to be conducted within sight of the boat station (zones 1-3) unless approval has been given by the Duty Warden.</li> <li>- Radio communication to be maintained to maintained with the Duty Warden.</li> </ul>
Ashore activities	21	Vehicles using access road	Staff & Trainees	<ul style="list-style-type: none"> <li>- All vehicles to adhere to the site's 5 mph speed limit</li> </ul>

Club house	22	Temporary Structures	All water users	- No temporary over structures should be erected unless properly risk assessed.
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## 2. Sailing - specific requirements

Activity	No.	Hazards	Who is at harm?	Controls
Rigging & De-rigging	1	Personal injury by boat or equipment	All Water Users	<ul style="list-style-type: none"> <li>- Person in charge of boat must be suitably experienced and be proficient in the rigging a de-rigging of that craft.</li> <li>- Those who are not familiar with a type of craft should be supervised by a member of instructional staff.</li> <li>- All those participating in training must be supervised by instructional staff afloat.</li> </ul>
Capsize	2	Entrapment	All Sailors	<ul style="list-style-type: none"> <li>- Instructor to brief sailing area</li> <li>- safety boat to be on station.</li> <li>- All boats to use mast head floats in accordance with the centre entrapment policy unless briefed otherwise by Duty Instructor.</li> </ul>

## 3. Powerboat – specific requirements

Activity	No.	Hazards	Who is at harm?	Controls
Fuelling	1	Fire	All Water Users	<ul style="list-style-type: none"> <li>- Refuelling is to take place away from the fuel locker.</li> <li>- No naked flames are to be in the vicinity of the fuel locker.</li> <li>- Any spillages are to be cover with sand or absorbent fibre provided</li> </ul>
Powerboat training	2	Falling in	Staff & Trainees	<ul style="list-style-type: none"> <li>- All individuals must wear suitable buoyancy aids as detailed in the safety brief.</li> <li>- Anyone drivers must wear a kill cord.</li> </ul>
	3			-

4. Workshop – specific requirements				
Activity	No.	Hazards	Who is at harm?	Controls
Flammable substance storage		Fire	Staff	<ul style="list-style-type: none"> <li>- All flammable substances are to be kept in the marked cupboard in the workshop.</li> <li>- The marked cupboard is elevated away from electricity sources.</li> <li>- No naked flames are allowed in the workshop.</li> </ul>
Pressurised container storage		Explosion	Staff	<ul style="list-style-type: none"> <li>- Kept in a marked cupboard at room temperature.</li> <li>-</li> </ul>

5. Bodily Fluids and Blood Disposal – specific requirements				
Activity	No.	Hazards	Who is at harm?	Controls
Cleaning body fluid		Saliva Sputum Vomit Faeces Urine	Staff	<ul style="list-style-type: none"> <li>- When handling body fluids that are away from a person wear single-use disposable gloves.</li> <li>- Use paper towels and detergent to clean up body fluid and dispose inside two plastic bin liners.</li> </ul>
Cleaning Blood		Blood	Staff	<ul style="list-style-type: none"> <li>- When handling body fluids that are away from a person wear single-use disposable gloves.</li> <li>- Use absorbent powder, paper towels and detergent to clean up blood and dispose inside two plastic bin liners.</li> </ul>
Cleaning body fluids on a person		Saliva Sputum Vomit Faeces Urine	Staff	<ul style="list-style-type: none"> <li>- When handling body fluids that are in contact with a person, wear single-use disposable gloves, and clean the person using liquid soap and water, and paper towels. Use a plastic bin liner to dispose of the items used</li> </ul>
Disinfecting		Blood e.g. menstrual fluids, wound injuries.	Staff	<ul style="list-style-type: none"> <li>- Wear single-use disposable gloves.</li> </ul>

6. Coshh – specific requirements				
Substance	No.	Hazards	Who is at harm?	Controls
WD40		May cause drowsiness or dizziness. Extremely flammable aerosol. Pressurised container. May burst if heated.	Staff	<ul style="list-style-type: none"> <li>- Use only as directed</li> <li>- Keep in marked cupboard.</li> <li>- Protect from sunlight</li> <li>- Do not expose temperatures that exceed 50C.</li> <li>- Do not pierce or burn.</li> <li>- Keep away from heat, hot surface, sparks, open flames and other ignition sources.</li> <li>- No smoking.</li> <li>- Do not spray on a open flame source or other ignition.</li> <li>- Use only outdoors or in a well-ventilated area.</li> </ul>
Newport Zero Butane refill		Pressurised container. May burst if heated.	Staff	<ul style="list-style-type: none"> <li>- Use only as directed</li> <li>- Keep in marked cupboard.</li> <li>- Protect from sunlight</li> <li>- Do not expose temperatures that exceed 50C.</li> <li>- Do not pierce or burn.</li> <li>- Keep away from heat, hot surface, sparks, open flames and other ignition sources.</li> <li>- No smoking.</li> <li>- Do not spray on a open flame source or other ignition.</li> </ul>
Gelcoat Filler		Flammable liquid and vapor. Causes skin reaction. Causes serious eye irritation. Suspected of damaging the unborn. Causes damage to organs through prolonged or	Staff & Local Wildlife	<ul style="list-style-type: none"> <li>- Keep away from heat, hot surface, sparks, open flames and other ignition sources.</li> <li>- No smoking</li> <li>- Avoid breathing vapours.</li> <li>- Staff are advised to use face covering.</li> <li>- Avoid release into the environment.</li> <li>- Wear protective gloves/protective clothing.</li> <li>- If on skin: wash with plenty of soap &amp; water.</li> </ul>

		repeated exposure. Harmful to aquatic life with long lasting effects.		
Wood glue		May cause an allergic reaction.	Staff	<ul style="list-style-type: none"> <li>- Avoid breathing mist, spray, vapours.</li> <li>- Wear eye protection, protective clothing, protective gloves.</li> <li>- If on skin: wash with plenty of soap &amp; water.</li> </ul>
White spirit		Flammable liquid and vapor. Causes damage to central nervous system through repeated or prolonged exposure if inhaled. May cause drowsiness and dizziness. Repeated exposure may cause skin dryness and cracking. Toxic to aquatic life with long lasting effects.		<ul style="list-style-type: none"> <li>- Keep away from heat, hot surface, sparks, open flames and other ignition sources.</li> <li>- No smoking</li> <li>- Use outdoors in well-ventilated area.</li> <li>- Wear nitrile or PVC protective gloves.</li> </ul>
Rust remover		Flammable liquid and vapor. Causes severe		<ul style="list-style-type: none"> <li>- Use carbon dioxide for extinction.</li> <li>- Wear eye protection, protective clothing, protective gloves, face protection.</li> </ul>

		skin burns and eye damage.		
All surface paint		Flammable liquid and vapor. May cause drowsiness and dizziness. Causes damage to organs through prolonged or repeated exposure. Harmful to aquatic life with long lasting effects.		<ul style="list-style-type: none"> <li>- Keep away from heat, hot surface, sparks, open flames and other ignition sources.</li> <li>- No smoking</li> <li>- Keep cool.</li> <li>- Use only in well-ventilated outdoor area.</li> <li>- Do not breath vapours.</li> <li>-</li> </ul>
Hardener Paste		May cause sensitization by skin contact.		<ul style="list-style-type: none"> <li>- Wear protective gloves/protective clothing.</li> </ul>
Décor fill		Contains styrene. Flammable. Harmful by inhalation. Irritating to eyes and skin.		<ul style="list-style-type: none"> <li>- Do not breath fumes.</li> </ul>
Varnish		Flammable liquid and vapour.		<ul style="list-style-type: none"> <li>- Keep away from heat, hot surface, sparks, open flames and other ignition sources.</li> <li>- No smoking</li> <li>- Keep container tightly closed.</li> <li>- Do not get in eyes, on skin, or on clothing.</li> </ul>

Milton		<p>Causes skin irritation.</p> <p>Contact with acids liberates toxic gas.</p> <p>Harmful to aquatic life with long lasting effects.</p> <p>May be corrosive to metals.</p>		<ul style="list-style-type: none"> <li>- Do not use together with other products.</li> <li>- Wear protective gloves/protective clothing.</li> <li>- Keep only in original container.</li> <li>- Avoid release to the environment.</li> </ul>
Cif Cream with Micro crystals		<p>Causes serious eye irritation.</p> <p>May cause allergic reaction.</p>		<ul style="list-style-type: none"> <li>- Keep out of reach of children</li> </ul>
Surface cleaner		<p>Do not use with detergents or other disinfectants.</p>		<ul style="list-style-type: none"> <li>- Keep out of reach of children</li> </ul>
Hand sanitiser		<p>Highly flammable liquid vapor.</p>		<ul style="list-style-type: none"> <li>- Avoid eye contact</li> <li>- Do not use on damaged, sensitive or irritated skin.</li> <li>- Keep away from heat, hot surface, sparks, open flames and other ignition sources.</li> <li>- No smoke</li> </ul>
Machine detergent		<p>Contains sodium hydroxide.</p>		<ul style="list-style-type: none"> <li>- Wear protective clothing, gloves and eye/face protection.</li> </ul>



		Causes severe burns.		
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Zorb – Specific Requirements				
Activity	No	Hazards	Who is at risk?	Controls
Zorbing	1	Sharp object on surface	Participants	<ul style="list-style-type: none"> <li>- Instructor to thoroughly check the activity area prior to the session starting and remove any sharp objects.</li> <li>- Instructor to constantly risk assess the activity area during the session and remove any sharp objects.</li> <li>- Instructor to ensure all participants empty their pockets prior to participating.</li> <li>- Instructor to ensure that participants aren't wearing sharp or rough objects such as belts, watches glasses etc..</li> </ul>
	2	Faulty Equipment	Staff & Participants	<ul style="list-style-type: none"> <li>- All equipment should be checked by the instructor prior to and during the session.</li> <li>- Zorbs and pump should receive safety checks prior to the activity in line with operating handbook.</li> </ul>
	3	Misuse of equipment leading to injuries due to being hit e.g. bruises, cuts and abrasions	Staff & Participants	<ul style="list-style-type: none"> <li>- Instructor to brief participants on the correct usage of the equipment.</li> <li>- Instructor should remain vigilant to ensure participants are using equipment as briefed.</li> </ul>
	4	Collisions causing bruises, cuts & abrasion	Staff & Participants	<ul style="list-style-type: none"> <li>- Any equipment not in use should be removed from the activity area.</li> </ul>
	5	Collisions with other participants causing concussion, bruises or abrasions	Participants	<ul style="list-style-type: none"> <li>- Instructor to ensure participants are spaced apart when activity takes place.</li> <li>- Instructor to ensure there is good participant control during the session.</li> <li>- Instructor to brief participants not to bump into unaware participants (if multiple zorbs are in use).</li> <li>- Instructor to brief participants to be aware and considerate of smaller participants.</li> <li>- Instructor to show waiting participants/spectators a safe area to watch from.</li> <li>- Instructor to brief participants to stay in designated area.</li> <li>- Instructor to remain vigilant and ensure participants are safe and comfortable.</li> </ul>
	6	Collisions with participants causing concussion, bruises or abrasions	Public	<ul style="list-style-type: none"> <li>- Instructor to mark a designated area in which the Zorbs must stay.</li> <li>- Instructor to show spectators a safe area to watch from.</li> <li>- Instructor to brief participants to stay in designated area.</li> </ul>

Zorb – Specific Requirements				
Activity	No	Hazards	Who is at risk?	Controls
	7	Panic attack/ short breathed due to participant panicking	Participants	<ul style="list-style-type: none"> <li>- Instructor to brief participants on how to get out of the zorb, and makes it clear that they can get out at anytime by either moving to the staff member or staying down.</li> <li>- Instructor to remain vigilant of participants wishing to stop the activity.</li> <li>- Instructors to be aware of signs participants may exhibit if they suffer from claustrophobia e.g. nervous on entry, unsure whether to participate, panic as they enter the Zorb, sweating.</li> </ul>
	8	Entrapment	Participants	<ul style="list-style-type: none"> <li>- Instructor must carry a knife on their person at all times.</li> <li>- Instructor must wear a buoyancy aid and be prepared to enter the water in case of an emergency</li> </ul>
	9	Drifting	Participants	<ul style="list-style-type: none"> <li>- Zorb must be attached to a secure hold on the shore with an appropriate floating line.</li> <li>- A safety boats must be prepared for use in case the Zorb should come loose</li> </ul>
	10	Risk of sunburn, heat exhaustion and dehydration; or hyperthermia during activity	Participants	<ul style="list-style-type: none"> <li>- Ensure regular water breaks are taken.</li> <li>- If it is hot, ensure participants wear sun cream and hats and there is a shaded area available.</li> <li>- If it is cold, ensure participants are wearing suitable clothing to keep warm.</li> </ul>
	11	Unit lifted by wind	Staff & Participants	<ul style="list-style-type: none"> <li>- Activity to be halted if winds in excess of 20 knots.</li> <li>- Instructors and Duty Warden should continually risk assess conditions to ensure that they are suitable</li> </ul>