



STRATHCLYDE LOCH SAILING CLUB

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Recognised Training Centre (RTC)

Standard Operations Procedure (SOP)

Responsibility

The overall responsibility for safe operation of the RYA RTC is vested in SLSC administered by the Principal. In the Principal's absence, the Chief Instructor (CI) may delegate for him/her. The current Principal's name and names of Chief Instructor are listed on the Training Noticeboard in the Clubhouse adjacent to the Committee Room, and at the end of this document. See Appendix J

Coronavirus (Scotland) Act 2020

Coronavirus (Covid-19) Policy adopted by Strathclyde Clyde Loch Sailing Club.

This Policy will be adopted by the Club from 15th July 2020. The policy reflects guidance from the Scottish Government's Route Map [Route map](#) and RYA guidance for Recognised Training Centres [Guidance RTC](#). These are living documents.

The policy will be reviewed and updated in line with further guidance from both bodies.

A fundamental principle is no one can attend if they show any symptoms of Covid19

All staff and students have a responsibility to ensure a safe teaching environment. Any areas of concern should be reported on the Safety Report Book, which is situated in the wall cabinet above the administration desk in the Training Room. Key Documents include Asset and Maintenance Register, Boat Setup Instructions and Accident & Collision Register.

Sailing Area

Strathclyde Loch is used for several water-based activities. These include Rowing Clubs, pleasure and fun craft, including pedalos, canoes, and a power boat operated by staff from Strathclyde Country Park (SCP).

During summer months a boom may be in place which divides the loch into two separate areas.

On arrival the CI will check with SCP staff in Reception to ensure access to the Loch. The CI will agree which areas to use, to reflect the specific activity plan for that day.

There is no access above the 1000 metre mark or behind the island. Rowing lanes are delineated by marker buoys. Be careful to not snag the anchor line whilst manoeuvring round the course marker buoys.

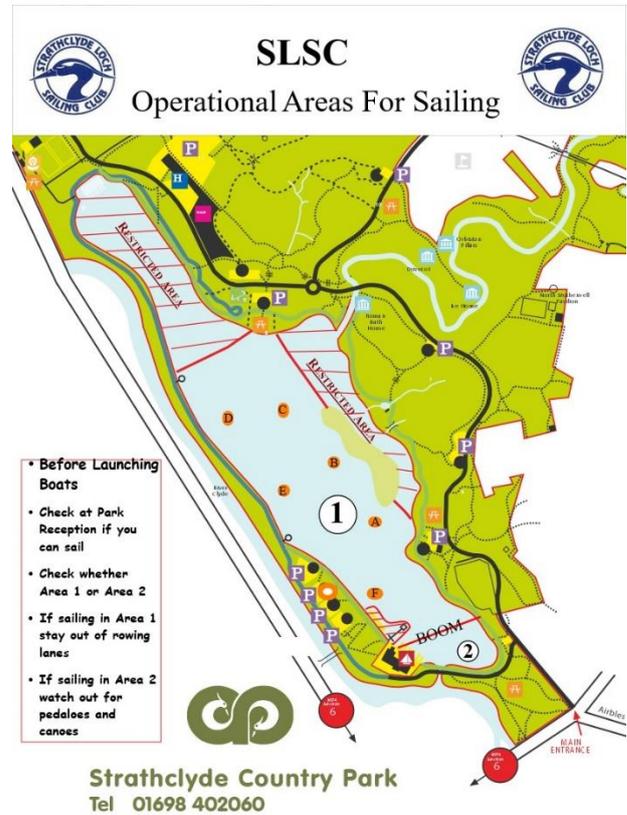
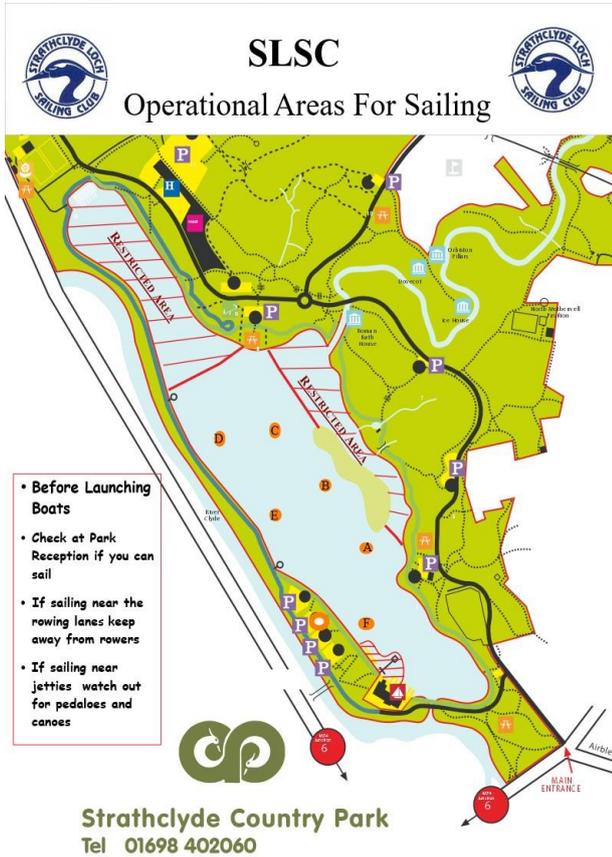


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Sailing Areas With and Without Boom



See Appendix B1/B2 for bigger pictures

Training room.

The training room is within the Clubhouse. Entry is via a combination lock on the external door. Capacity within the training room is monitored within the appropriate social distance rules in place at that time. The training room has a projector, whiteboards and other presentation materials, to demonstrate sailing theory, or conduct other shore-based activities. Useful in the event of inclement weather.

The SI will conduct a debrief with the group and/or individuals on completion of daily activities.

Clothing

Participants should wear appropriate footwear e.g. old trainers, dinghy boots and clothing e.g. wet suit or dry suit as personal preference. SLSC has a small selection of clothing available. Wetsuits must be hosed down/ disinfected on completion of session.

It is always mandatory to wear a Personal Floatation Device (PFD) on the jetty and on water. SLSC has a limited supply available. SCP has a larger selection available the hire cost of these is included in the water fees that is part of the membership fees



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Changing facilities

The Clubhouse should not be used as a changing area. There are a full range of changing facilities in the adjacent water sports centre. These include changing rooms, showers and toilets. Lockers are available for hire. SLSC does not accept any responsibility for any items left in the Clubhouse.// September 2020 The changing facilities are not in use. Participants should arrive kitted up ready to go. Otherwise change in the car park.

Under covid 19 conditions the changing facilities and toilets are not in use but this may change with time and will be under constant review

Safety Boats

SCP provide safety boats and carry the following essentials

- Radio in working order
- There is enough fuel for the session and fuel tank is secured
- Fire Extinguisher
- First Aid kit
- Safety knife
- An anchor and warp attached to the boat
- Tow line
- Throw Line
- A kill cord is attached to the boat
- A spare kill cord
- Paddle
- Bailer / Bucket
- Tool kit
- Survival Bag / Blanket
- Sailing Area Picture
- NLC has developed protocols to adopt in a rescue situation. See General Risk Assessment Form **RA-EA-EF-F0032**
- Staff will be provided with PPE kit
- The safety boat will have a drop-down front to allow for a casualty to be brought on board.
- If a casualty is unconscious no mouth to mouth contact is allowed. Chest compressions only.
- The safety boat must sanitised on the return to the jetty. A replacement boat will be deployed.
- Shower facilities will be available if necessary.
-

Training Rib / Safety Boat

SLSC has its own RIB. The Grab bag is stored in the Admin Area. Ensure all contents available

- Fuel Container already in boat (Check if fuel required and remove Fuel Tank from boat before filling)
- Paddle already in boat
- Anchor already in boat
- Fire Extinguisher already in boat
- Bucket / Bailer already in boat
- Radio (if being used as Safety Boat)
- Control Key Marked Rib in main key cupboard

Grab bag containing:

- Survival Blanket
- First Aid Kit includes disposable gloves face masks and sanitiser
- Throw Line bag
- Tow Line// minimum four metres



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- Sharp serrated knife
- Tool Kit
- Spare key and kill cord (do not use as main key)
- Emergency Action Plan
- Loch Sailing Areas Sheet
- Grab Bag contents List

Committee Boat and RIB refuelling Procedure

The Seajep Committee Boat is launched by prior agreement with SCP. If the tractor or car is not available, it can be launched by hand by at least five adult members.

There should be no smoking or use of mobile phones or other sources of ignition whilst near the fuel store. Fuel purchasing is normally organised by the Bosun and is stored in the container (max 10L). The red outboard fuel tanks are normally kept in the boats and must be removed from boat before filling. Tank to tank transfers are to be made outside the storage container using a filter funnel and using safety goggles and gloves provided.

Training Boats

Training boats are stored within the SLSC compound area. The CI will inspect each boat prior to rigging and launch from SLSC jetties. Should there be any issue which cannot be fixed by the instructor the boat will be withdrawn from service until repaired. The issue must be logged in the boat maintenance sheet, included in the Asset and Maintenance Register. This can be found on the administration desk in the Committee Room. Masts (Laser and Pico), sails, rudders and centre boards are stacked in the racking in the storage container. Each piece of equipment is labelled with the SLSC identity number, to match the boat number shown in the Asset Maintenance Register. This can be found on the administration desk in the Committee Room.



Rigging/Launching and Recovery

SI must ensure rigging has been safely completed before the boat is made available for use. See Rigging Manual and Launch Procedure Instructions.

The SI must ensure there are enough participants available to safely transport and launch the boat from the jetty or foreshore. Participants must always comply with social distance rules. When sailing multiple single-handed boats, the SI must be confident that all participants are capable of manoeuvring safely immediately offshore until the group are ready to set off on the day's activities.

Recovery, the SI must ensure a presence on the jetty or foreshore to help with recovery. Whilst sailing multiple single-handed boats the SI may decide the order of recovery, taking account of individuals ability and weather conditions.

Each boat should be returned to its designated location. The crew must make the SI and/or Bosun aware of any damage or relevant issues for repair. The details must be recorded in the boat maintenance sheet included in the Asset Register in the Committee Room.

Monitoring Numbers of Craft/Users Afloat

All students reporting for training activities are to register at the training room before the daily briefing. Before any craft go afloat, the S.I. or deputy will prepare/update a list of all people & craft afloat to be kept on the administration desk in the Standard Operating Procedure v3.2 incorporating Covid-19 Policy 1st April 2021 Page 4 of 38



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Committee Room. Each instructor should retain a copy of the list to ensure he/she is fully aware of the number of students and boats he/she is responsible for. SI will record which boats are used by individual trainees

A further copy of the master list must be given to reception desk. To cross check the numbers of individuals who have checked in.

As craft return ashore they should be ticked off the master list so that all are safely accounted for.

First Aid / Accidents / and Next of Kin details

There are first aid kits on each rescue boat, the Committee Boat and RIB. Land side the first aid kit is stored on the right-hand side of the door within the training room.

Details of first aid given must be recorded in the Accident book, in wall cabinet above administration desk in the training room.

If on site family must be the first person to administer first aid. If family is not on site First Aid will be administered by qualified personnel

SCP has a defibrillator(s) obtainable from the customer desk in the Boat Shed. This is controlled by Safety Staff and Rescue Boat

Students are required to provide several pieces of personal data when booking a course. These include known medical conditions and specific disability needs.

In addition, students must provide details of next of kin who need to be contacted in case of emergency. All personal data will be held securely by SLSC and only used where and when appropriate. Personal details will be stored under lock and key in the wall unit above the administration desk in the Training Room.

RYA guidance is First Aid should be administered by a family member. Should a next of kin need to be contacted, all details are recorded both on course booking forms which are stored in a folder in wall cabinet above the administration desk in the Training Room. There is a separate excel spreadsheet together with a paper copy. The SI on duty will have a mobile phone available.

Collisions / Near misses

As standard practice crews must be observant of other craft on the Loch. Rowing Clubs have priority use from 8:00 am – 10:00 am on Sunday but may be on the water later than this. Special care must be taken using area 2 as this is used by less experienced public on pleasure boats.

Should there be a situation which could be regarded as a near-miss, the details must be recorded in the Accident and Collision Register. This will be addressed by the principal on a regular basis and appropriate action taken.



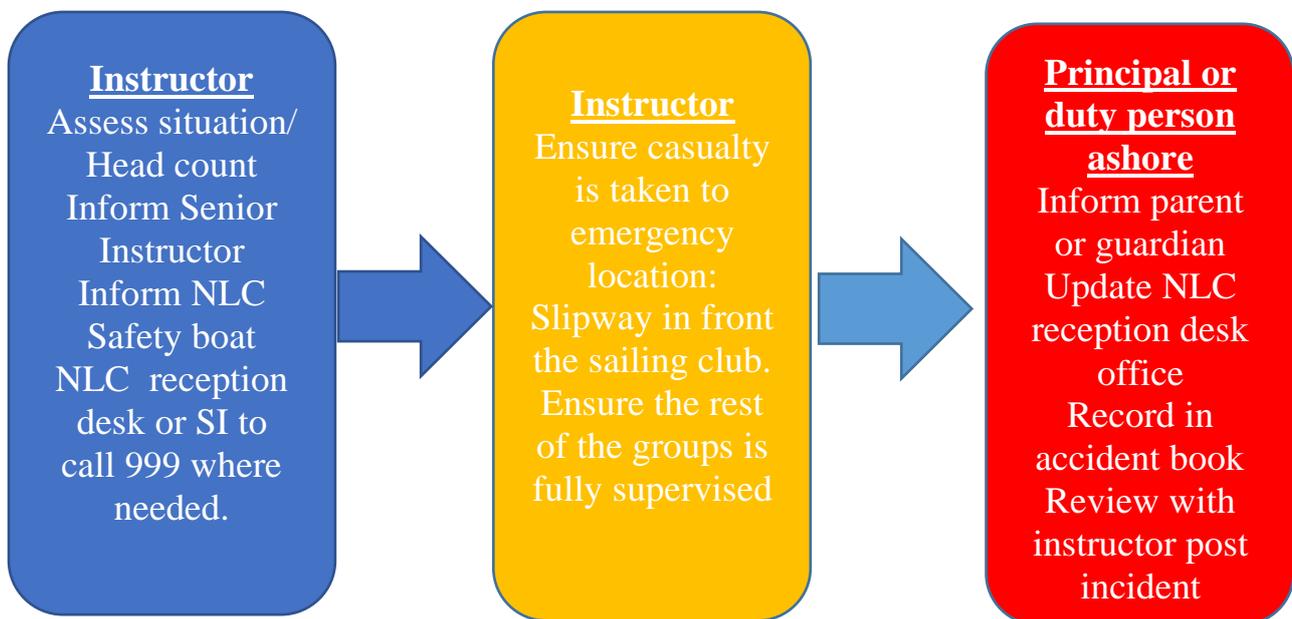
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Dealing with a Major Incident

Emergency Action Plan



Principal Phone number: 07899942822

Senior Instructor Phone number:

Stuart 07729149362

Kyle 07565676630



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Major Incidents

Should a major incident occur such as entrapment leading to fatality the principal and commodore should be notified as soon as is possible and the RYA guidelines for dealing with a major incident should be followed. These guidelines follow:

Advice to Principals of RYA Training Centres

These notes give guidelines in the aftermath of a major accident.

- Your priority is the safety of participants and instructors.
- Once ashore you are going to have to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses to a place you can talk to them away from the press
- Produce a written statement that you can give to the press
- e.g. SLSC regret to announce the death of a club member who was involved in an incident on Strathclyde Loch, at approximately hh:mm on ddmmyyy
- Our deepest sympathy to the relatives etc. A full statement will be issued at hh:mm on ddmmyyy (give yourself time to collate the information).
- Do not hold a press conference
- Decide who will speak to the press// Principal or Commodore?
- Don't allow well-meaning but ill-informed people to make public comments
- Try to keep a record of whom you have spoken to, who has contacted you etc
- Inform RYA training (023 8060 4181) who can help with compiling your statement to the press
- If the RESUE services have been involved the press will have probably obtained some information from them
- If there has been a fatality the police will contact the Training Centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appears to know who it is
- Keep any relevant equipment e.g. Lifejackets, logbooks etc
- Major accidents at RYA Training Centres are very rare if you are ever unfortunate enough to be involved in one, it helps if
 - Your paperwork is up to date e.g. you have a contact number for the next of kin
 - Your boats and instructors comply with your own safety policy and the RYA conditions of recognition

Inform Scottish Government calling 111 if any participant show Covid-19 symptoms, or related issues,

Adverse Conditions

Should adverse weather conditions arise whilst on the water, the SI on duty will notify SCP reception desk of proposed action, by contacting safety boat. The SI will ensure all craft and sailors return to the jetty and confirm this with reception desk.

Instructors

Sailing Instructors should hold valid RYA certificates for Dinghy instruction and First Aid. Tuition should be overseen by a qualified Senior Instructor. Assistant instructors should have had relevant training to the role of assistant instructor.

Powerboat Instructors should hold valid certificates for Powerboat instruction and First Aid. Assistant instructors should have had relevant training to the role of assistant powerboat instructor.

Instructors should always carry a knife and a whistle, both easy to hand when going afloat.

Instructors should think carefully before handling awkward or heavy objects, if the manoeuvre cannot be carried out safely and without damage to self then help should be sought. If lifting objects ensure that your feet, knees, back and neck are all lined up before lifting and make sure you bend your knees.



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Instructors should ensure that they are not under the influence of alcohol, alcohol should not have been consumed for at least 8 hours prior to teaching.

Instructors should have completed a Disclosure Scotland check prior to teaching at SLSC. [Disclosure Scotland](#)

Instructors should have read and understood the club's policy on child protection and where ever possible have attended a child protection awareness session prior to teaching at SLSC,

It is an instructor's responsibility to count the number of boats/participants in his/her group on launching and recovery to ensure that everyone is accounted for.

Student: Instructor Ratios should always be observed for all courses at all levels. Check SLSC ratios for Covid

Type of Craft	Student: instructor Ratio
Crewed Dinghies	3:1 for beginners with instructor onboard Maximum 9:1 but not more than 6 boats per instructor (e.g. 3 Wayfarers with 3 students in each, or 4 Picos with 2 students in each)
Single handed dinghies	6:1 (applies only whilst the boats are used as single-handers)
Powerboats	Levels 1 and 2 - 3:1 All others – 6:1 (2 boats)

Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or SI and deployed in roles appropriate to their skills and awareness.

An assistant instructor counts as qualified in the following ratios and should work under the direction or supervision of an instructor or SI.

Safety Boat Ratios for Dinghy Sailing tuition

Activity	Safety Boats
Dinghies (single handed or crewed)	Up to 6 dinghies 1 safety boat 7 to 15 dinghies 2 safety boats More than 15 dinghies 3 or more safety boats

Inversions leading to entrapment

If a boat is fully inverted, the priority is to ensure that all bodies are accounted for, if they are not then the RYA recommended method is for a member of the safety boat crew to help right the boat by standing on the gunwale of the boat to assist in righting it. Tests have proven that this is the fastest way to right a boat that is fully inverted. All club boats upon which trapezing is taking place shall be fitted with masthead flotation devices to avoid a total inversion capsizes. Where club boats are being used with trapezes, rib crews will be briefed about the dangers of entrapment.



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Other supporting documentation

Child Protection Policy is available on request in the Clubhouse. Controller is Mrs H Whitelaw

Appendix

- A. Risk Assessment**
- B. Sailing Areas**
 - 1. Loch with no Boom**
 - 2. Loch with Boom**
- C. Course Booking Form**
- D. Parental Consent Form**
- E. Incident / Accident Report Form**
- F. Collision Form**
- G. Emergency Action Plan removed**
- H. Water Conditions Form**
 - 1. Good Water Conditions Flag**
 - 2. Poor Water Conditions Flag**
- I. Rib and Committee Boat Check Lists**
 - 1. Rib Check List**
 - 2. Committee Boat Check List**
- J. Boat Launch Procedures**
 - 1. Committee Boat**
 - 2. Rib**
 - 3. Sailing Dinghy**
- K. Briefing Sheets**
 - 1. Instructor Briefing**
 - 2. Trainee Briefing**
- L. Instructor Qualifications Record Sheet**
- M. Introduction / Courses/ Cancellation/ Feedback**
- N. RYA Course Certificate Log**
- O. SOP sign off sheet**



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Appendix A

RISK ASSESSMENT

Hazard	Who is involved	Control	Information/action
Drowning	Students Instructor Support Staff	Swimming pre-requisite Buoyancy aids always on water and jetties Qualified Instructors Small staff/pupil ratios Emergency/First Aid	Pre – visit information Operating Procedures Introductory talk RYA guidelines
Entrapment	Students Instructor Support Staff	Mast Head floats Qualified Instructors Safety Boats	Instructor talk Instructor Supervision RYA guidelines
Cold	Students Instructor Support Staff	Kit list issued prior to visit Qualified Instructors Appropriate clothing Wet suits and spray top Access to shelter/warmth//? When clubhouse closed	Pre – visit information Operating Procedures Introductory talk RYA guidelines
Sun/Heat	Students Instructor Support Staff	Kit list issued prior to visit Qualified Instructors Instructor monitors group Cool off sessions/access to //bottled drinking water	Pre – visit information Operating Procedures Introductory talk RYA guidelines
Health/Ailments	Students Instructor Support Staff	Pre-Course health declaration Onsite first aid and emergency systems First aid kit on RIB and Clubhouse	Pre – visit information Operating Procedures Introductory talk
Physical Injury	Students Instructor Support Staff Public	Quality equipment and maintenance systems Storage systems with health warnings	Operating Procedures Introductory talk RYA guidelines
Slips/trips and falls	Students Instructor	Kit list references footwear Awareness and removal of slime on jetties - NLC	Operating Procedures
Slipway hazards	Students Instructor Support Staff	Clear briefings Nobody behind wheels when launching	Instructor supervision
Stacking Boats	Students Instructor Support Staff	Clear briefings Minimum of 3 adults Awareness of other compound users	Introductory talk Instructor supervision
Water Quality	Students Instructor Support Staff	Clear briefing Awareness of Flags Capsize risk	Introductory Talk and Compulsory Form App H Wash Hands Shower after Capsize
Covid 19	Students Instructor Support Staff Covid Officer	Briefing on Local protocols	See separate Covid 19 risk assessment



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Appendix B1

Sailing Area Without Boom





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Appendix B2 Sailing Areas With BOOM





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Appendix C COURSE BOOKING FORM

Full Name:			
Occupation:		Membership Number	
Address:			
Post Code:			
Telephone Number:	Home:	Work:	Mobile:
Contact e-mail address:			

RYA Course Details

Course Name:		Cost:	
Course Start Date:		Course Finish Date:	

Medical Information

Please state any medical conditions & medication required: Including any symptoms i.e. exposure to Covid-19	You must not participate if you have any Covid-19 symptoms, are shielding or been in contact with anyone self-isolating.
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Disability Information

Do you have any special requirements relating to a personal disability and is there ways we can support you on and off the water ? If yes, please detail:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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Emergency Contact (Name, Address, Contact Number)

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I am hereby acknowledging that all the information above is correct and I am medically fit to participate in the relevant RYA course. My personal details may be used by SLSC solely for Club Activities. Consent For Use of Images Images taken during the course to be used for SLSC Club Activities		<input type="checkbox"/> I agree	<input type="checkbox"/> I disagree
SLSC fulfils its obligations under General Data Protection Regulations (25 May 2018).			
Signed:	Date:		



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Appendix D PARENTAL CONSENT FORM (For participants under 18 years)

Participants Details

First Name	Surname
Home Address	
Date of Birth	Age

Parent / Guardian / Person with legal responsibility

First Name	Surname
Relationship to child	
Phone No (land Line)	Phone Number (Mobile)
Email Address	

Emergency Contact

First Name	Surname
Relationship to Child	
Contact number during session	

Medical Information

It is your responsibility to make known any disability / medical condition that may affect your child during the activity, and any medication that they may require.

Has your child ever suffered from any of the following conditions Asthma / bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? Yes/No Displayed any symptoms or exposure to Covid-19 If Yes please provide details, including any specific medical advice to be followed in an emergency	
Is your child currently taking any medication	If yes please specify
When did your child last have a tetanus injection	Year
Is your child suffering/recovering from any injuries that may affect their sailing	If yes please provide details
Does your child have any food allergies	If yes please provide details

Does your child have any disabilities, learning difficulties or medical condition which may affect their learning Yes/No If Yes please provide details

Medical Consent

I give permission during the period of the event (..... dates) to administer any relevant treatment or medication to the above named participant when or if necessary.

In an emergency I authorise the organisers to take my child to hospital. I understand that I shall be notified as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

Images taken during the activities can be used for publicity by Strathclyde Loch Sailing Club

 I agree

 I disagree

Signed (Parent or Guardian)	
Name (Print)	



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Appendix E INCIDENT / ACCIDENT REPORT FORM

Name of Session	Person in Charge	Date

Site of Incident / Accident and details of what activity was taking place

--

Name and Address of injured person

--

Nature of incident / injury and extent of injury and First aid Treatment

--

First Aiders Name	
-------------------	--

Were any of the following present or contacted

Parents / Carers	yes	no
Police	yes	no
Ambulance	yes	no

What happened to injured person following accident

--

Name of person in charge	Signature	Date



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Appendix F

Collision Form

Name of Session	Person in Charge	Date

Site of Collision and details of what activity was taking place (drawing)

Name and Address of persons involved and phone numbers

Details of Damage (take pictures if possible)

Name of person in charge	Signature	Date



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Appendix H Consent Form for Water Based Activities



Consent form for water based activities

Important health and well-being information for participants in water based activities

Participation in water activities means that there is always a risk of getting wet and cold or picking up 'a bug'. It is important that we provide you with this information so that you know what to do should the need arise.

As you would expect the quality of the water in Strathclyde Loch is not as free from bugs as a swimming pool. There are natural and varying levels of bugs, bacteria and other organisms.

Our responsibilities:

1. We have in place a Water Quality Safety Protocol agreed by partners including NHS, SEPA and Scottish Water;
2. We assess the water quality on a regular basis according to Scottish Government, European and World Health Organisation standards and designate it 'good' or 'poor'.
3. We notify the current water quality through signs and flags around the loch and at reception;
4. We put in place arrangements for some activities to be suspended or conditions put on them when the water quality is 'poor'.

Your responsibilities:

1. Satisfy yourself of the current water quality before deciding to participate in any activity;
2. Comply with any suspensions or conditions as a result of assessed water quality;
3. Carry out your activity in a manner that avoids falling in water;
4. Ensure you wash your hands and equipment afterwards;
5. If you become unwell during the 2 weeks after taking part in water activities you should contact your GP and tell them that you have been on or in Strathclyde Loch so that appropriate investigations, if required, can take place.

Special note for Teachers and youth group leaders: Your own risk assessment for pond dipping or other water's edge activities should include measures to avoid falling in plus the ability to wash hands and equipment afterwards.

- Participants carry on activities on or in the loch at their own risk;
- North Lanarkshire Council does not accept any responsibility or liability for any illness or injury arising as a result of participation of participation in water sports on or in Strathclyde Loch.

Please sign the agreement below and return to reception.

-----CUT HERE-----

I have read and understood the information provided about health and well-being associated with using Strathclyde Loch.

Print name Signature

Name: Signature.....
(Parent, guardian, teacher or coach if under 18)

Organisation / club / school..... Date.....

This consent is valid for period of the permit issued. Expiry Date...



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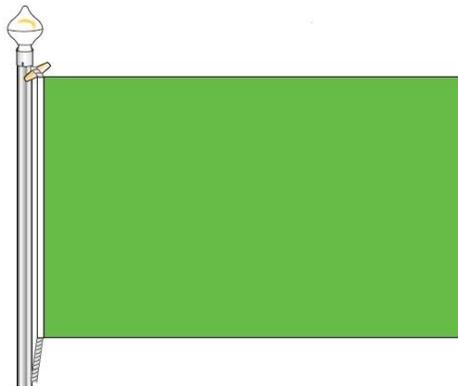


Appendix H1 Water Conditions Flag Good

Water condition forms are available at the park reception and must be filled in each year by all people using the club boats

The current water quality in the loch is classed as:

GOOD



- Take care – the water quality is variable across the loch.
- All loch users should wash their hands and their craft after completing their water-based activities.





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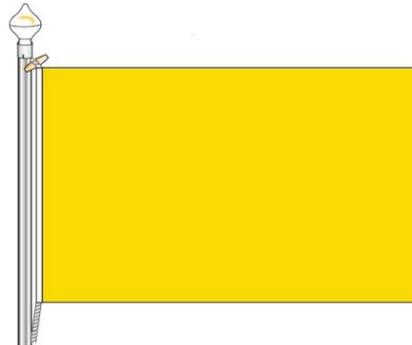


Appendix H2 Water conditions Flag Poor

Water condition forms are available at the park reception and must be filled in each year by all people using the club boats

The current water quality in the loch is classed as:

POOR



- Immersion sports (swimming, windsurfing, etc) are currently suspended
- Capsize drill for all water sports currently banned
- If wind is above Force 4 / 13-18mph, qualified or experienced participants only unless under instruction
- It is recommended that all loch users wash their hands after completing your water-based activities.



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Appendix I1 RIB KIT LIST / CHECK LIST

- Fuel Container already in boat (Check if fuel required and remove Fuel Tank from boat before filling)
- Paddle already in boat
- Anchor already in boat
- Fire Extinguisher already in boat
- Bucket / Bailer already in boat
- Radio (if being used as Safety Boat)
- Control Key Marked Rib in main key cupboard

Grab bag containing:

- Survival Blanket
- First Aid Kit, disposable gloves, face masks and sanitiser
- Throw Line bag
- Tow Line// minimum 4 metre
- Sharp serrated knife
- Tool Kit
- Spare key and kill cord (do not use as main key)
- Emergency Action Plan
- Sailing Area Picture
- Grab Bag contents List

Please collect and return items to the club house and remember to leave boat clean and tidy



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Appendix I2 COMMITTEE BOAT KIT LIST / CHECK LIST

- Control key marked Committee boat (in main key cupboard)

- Fuel Container already in boat (Check if fuel required and **remove Fuel Tank from boat before filling**)
- Paddle already in boat
- Anchor already in boat
- Fire Extinguisher already in boat
- Kit in boat cupboard in front of controls
 - Survival Blanket
 - First Aid Ki disposable gloves, face masks and sanitiser
 - Throw Line bag
 - Tow Line// minimum 4 metres
 - Sharp serrated knife
 - Tool kit
 - Bailer (boat has electric pump)

- Committee Boat Grab Bag
 - OOD folder
 - Race Sheets
 - Pencil / Pens
 - 2 Timers
 - Calculator
 - Spare key and kill cord (do not use as main key)
 - Emergency Action Plan
 - Grab Bag Contents List

Remember to take Race Buoys for Start Line and Markers

Please collect and return items to the club house and remember to leave boat clean and tidy



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Appendix J1 Committee Boat Launch Procedure

- Collect Committee bag from committee room
- Collect engine key from committee room
- Boat located in compound



- Remove blue boat cover
- Check boat
 - Bungs is in
 - Check fuel if fuel required remove red fuel container from boat and fill using fuel that is located in container
 - Do not fill inside container
 - Replace fuel containers and reconnect fuel tank to boat
 - Check outboard is engine is raised
 - Put grab bag and key in boat
- Boat can now be taken to slip area
 - Move boat either with 5 persons or get park tractor to move boat
- **Tractor Method**
 - Ensure no trailing ropes
 - Make sure jockey wheel is clear of ground after hitching to tractor **Picture**
 - Select slip to be used
 - At top of slip unclip rear ropes, undo from pipes and reclip to boat
 - Make sure area behind boat is clear
 - Look out for people walking / cyclists in area
 - Get tractor to run boat down slip until front of boat is in line with water's edge
 - Be aware of greasy slip
 - Remove winch connection to boat
 - Person to hold painter must be wearing buoyancy aid
 - Run boat into water and tie to jetty using painter and rear rope. **Picture**
 - Get tractor driver to store trolley in compound

Remove tractor method



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- **Manual Method**
 - Move boat to top of selected slip
 - Undo painter and trolley recovery rope
 - At top of slip unclip rear ropes, undo from pipes and reclip to boat
 - Make sure area behind boat is clear
 - Look out for people walking / cyclists in area
 - Get 5 persons to lower boat down slip until front of boat is in line with water's edge **Picture**
 - Be aware of greasy slip
 - Remove winch connection to boat
 - Person to hold painter must be wearing buoyancy aid
 - Run boat into water and tie to jetty using painter and rear rope **picture**
 - Pull trolley out of water and store in compound
- Committee boat is now ready to be started and manned buoyancy aids essential for all
 - Check no water coming into boat
 - Lower engine
 - Check fuel is on and tank vent open pump fuel through if necessary
 - Put key in control switch
 - Check for neutral
 - Connect kill cord
 - Start engine
 - Check for engine cooling water
- Boat is now ready to use
-
- **Boat recovery procedure**
 - Switch off engine
 - Remove kill cord
 - Switch off fuel
 - Tilt engine

- **Tractor method **pictures****
 - Tractor to pick up trailer
 - Check area clear for trolley to go down slip
 - Put launch trolley in water
 - Pull boat onto trolley and connect winch rope
 - Clip rear ropes round pipes
 - Get tractor to remove boat from water and move boat to compound
 - Disconnect boat from tractor
 - Check if boat needs cleaned. Buckets and Sponges in container
 - Pull boat back into compound and put cover on boat
 - Put grab bag and key back in committee room
 - Report any problems in assets book



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// Remove tractor method

- **Manual Method Pictures**
 - Put launch trolley in water
 - Pull boat onto trolley and connect winch rope
 - Clip rear ropes round pipes
 - Make sure that there is adequate personnel to pull boat up slop of slipway (min 6 adults)
 - Check area is clear
 - Look out for people walking / cyclists in area
 - Pull boat out of water
 - Check if boat needs cleaned. Buckets and Sponges in container
 - Pull boat back into compound and put cover on boat
 - Put grab bag and key back in committee room
- Report any problems in assets book



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Appendix J2

Rib Launch Procedure

- Collect Rib bag from committee room
- Collect engine key from committee room
- Boat located beside green container



- Remove boat cover and wheel lock

- **Picture**

- Check boat
 - Both bungs are in
 - Check fuel if fuel required remove red fuel container from boat and fill using fuel that is located in container
 - Do not fill inside container
 - Replace fuel containers and reconnect fuel tank to boat
 - Check outboard is engine is raised
 - Put grab bag and key in boat

- Boat can now be taken to slip area Ensure participants maintain social distance.
 - At top of slip area undo boat painter and trolley recovery rope and winch
 -



- - Decide on slip to be used
 - This operation requires 2 persons with buoyancy aids on
 - One person takes painter must have buoyancy aid
 - One person gets ready to push rib down slip
 - Watch out for slip being greasy
 - Check rear of boat is clear
 - Check slip is clear
 - Look out for people walking / cyclists in area
 - If all clear push boat down slip
 - Person on painter can pull boat off trailer and tie boat to jetty
 - **Picture**
 - Remove trailer from water and pull trailer up against compound fence or back into Dinghy compound
- Rib is now ready to be started and maned (buoyancy aids essential for all)



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- Check no water coming into boat
- Lower engine and lock down
- Check fuel is on and tank vent open pump fuel through if necessary
- Put key in control switch
- Check for neutral
- Connect kill cord
- Start engine
- Check for engine cooling water
- Boat is now ready to use
-
- **Boat recovery procedure// Ensure participants maintain social distance**
 - Switch off engine
 - Remove kill cord
 - Switch off fuel
 - Tilt engine
 - Put launch trolley in water with one person holding recovery rope
 - Pull rib onto trolley and connect winch clip
 - Make sure that there is adequate personnel to pull boat up slope of slipway (min 2 adults). Painter must show 2 metre grab points. Optional third participant to push from stern
 - Check if boat needs cleaned. Buckets and Sponges in container
 - Pull boat back into compound and put cover on boat
 - Put grab bag and key back in committee room
- Report any problems in assets book



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Appendix J3 Sailing Dinghy Launch Procedure

- Select Correct type of dinghy e.g. Pico, Laser, Wayfarer, Bahia



- Find Boat and move to clear Space with bow into wind
 - Uncover Dinghy by unclipping and roll up cover from front to back and leave tidy in dinghy space
 - Release rear bung and check if any water comes out, if no water or when stopped replace bung
 - Go to container and select correct mast, boom, rudder, centre board and sails as required



- Rig Dinghy. Help may be required if so consult instructor / Dinghy Rigging Guide. Leave main and jib sheets slack after sail is rigged.
- Check Compound Gates are open and pull dinghy to a clear area outside compound near jetty
- Check wind again and select side of jetty that wind is not pushing against (picture)





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- Check for clearance from instructor/supervisor to launch dingy (be aware of pedestrians and other park users).
- Check all helping have buoyancy aids on
- This operation requires 2 persons
 - One person takes painter and gets ready to go down jetty, pull boat off trolley and tie to jetty
 - One person gets ready to push dinghy down slip
 - Watch out for slip being greasy
 - Check rear of boat is clear
 - Check slip is clear
 - Look out for people walking / cyclists in area
 - If all clear push boat down slip
 - Person on painter can pull boat off trailer and tie boat to jetty
 - Pull trolley out of water and leave in a safe place or in boat space in compound.
- Boat is now ready to use
- Assist with other dinghy users where required maintaining social distance and touch points
- **Boat recovery procedure**
 - Put launch trolley in water with one person holding recovery rope
 - Pull dinghy onto trolley and tie to trolley
 - Make sure that there is adequate personnel to pull boat up slope of slipway (min 2 adults)
//painter must show 2 metre grab points. Optional third participant to push from stern
 - Check if boat needs cleaned. Buckets and Sponges in container
 - Pull boat back into compound
 - Remove sails, boom, rudder and centreboard and put back in container
 - Put cover on boat
- Report any problems in assets book



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Appendix K1 Briefing Sheets

Instructor Briefing Sheet

- Loch Sailing Areas Available
- Other Loch users in Sailing Area
- Weather / Wind Conditions
- Type / Age of Trainees and any known problems
- Club Boats available
- Hand / Whistle Signals being used
- Ensure all Trainees have completed Course Form and Water Conditions Form
- Remind Trainees on social distance requirements

Trainee Briefing Sheet

- Compound hazards (ropes cement blocks, tractor etc)
- Swimming Ability
- Medical Conditions
- Sailing Areas and hazards
- Proper clothing for conditions
- Falling overboard / Capsize / Boom and head injuries
- Hand /Whistle Signals being used
- Ensure all buoyancy aids checked before going on slip or water
- Remind Trainees on social distance requirements
- Wash / Sanitize hands after coming off water



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Appendix K2

Instructors Morning Briefing Sheet

Date

Instructors available :

Weather and wind strength :

Water Condition :

Anything of note from previous session

Groups in today :

AM		PM	
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No
Name	Phone No	Name	Phone No

Groups / Instruction / Boats

Sailing Area for the day

Anything of note for following session



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Appendix L

Instructor Qualifications Sheet

Instructor Qualification Record Sheet

Full Name	RYA Ref No	Chief Instructor		Instructor		Dinghy Instructor					PB lev 2	PVG	First Aid	
		Power Boat 5 years	Dinghy 5 years	Safety 5 years	PB Instruct 5 years	Dinghy 5 years	Advanced 5 Years	Race 5 years	RCL2 5 Years	DSI 5 years				Assistant 5 years
Stuart McCubbin	[REDACTED]	07/03/20	10/04/24			23/06/22						07/09/16		19/03/17
Euan Wallace	[REDACTED]													25/02/17



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Appendix M Introduction / Courses/ Cancellation/ Feedback

Introduction to Sail Training at Strathclyde Loch Sailing Club

Background

You are about to undertake a series of lessons under the guidance of a qualified Royal Yachting Association (RYA) instructor. SLSC can provide training for Youths and Adults using our own boats.

There are several levels within the National Sailing Scheme. Each level can be completed in two full days or in flexible sessions with min of 8 hours water time. Progress will be recorded in your personal Scheme Syllabus & Logbook. There may be a charge for lessons and the Log Book.

Youth Beginners' Course guidance

Course	Assumed Knowledge	Course Content	Ability after the course
Stage 1	None	Launching and recovery, steering, parts of the boat, basic sailing	Able to steer and understand basic principles
Stage 2	Basic knowledge and steering ability to Stage 1 standard	Basic sailing skills, ropework, collision avoidance	Able to tack and control boat speed and understand basic principles
Stage 3	Up to and including Stage 2 standard	Rigging, launching and recovery, sailing techniques, capsize recovery, sailing theory	Able to launch and sail a dinghy around a triangle in moderate conditions
Stage 4	Up to and including Stage 3 standard	Launching and returning to a beach, jetty or mooring, and sailing a crewed dinghy around a triangle in moderate conditions	Able to launch and sails a dinghy around a triangle in moderate conditions

Adult Beginner's Course Guidance

Course	Assumed Knowledge	Course Content	Ability after the course
Level 1 Introducing you to sailing with all you need to know to get afloat under supervision	None	How to sail in all directions, including an awareness of launching and recovery	Able to sail in light windows under supervision
Level 2 Setting out the foundations of sailing for you	Sailing skills to the standard of Level 1	Rigging, launching, sailing in all directions. Capsize recovery and essential safety knowledge	Able to sail and make decisions in good conditions
Level 3 Consolidating skills and trying new ones	Sailing skills to the standard of level 2	Rigging, launching and recovery, sailing techniques, capsize recovery, sailing theory	More confident in sailing skills and techniques, and ready to progress onto advanced modules

Other Courses

The Club can also provide other courses eg Powerboat level 1&2

Training Plan

The Senior Instructor will discuss your requirements and develop lesson plans. The course includes sailing theory as well practical work on the water. The objective is to ensure you complete all parts of the Syllabus. The Senior Instructor will provide feedback as you complete each lesson. Progress will be recorded in your Log book



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Candidate Responsibility

Courses must be booked in advance through the Club Training email training@strathclydelochsailing.com or mobile 07899942822. You must inform the principal or senior instructor, mobile 07899942822 if you are unable to attend a booking.

You must not participate if you have any Covid-19 symptoms, are shielding or been in contact with anyone self-isolating.

We may have to cancel/reschedule sessions dependent on weather conditions. Principal or Senior Instructor will contact candidates by phone/text or email,

Students should aim to arrive at least 10 minutes before the expected start time. This gives time to complete any administration. Equally to ensure the candidates are in full kit able to start the lesson. Failure to arrive in time is unfair to other participants. You may not be able to join the lesson that day.

Failure to attend without prior notice may be deducted from your quota of lessons.

Cancellation or withdrawing from a course

Refunds for cancelling or withdrawing from a course will be at the discretion of the Principal

Completion of Training

If, in the opinion of the Senior Instructor, you can successfully demonstrate the full range of capabilities you may be issued with the appropriate certificate e.g. RYA Level 1 or Level 2 Dinghy Certificate. You should keep this safe as the RYA is not able to provide a replacement certificate.

Course Evaluation Sheet

Candidates we be invited to complete a course evaluation sheet. Your opinions are important to help monitor the Club's performance and help further development of future modules.

Course Evaluation Sheet

Course	Start date	End date	Instructor

Q1	Did you complete the Course? Yes/No	
----	-------------------------------------	--

Q2	Did it meet your expectations? Yes/No	
----	---------------------------------------	--

Q3	Overall was the duration correct? Yes/No	
----	--	--

Q4	Did you have any problems with practical issues? Yes/No	
----	---	--

Q5	Do you have any suggestions on how we might improve the course?	
----	---	--



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Addendum 1

Coronavirus (Scotland) Act 2020

Coronavirus (Covid-19) Policy adopted by Strathclyde Clyde Loch Sailing Club.

This Policy will be adopted by the Club from 15th July 2020. The policy reflects guidance from the Scottish Government's Route Map [Route map](#) and RYA guidance for Recognised Training Centres [Guidance RTC](#). These are living documents.

The policy will be reviewed and updated in line with further guidance from both bodies.

Obligations of members

The overriding principle is to ensure members can participate in all Club activities in a safe environment. No one should attend the Club if he/she has any of the key symptoms; fever; continuous cough or loss of taste/smell. The member should stay at home and arrange to be tested; contact [getting tested](#). Similarly, you must self-quarantine if another member of your household group shows symptoms.

Members must follow the Covid-19 guidance rules, displayed on the Clubhouse wall.

Environment

The Clubhouse and adjacent Water Sport Centre are closed.

There is no access to changing rooms, showers and toilets. Members to note the latter point when planning a visit.

Members should arrive kitted up ready to go. Else be prepared to change in the Car Park.

You must not leave personal items in the compound whilst out on the Loch.

Make sure you take home all personal belongings.

The Club provides PPE materials; masks, gloves, hand sanitisers for personal use. Disinfectant sprays for cleaning hard surfaces / boats are also available.

Soiled materials must be deposited in the waste sack. The soil will be double bagged and dumped after seventy-two hours.

The duty marshal controls access to equipment in the storage container.

Members must continue to respect social distance moving around the compound.

First Aid kit will be available within the Compound.

Sailing

RYA Scotland current guidance is sailing single handed or double handed in a mixed households. This is constantly under review with RYA, Scottish Government and NLC

Experienced sailors are free to sail single handed.



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Less experienced sailors may be allowed to sail subject to wind conditions.

The maxim is “if in doubt don’t go out”.

There is no competitive racing.

No of boats on jetty will be monitored . Single handers may launch from the shore.

The Marshal will control launch and recovery of boats.

NLC will continue to provide safety cover. You should expect to remain with the boat if towed in. Therefore, a member’s boat must have a 4-metre painter.

NLC has developed protocols to adopt in a rescue situation. See General Risk Assessment Form **RA-EA-EF-F0032**

Staff will be provided with PPE kit

The safety boat will have a drop-down front to allow for a casualty to be brought on board.

If a casualty is unconscious no mouth to mouth contact is allowed. Chest compressions only.

The safety boat must sanitised on the return to the jetty. A replacement boat will be deployed.

Shower facilities will be available if necessary.

Wilson Couper
Principal
01 April 21



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Appendix O Sign off and release for operational use

Name	Responsibility	Date
Wilson Couper	Commodore / Principal SLSC	25/09/19
Stuart McCubbin	Chief Instructor	25/09/19
Alastair Logan	Govid-19 Officer	01/04/21

Version Number	Reason	Authorised	Date
SOP 1.1	Initial release	Wilson Couper	15 th March 2019
SOP 2.6.6	update	Wilson Couper	9 th June 2019
SOP 2.6.8	Insert Training Record pages	Wilson Couper	2 nd July 2019
SOP 2.6.9	Update correct for double side printing	Wilson Couper	3 July 2019
SOP 2.6.10	safety boat update and instructor sign off section	Wilson Couper	16 July 2019
SOP 2.7	Major incident and final mods before RYA inspection	Wilson Couper	17 July 2019
SOP 2.8	After inspection and extra appendix sheets	Wilson Couper	12th Aug 2019
SOP 3.0	Change headed paper add certificates record sheet	Wilson Couper	25 th Sept 2019
SOP 3.1	Incorporate Covid-19 Policy	Wilson Couper	1 st October 2020
SOP 3.2	Appendix M altered Covid updated	Wilson Couper	1 st April 2021

SOP Version	I have read the above document and agree to its contents and procedures Instructor / principal / Covid Officer	Date	Signature
SOP 3.2			