



## Standard Operating Procedures

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### 1. Introduction

Skye Sailing Club (SSC) is a Scottish Charitable Incorporated Organisation (SCIO) number SC044451 registered with the Office of Scottish Charity Regulator. The full constitution is available on the website or a copy can be requested from the secretary. SSC operates from the Clubhouse, Scorrybreac Slip, Scorrybreac, Portree, Isle of Skye IV51 9QU and sails in the waters of Portree Bay extending to Inver Beach on Raasay on special occasions and only if accompanied by a safety boat.

The organisation's purpose is to facilitate community participation in healthy recreation by the provision of facilities for the sport of boating and other water-based activities. In doing this the club will also seek to promote safety when on or around the water, provide Royal Yachting Association (RYA) approved training for the community and visitors, encourage and promote respect for others, and care of the marine environment. The drawing up of the Standard Operating Procedures has relied heavily on guidance from the RYA of which the club is a member and recognised training centre.

### 2. Club Structure

The club is managed by:

- i. The SSC Trustees and Committee led by the Commodore (Chairperson)  
The Club Trustees and Committee have the job of ensuring the Senior Instructor is following all recommended procedures laid out within the Club's Own policies and those of the RYA.
- ii. The Senior Instructor is responsible for the day-to-day running of all water-based activities run by the club, ensuring that all policies and procedures are observed. In the absence of the Senior Instructor, a Decision Maker who is qualified by experience and knowledge of the location may be appointed to determine the advisability of proceeding with a session. Their decision will be final.
- iii. Staff, instructors and volunteers.

### **3. Risk Management Statement**

Skye Sailing Club (SSC) is committed to managing risk effectively in order to protect its members, staff and third parties against potential harm and also minimise damage to the environment and assets. It will implement Risk Management (RM) to minimise the uncertainty in achieving its goals and objectives and maximise the opportunities in achieving its Vision.

A degree of risk is necessary and unavoidable, but it can be a positive force in the development of the sport of boating. However, risks needs to be managed by a Risk Management Strategy and maintained in a robust RM Process.

#### **Purpose of this Document:**

- The Risk Management Policy forms part of SSC's internal controls and governance arrangements.
- The Policy explains SSC's underlying approach to RM and the related responsibilities of the Board, SSC staff, volunteers and other key parties.
- In addition it describes process the board will use to evaluate the effectiveness of its internal process.

#### **Underlying approach to Risk Management (RM)**

The following key principles outline SSC's approach to RM:

- The Board has responsibility for assessing RM within SSC as a whole.
- An open and receptive approach to solving risk issues is adopted by the Board.
- Staff and key volunteers support, advise and implement the RM Process approved by the Board.
- SSC's Board makes conservative and prudent recognition and disclosure of the financial and non-financial consequence of risk.
- All staff are responsible for encouraging good RM practice within their sphere of influence.
- Key Strategic Risks will be identified and managed by the Board. These risks will be closely monitored on a regular basis by the Board.
- The RM process will be operated on a top down mode with the risks cascaded from the Strategic Risks.
- The Status of Operational and Activity risks shall be reported on a regular basis at Board meetings.
- We will train our staff and members in the implementation of effective risk management.
- We will monitor and evaluate on an on-going basis to ensure we maintain and improve our risk management processes.

## **Scope**

The RM Policy encompasses the management of Strategic, Operational and Activity risk.

- Strategic Risks are significant risks which impact the delivery SSC's Goals, Objectives and Vision as recorded in the SSC Strategy document, and are managed by the Board.
- Operational Risks are key risks that impact individual and team delivery responsibilities and are managed through the SSC Board.
- Activity Risks are those which impact on the delivery and benefits of a specific activity. The activity may be such things as SSC events, committees and coaching camps. These risks are identified and managed by the Event Leader.

## **Risk Tolerance**

We operate as a not-for-profit charity body for the boating community on the Isle of Skye, our stance is Risk Averse.

## **Risk Management Process**

We will apply best practice risk management processes that are consistent with the current British Standard for Risk Management ISO 31000:

- A regular review and reporting of risks at all levels
- A risk assessment process which continually updates the risk registers
- Management of risks by the application and monitoring of risk control measures
- Record monitor and report on risk, utilising risk registers
- Assign responsibility for risks, risk actions and control measures

## **Outline Roles and Responsibilities**

### **SSC Trustees**

- Approve RM policy statement
- Effectively manage Strategic Risks
- Receive reports on the effectiveness and status of operational and event risks

### **SSC Chief Operating Officers and Volunteers**

- Effectively manage operational risks and report on their status
- Manage the RM process at operational level
- Production of risk registers (see Risk Assessments document)

### **SSC Committee**

- Identify event risk and manage them in their area of responsibility
- Monitor the risk register within their area of responsibility and report to the COO, volunteers and SSC Staff
- Fully participate in the risk management process

## Membership

Those Members who are engaged in SSC business shall:

- Follow the policies, codes process and rules of the SSC Risk management process
- Carry out risk actions and control measures for which they are identified as responsible

## Risk Management Outcomes

The Board of SSC are committed to:

- Developing a 'risk –aware' culture in which our people are encouraged to identify risks and respond to them quickly and effectively
- Instill confidence in our Members, recognising that we manage risk responsibly.
- Developing, implementing and reviewing a consistent risk management process.

- 4. Risk Assessments** Have been carried out for various club activities. The details are contained in the appendices and can also be found on our website. In response to these risks being identified club policies have been adopted.

## 5. Club Policies – Summary

Ideally the best way to prevent harm, is to introduce measures that reduce the occurrence of hazards and risks. SSC recognises that a risk can never be completely eliminated without terminating the activities. However, the dominant root causes of most boating accidents are shortcomings in knowledge and human behaviour, and these are therefore major factors in the control of risk. Initiatives to share information are invaluable for imparting knowledge and influencing behaviour. With this in mind the SSC management of safety includes policies to ensure that accidents and hazardous situations are minimised, reported, analysed and shared with the objective of improving safety. SSC, therefore, has established policies in addition to the aforementioned risk assessments. The list of policies includes:

- a. Health and Safety policy
- b. Emergency Action Plan
- c. Child Protection and Safeguarding Policies
- d. Equality, Diversity and Inclusion Policy
- e. Incident and Accident Report Form
  - i. All Staff and Club Volunteers are responsible for their own safety and of participants.
  - ii. All I staff must have read and understood the club's policies and sign an acknowledgement that they have done so.
  - iii. Policies will be review regularly and updated as required.

Any concerns regarding the on-the-water activities must be intimated right away to the Senior Instructor or Decision Maker.

## **Training**

The club will provide regular training to ensure both Instructors and Volunteers are confident to complete their roll and operate within club guidelines.

New volunteers will be asked to complete an induction form upon completing their basic training.

Regular training encompasses at least one day per year, normally at the start of the season led by either the Centre Principle or Chief Instructor. The session will typically cover club procedure documents and practical procedures on running a sailing session. All staff and volunteers are expected to attend. Upon completing any club training both staff and volunteers should complete a Training Record Form.

Further training is delivered to Instructional staff.

Instructional staff will be monitored by the Senior Instructor while teaching to ensure their delivery is appropriate. The Senior Instructor will complete an Instructor Feedback Form while monitoring the teaching session, after the session feedback will be given.

## **Accidents and Damage to Property**

All incidents, however small, must be noted in the Accident Report Form diary kept in the top drawer of the changing area desk.

If the accident or damage has required any assistance from an outside agency or service an Incident Report Form MUST be completed.

Any circumstance that could be considered a 'near miss' should be recorded on the Near Miss Form allowing the club committee to learn from the incident.

## **First Aid**

- All staff should hold a valid first aid certificate (minimum RYA Small Craft First Aid or RYA accepted equivalent).
- All Staff should know where the first aid kits are and know how to use the contents.
- The contents of the first aid kits should be checked regularly to ensure all is ready for use and anything used or missing should be replenished.
- All staff should have read the Emergency Action Plan.

## **Clothing for Sailing**

All participants should wear appropriate clothing for sailing, ideally a Wetsuit or Drysuit.

No one is allowed on the water without wearing a Buoyancy Aid to the minimum CE 50 Newton Standard. Buoyancy Aids should receive a visual check by the instructor at the start of each course. Any aids showing defects should be condemned with all webbing being cut beforehand to render the aid(s) unusable.

To allow the club to keep a record of the age and condition of the Club Buoyancy Aids they should be inspected annually and recorded on the Buoyancy Aid Checks Form.

## **Membership & Signing In**

Participants taking part in a club activity must be a paid member of the club (ensuring they are insured) or have signed a consent form.

Attendance of club sessions and the status of on the water activities should be monitored on the white board. This allows staff running a session to know exactly who is on the water at any one point.

During official courses a record of attendees with emergency contact details should be available to all staff, normally in the form of a printout.

## **Sailing Safety**

All dinghies are checked for damage as they come off the water after a session, if any damage is found it should be recorded on the white board. Repairs will be made as soon as possible, boats should not be used in until considered safe.

## **Weather**

Any judgments regarding the weather should be made by the Senior Instructor or the session's Decision Maker. The 'Sailing Area' (see zone plan on back of the boathouse door) may be limited to ensure safety. If it is deemed unsafe to sail, no one will sail. The decision-maker's judgement is final.

## **Instructor/Pupil Ratios**

Sailing and Powerboat Instruction should be delivered by an appropriately qualified member of staff under the supervision of the Senior Instructor.

The instructor to pupil ratios set out below must be observed:

Large Sailing Dinghy	3:1
Single Handed Dinghy	6:1
Power Boat Level 2	3:1
Safety Boat	6:1
Windsurfing	6:1

## **Safety Boat**

No boats are allowed on the water without Safety Boat cover.

The driver of the Safety Boat must hold the minimum of RYA Level 2 Powerboat and be approved by the Senior Instructor.

While the engine is running the driver of the rib must wear the kill cord around their right leg.

Rib drivers and instructors must be aware of the tide to ensure the safety boat do not become beached on a falling tide thereby rendered useless.

The Safety Boat driver or crew should be dressed ready to enter the water.

The Club's minimum Safety Boat to dinghies ratios for courses are as per RYA 2.4.3.3 and are specifically as follows:

- Up to 6 dinghies: 1 Safety Boat
- 7–15 dinghies: 2 Safety Boats
- 16+ dinghies: 3 or more Safety Boats

Outside of a tuition situation the ratios will be as per RYA 2.4.4.1, specifically as follows:

Up to 12 dinghies per Safety Boat, and if conditions permit this may be 15 dinghies per Safety Boat.

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