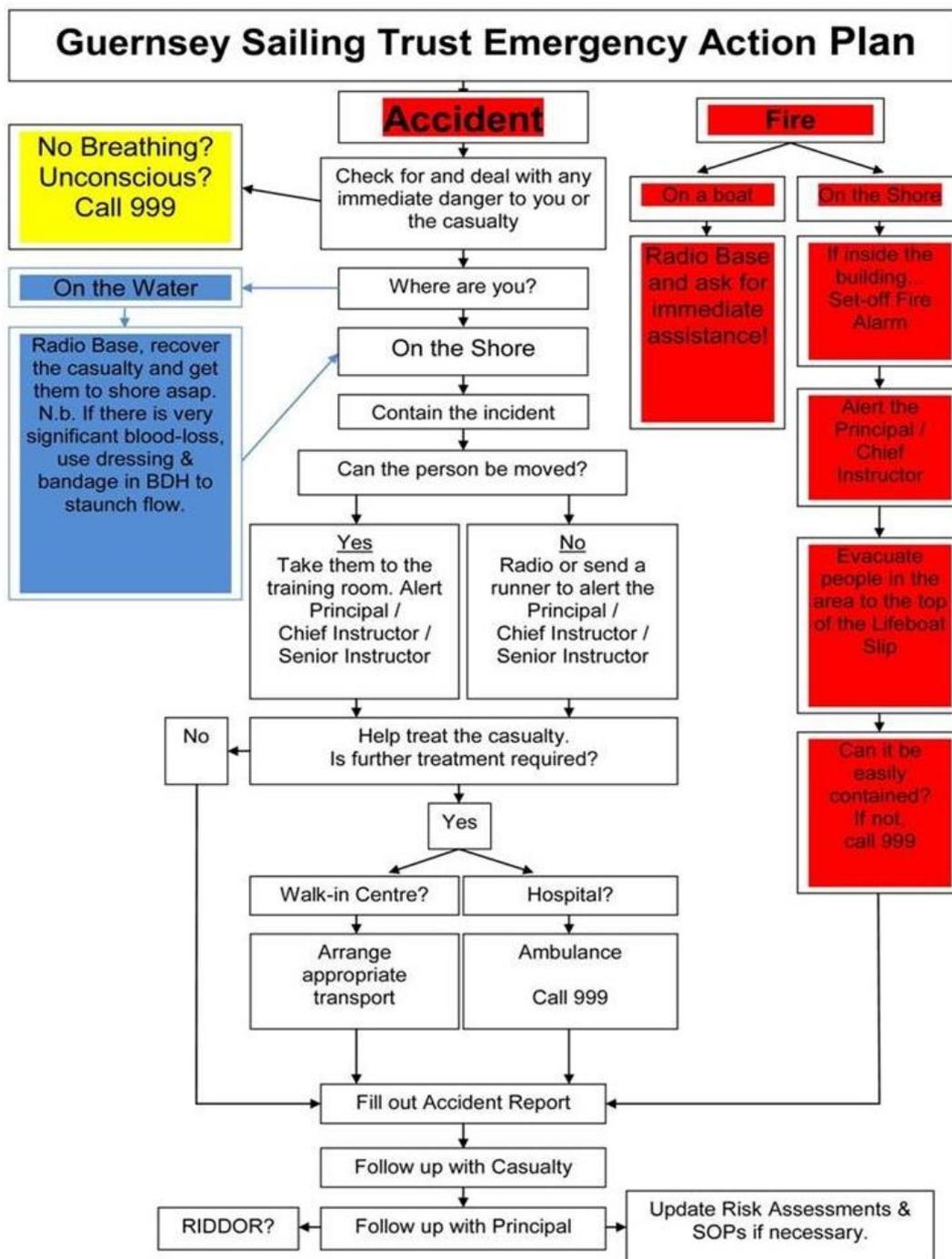


# School Groups

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- Ensure that you have an OA5 Register from the School prior to the session.
- Note any comments under special details, particularly medical or the need to take medication during the session.
- Ensure that you have a contact number for a parent or guardian in case of an emergency.
- A teacher or representative of the school must be present although there is no need for them to be competent afloat or to be on the water, however they should be present for the session.
- Log books are completed to record students' progress. The Logbooks and registers are kept in the filing cabinet at the back of the classroom.

# Emergency Action Plan



VHF Channels - Emergency                   **16**  
 - Guernsey Coastguard                   **20, 62**  
 - Port Control                               **12**

# Risk Assessments – Dinghies

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
<b>DROWNING</b>	<b>STAFF &amp; STUDENTS</b>	GST & Education have medical form stating swimming ability. Students must wear life jackets or buoyancy aids before going afloat.
<b>CAPSIZE</b>	<b>STAFF &amp; STUDENTS</b>	All students to be briefed by the instructor in charge on what to do in the event of a capsize, this must include total inversion. No GST staff member will work in a location alone, all staff are to be in visual & VHF communication range of another instructor at all times.
<b>HEAD INJURY</b>	<b>STAFF &amp; STUDENTS</b>	Students are to be made aware before going afloat of the dangers of the boom coming across the boat.
<b>COLD WEATHER</b>	<b>STAFF &amp; STUDENTS</b>	All students are briefed on what to wear by the instructor in charge of the group. All appropriate protective clothing will be provided and checked by an instructor before going afloat. All GST Staff are appropriately Trained & Qualified and are responsible for ensuring they have the correct clothing for themselves before going afloat.
<b>GROUP CONTROL WHILST AFLOAT &amp; OTHER WATER USERS</b>	<b>STAFF &amp; STUDENTS</b>	All students will receive a comprehensive safety briefing by the Instructor in charge before going afloat. This will include the Sailing area, safety & recall signs, awareness of other water users & any local hazards.
<b>ENTRAPMENT</b>	<b>STAFF &amp; STUDENTS</b>	All GST Instructors & Safety boats are to carry a knife with a serrated blade to cut a trapped person free of any ropes or harness worn. Nb. BDH's contain Knife in Safety boats.
<b>STUDENT MEDICAL ISSUES</b>	<b>STUDENTS</b>	All students must fill out a booking form prior to arrival. If under 18 this form must be signed by the students Legal Guardian. All forms are read by the Principal & General Manager and any issues are noted on the course/school register. Any issues will be appropriately risk assessed before going afloat.
<b>SLIPS, TRIPS AND FALLS</b>	<b>STAFF &amp; STUDENTS</b>	During the Briefing for students it must be stated that the slipway has uneven surfaces and that care must be taken at all times even suggesting two people per boat whilst trailing down the slipway. Suitable footwear to be worn at all times. Slipway to be appropriately risk assessed by the instructor in charge for condition and sea conditions before going afloat.

# Risk Assessments - Keelboat

Keel boating will be conducted in our 3 Hawk 20 keelboats and will sail within the 3 mile limit.  
 All Instructors will be in Radio contact at all times, and a safety pack will be on board at all times.  
 In the event of a keelboat course, an instructor may not be in the boat at all times but will accompany the students in a safety boat.

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
<b>DROWNING</b>	<b>STAFF &amp; STUDENTS</b>	GST & Education have medical form stating swimming ability. Students must wear life jackets or buoyancy aids before going afloat.
<b>CAPSIZE</b>	<b>STAFF &amp; STUDENTS</b>	All students to be briefed by the instructor in charge on what to do in the event of a capsize, this must include total inversion. No GST staff member will work in a location alone, all staff are to be in visual & VHF communication range of another instructor at all times.
<b>HEAD INJURY</b>	<b>STAFF &amp; STUDENTS</b>	Students are to be made aware before going afloat of the dangers of the boom coming across the boat.
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<b>STUDENT MEDICAL ISSUES</b>	<b>STUDENTS</b>	All students must fill out a booking form prior to arrival. If under 18 this form must be signed by the students Legal Guardian. All forms are read by the Principal & General Manager and any issues are noted on the course/school register. Any issues will be appropriately risk assessed before going afloat.