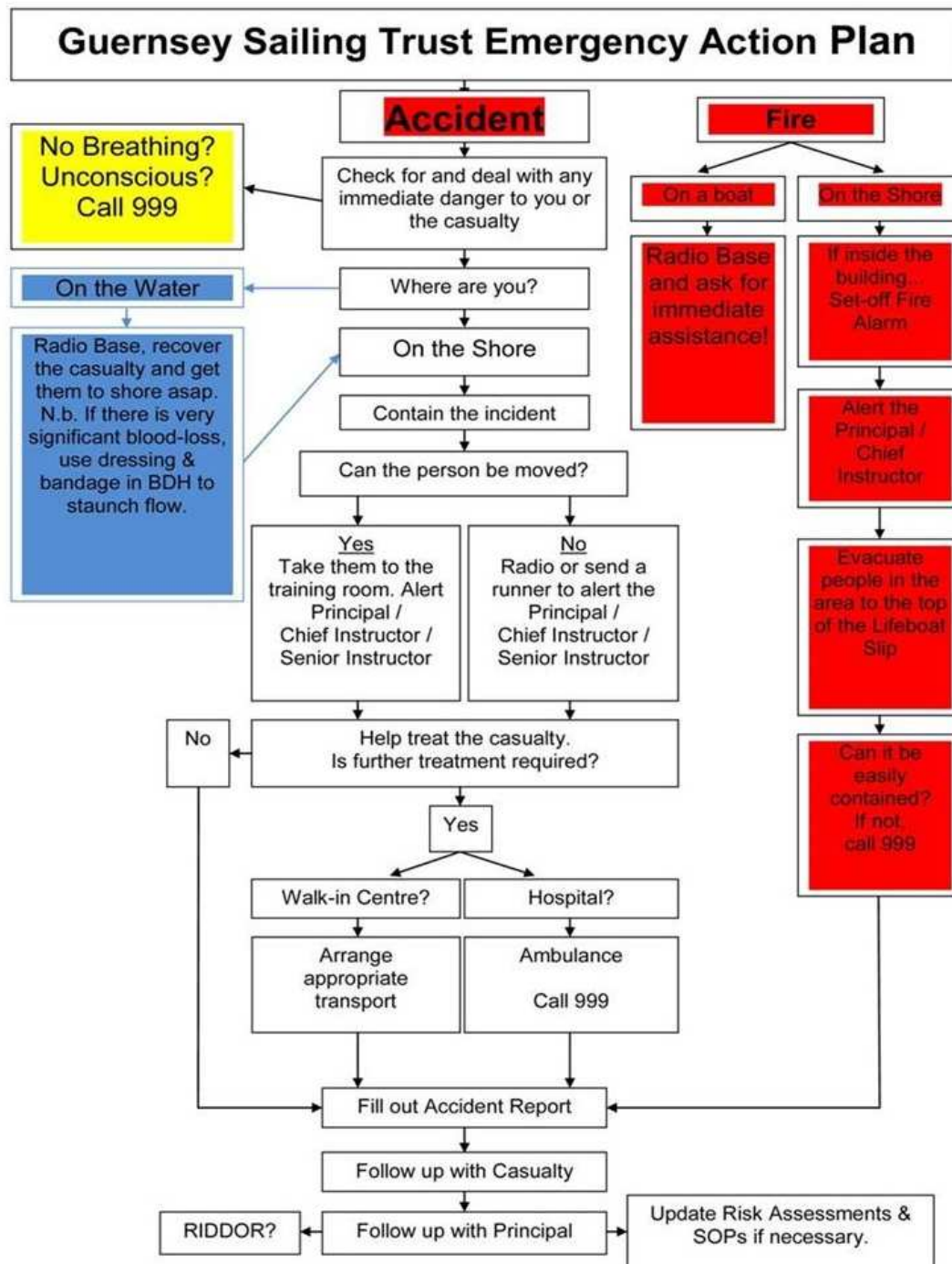


## School Groups

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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 – Dinghy Sailing - Pond

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Dinghy sailing on the Model Yacht Pond will always be run with a maximum of 14 boats at any one time

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
ROAD TRAFFIC	STAFF & STUDENTS	All groups briefed and supervised by instructors and school staff. An instructor or Teacher will act as traffic warden
CRUSHED FINGERS	STUDENTS	All students to be advised to keep their fingers and hands inside the confines of the boat they are in.
DROWNING	STAFF & STUDENTS	GST & Education have medical form stating swimming ability. Students must wear life jackets or buoyancy aids before going afloat.
CAPSIZE	STAFF & STUDENTS	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.
HEAD INJURY	STAFF & STUDENTS	Students are to be made aware before going afloat of the dangers of the boom coming across the boat.
COLD WEATHER	STAFF & STUDENTS	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.
GROUP CONTROL WHILST AFLOAT & OTHER WATER USERS	STAFF & STUDENTS	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.
ENTRAPMENT	STAFF & STUDENTS	All GST Instructors are to attend any capsize immediately and to free any student trapped in the capsized dinghy.
STUDENT MEDICAL ISSUES	STUDENTS	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.

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## Risk Assessments – Raft Building

<b>Drowning</b>	Instructors & Group	High	Instructor training and experience. Assessment of groups' abilities. All participants on or in near the water should wear correctly fitted and checked buoyancy aids. Staff using a safety boat or waders in pond. Ensure raft is secure and stable before allowing it to enter the water. Tailor length of raft trip to the condition of the raft. Throw line available for use. Avoid students wearing heavy clothing/footwear. Instructor knowledge of weak/non-swimmers. Control of groups' actions whilst on the raft.	Low
<b>Cuts &amp; Bruises</b>	Instructors & Group	Medium	Inspection of equipment and construction of raft to ensure no gaps/loose planks for limbs to become trapped. Footwear to be worn at all times (on & off the water) Wearing correct fitting helmets. Discourage 'messing around' on the raft, pontoon or slip during launch and recovery. Stay clear of the walls surrounding the pond whilst rafting.	Low
<b>Infection</b>	Instructors & Group	Low	Cover all cuts/new piercing etc. Advise all students to shower after finishing water activities.	Low
<b>Entrapment</b>	Instructors & Group	High	Brief group to keep limbs away from tied and tensioned ropes. Tie away loose ends. Instructors to ensure that they are sufficiently close to perform a rescue if needed.	Low
<b>Hyper/Hypo and Exposure</b>	Instructors & Group	Medium	Instructors should ensure that the group is appropriately clothed for the weather. (e.g. Waterproofs, hat, gloves, warm clothes, sun-lotion etc.) Instructors should ensure that group is appropriately hydrated and monitor the state of all individuals within the group. Instructors should be prepared to stop or have a break during the session.	Low
<b>Struck by paddle</b>	Instructors & Group	Medium	Instruct group of the correct method of holding the paddle. Good supervision throughout.	Low
<b>Flipping raft</b>	Instructors & Group	Low	Ensure weight of group is evenly distributed over the raft.	Low
<b>Other activities</b>	Instructors & Group	Medium	Keep raft away from other activities taking place such as model boats on the pond or other boats in Havelet.	Low
<b>Raft breaking or falling apart</b>	Instructors & Group	Medium	Ensure raft is built with the aims and objectives of the session in mind Ensure appropriate safety measures are in place at all times.	Low
<b>Injury caused by careless handling of raft.</b>	Instructors & Group	Medium	Good brief from the instructor at beginning of the session. Instructor to be vigilant throughout the session. Instructor to adopt correct manual handling procedures.	Low
<b>Falling off the pontoon or slip. Tripping on land.</b>	Instructors & Group	Medium	Brief group on techniques for getting on and off the raft and safe manual handling of the raft on uneven ground including the slip. Make group aware of any tripping hazard.	Low