



Bury Lake Young Mariners

Standard Operating Procedures BLYM Club Operations

June 2023

Version 10.2

Standard Operating Procedures

BLYM Club Operations



Document Control

Version	Date	Updated By	Updates
10	06/01/2023	Ben Constable	Change of format to match Instructor Standard Operating Procedures and reduce repetition between documents. Reintroduction of fast boat list and guidance for allocation of boats Move to online accident and near miss form collection
10.1	06/03/2023	Ben Constable	Add requirement for wetsuits between October to March. Change definition of near water to within 1 metre. Clarify self-managed group operating window.
10.2	26/06/2023	Ben Constable	Add restriction on jumping into the lake. Reinforce need to wear closed shoes at all times.

Standard Operating Procedures

BLYM Club Operations



Table of Contents

1	Introduction	6
1.1	What is Bury Lake Young Mariners?.....	6
1.2	Insurance.....	6
1.3	Definitions.....	6
2	Related Documents.....	7
3	Key Personnel & Supervisory Positions	8
3.1	Key Personnel	8
3.1.1	Chair	8
3.1.2	Principal	8
3.2	Supervisory Positions	8
3.2.1	Warden	8
3.2.2	Assistant Warden	9
3.2.3	Duty Senior Instructor	9
3.2.4	Group Leaders	9
4	Safety	10
4.1	General Safety Policy Statement.....	10
4.2	Safety Precautions	10
4.2.1	Buoyancy Aids	10
4.2.2	Wetsuits & Waterproofs	11
4.2.3	Cycling	11
4.2.4	Running	11
4.2.5	Footwear	11
4.2.6	Dogs	11
4.2.7	Smoking.....	11
4.2.8	Alcohol	11
4.2.9	Roller Doors.....	11
4.2.10	Parking	11
4.2.11	Swimming.....	11
4.2.12	Jumping In	12
4.2.13	First Aid	12
4.2.14	Fuel Store / Handling of Fuel.....	12
4.2.15	Workshop.....	12
4.2.16	General Recall Procedures	12
4.2.17	Extreme Weather	12

Standard Operating Procedures

BLYM Club Operations



4.2.18	Abandoning of Boats on the Water	12
4.3	First Aid & Medical Treatment	13
4.3.1	Emergency Action Plan.....	13
4.4	Accident and Near Miss Reporting.....	13
5	Child Protection Policy Statement	13
6	Operations Ashore	14
6.1	General Procedure and Information	14
6.1.1	Inspections	14
6.1.2	Key and Lock Hierarchy	14
6.2	Arrival Procedure	15
6.3	Session Procedures	15
6.3.1	General Sailing, Splash Club or Racing Procedures.....	15
6.3.2	Self-Managed Group Procedures	16
6.3.3	Managed Groups Procedures.....	16
6.4	Boat Parks, Storage and Derigging	17
6.5	Onboard Attendance Reporting.....	17
6.6	Specific Base Area Procedures	17
6.6.1	Galley Procedures	17
6.6.2	Workshop Procedures.....	19
6.7	Departure Procedures.....	22
7	Operations Afloat.....	23
7.1	General Procedure and Information	23
7.1.1	Person with overall responsibility for safety	23
7.1.2	RYA Training.....	23
7.1.3	Radio Communication.....	23
7.2	Equipment.....	24
7.3	Damage Reporting	24
7.3.1	Powerboat Equipment & Driving.....	24
7.3.2	Dinghy Equipment.....	26
7.4	Launch and Recovery	28
8	Off-Base Procedures	28
8.1	Activities taking place within the Aquadrome.....	28
8.2	Activities taking place Off-Site	28
8.3	Taking Equipment Off-Site	29
	Appendix A. Instructor / Warden Induction Checklist	30

Standard Operating Procedures

BLYM Club Operations



Appendix B. Pre-Approved Powerboat Drivers List – Over 25 HP 31

Standard Operating Procedures

BLYM Club Operations



1 Introduction

This procedures manual provides information about the running of club operations at Bury Lake Young Mariners.

The Operating Procedures Manual is designed as a reference source for all general operations on the base. It focuses on organisation, risk management, safety and emergency procedures and explains how the risks are to be managed.

It should be read by **all wardens, group leaders, instructors and volunteers** involved in any capacity at the Club. Additionally, this Operations Manual **applies to all activities taking place on Bury Lake**, including but not limited to, self-managed groups (e.g. local scout groups) and affiliated clubs (CVSS, Nomad Kayak Club etc).

If relevant, please refer to the Instructor Team Standard Operating Procedures for information on the training school side of the club and relevant procedures as described in Section 2.

1.1 What is Bury Lake Young Mariners?

Bury Lake Young Mariners (BLYM) is a youth charity organisation (Reg no. 1102162) which is used by around 7,500 people each year. Located in the picturesque Rickmansworth Aquadrome, BLYM is run entirely by over 150 volunteers. Our aim is to get as many children (and adults!) on the water.

1.2 Insurance

BLYM has Public Liability and Employer's Liability insurance. Members are encouraged to seek further information if required from the Company Secretary.

BLYM does not provide personal accident cover for its Members or Instructors. Members and Instructors are encouraged to take out their own personal accident cover if they so wish. BLYM's Insurers require us to make the following statement to all of our members:

"RYA/NSSA Instructors, NSSA Sailing Masters, RYA Senior Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury loss or damage was caused by, or resulted from negligence or a deliberate act."

1.3 Definitions

Definition	Description
AALA	Adventurous Activities Licensing Authority
Accident	An occurrence that results in an injury
AED	Automatic External Defibrillator
BLYM / Organisation / Base	Bury Lake Young Mariners
BLYM Officer	A member of any BLYM team, sub-team or Warden
BLYM Leadership Team (BLT)	Volunteers appointed by the Board of Trustees to run and manage the day-to-day affairs of the organisation. Smaller teams with specific responsibilities report to the BLT.
General Sailing	An activity that does not come under the banner of a group or course.
Group	An independent organisation current affiliated to BLYM running activities under its own auspices.
Group Members	Members of an independent organisation affiliated to BLYM.

Standard Operating Procedures

BLYM Club Operations



Individual Member/Member	Individuals who are current (paid) members of BLYM through Individual, Family or Student membership.
Near Miss	An occurrence that has not caused harm or damage to anyone or anything but which could have resulted in any kind of accident or injury, or which could be considered dangerous.
Training & Operations Team	A sub-team that reports to the BLT. Responsible for operational delivery, training and development.
Responsible Adult	An adult who can take responsibility for approved BLYM activities. They must be approved by the BLT for each period of duty.
RYA	Royal Yachting Association
Trustee	A member of BLYM appointed for a 12-month period at the AGM to direct the affairs of the organisation.
Unqualified Helper	A member of the Instructor Team who holds no formal RYA Instructor qualification.
Young Person	Person under the age of 18

2 Related Documents

All members are expected to comply with the relevant club policies and documents outlined below. The **Instructor Team Standard Operating Procedures** referenced below are written to cover training aspects not covered by any existing guidance. Relevant risk assessments for all watersports are covered separately in the Risk Assessment document.

Document	Location
Instructor Team Standard Operating Procedures	Website -> Club -> Documents -> Instructor Team Standard Operating Procedures
Health and Safety Policy	Website -> Club -> Documents -> Health and Safety Policy
Safeguarding Policy	Website -> Club -> Documents -> Safeguarding Policy
Equality Policy	Website -> Club -> Documents -> Equality Policy
Emergency Action Plan	Website -> Club -> Documents -> Emergency Action Plan
Safety Boat Guidelines	Website -> Club -> Documents -> Safety Boat Guidelines
Operating Area	Website -> Club -> Documents -> Operating Area
Entrapment Policy	Website -> Club -> Documents -> Entrapment Policy
Volunteer Code of Conduct	Website -> Club -> Documents -> Volunteer Code of Conduct
Risk Assessments	Website -> Club -> Documents -> Risk Assessments
Internal Qualifications and Training Schemes	Website -> Club -> Documents -> Internal Qualifications and Training Schemes
Approved Warden List	Website -> Club -> Documents -> Approved Warden List

A hard copy of these Standard Operating Procedures and all associated documents is kept in the Green Room at BLYM. All members and instructors are encouraged to refer to these when on site.

Standard Operating Procedures

BLYM Club Operations



3 Key Personnel & Supervisory Positions

The key personnel, along with a brief description, involved with club operations is outlined below. Full role descriptions and responsibilities are available from the Board of Trustees.

3.1 Key Personnel

3.1.1 Chair

The Chair of the Board of Trustees has no operational role but maintains overall responsibility for BLYM's affairs and is elected by the Board each year following the AGM.

Current Role Holder:

David Ridout

E: chairman@blym.org.uk M:

3.1.2 Principal

The Principal has overall responsibility for all RYA activities operating at BLYM. They are accountable to the Board of Trustees as the leader of the Training & Operations Team, and to the RYA for all compliance matters. If there is a designated BLYM Operations Manager the Principal will share Operational responsibility with the Operations Manager, otherwise they will assume sole Operational responsibility.

Current Role Holder:

Ben Constable

E: ben.constable@blym.org.uk M: 07596 253510

3.2 Supervisory Positions

During activities at BLYM, the following supervisory positions are filled:

3.2.1 Warden

"A Person accountable to the BLT for the safe management, organisation and operation of all aspects of the base both ashore and afloat during their period of duty."

Wardens are appointed jointly by the BLT and RYA Principal / Chief Sailing Instructor. They assume complete responsibility of the base and everyone present during hours of operation. They must be nominated by the Principal / Chief Sailing Instructor and approved by the BLT each season.

They must:

- Hold a valid First Aid Certificate
- Hold an RYA Safety Boat Certificate
- Hold an enhanced DBS Certificate
- Be deemed to have the experience and competence by the Principal / Chief Sailing Instructor to undertake the responsibilities of the post on behalf of BLYM.

They generally hold an RYA Dinghy Instructor qualification or relevant sailing experience. If the Duty Warden is under 18, an adult BLYM Officer must be on site at all times.

Standard Operating Procedures

BLYM Club Operations



3.2.2 Assistant Warden

Assistant Wardens operate under the direction of the Warden. No formal qualifications are required, just a willingness to help where needed. Members are expected to volunteer on at least one occasion per annum.

3.2.3 Duty Senior Instructor

During all RYA Sailing Courses, an experienced Senior Instructor will be designated as the Duty Senior Instructor (DSI) to hold overall control of the base. They are in charge of RYA courses, instructors and students and may also be acting as Warden. **All procedures below related to the 'Warden' will apply to a Duty Senior Instructor.**

3.2.4 Group Leaders

Group Leaders are appointed by individual groups in accordance with the requirements governing the group and any parent organisation. BLYM expects the appointment of a Group Leader will be based on the same criteria as above for Wardens. They are accountable for the safe management of their own group. When groups operate without the presence of the Warden, the Group Leader has the total responsibility for the operation of the base.

When more than one group is present, the Group Leaders are required to cooperate with other Group Leaders and with the Warden, if present, to ensure the overall safe and efficient operation of the base.

Group leaders are expected to complete at least one warden duty each calendar year.

Standard Operating Procedures

BLYM Club Operations



4 Safety

4.1 General Safety Policy Statement

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in a course with BLYM you agree and acknowledge that:

You are aware of the inherent element of risk involved in the sport and you accept responsibility for exposing yourself to such inherent risk whilst taking part.

- a. You will comply at all times with the instructions of the Instructor particularly with regard to handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions.
- b. You accept responsibility for any injury, damage or loss to the extent caused by your own negligence.
- c. You will not participate in the course whilst your ability to participate is impaired by alcohol, drugs or whilst otherwise unfit to participate.

Bury Lake Young Mariners is committed to managing safety by:

- Providing adequate control of the health and safety risks arising from our activities
- Consulting with our volunteers /members /participants on matters affecting their health and safety
- Providing and maintaining safe equipment
- Ensuring safe handling and use of substances
- Providing information, instruction, and supervision for volunteers/members/participants
- Ensuring all volunteers are competent to do their tasks, and giving them adequate training
- Preventing accidents and ill health
- Maintaining safe and healthy conditions
- Reviewing and revising this policy as necessary at regular intervals

This Operations Manual sets out to provide guidelines and procedures to ensure the safety of everyone who uses BLYM. It sits alongside BLYM's risk assessments, which are formally reviewed annually. It applies both to onsite and offsite activity.

Breaches of this Operations Manual threaten the safety of both participants and club members, and will be addressed through the disciplinary policy. All volunteers are reminded that they have a duty of care to students and other volunteers. Volunteers must not become complacent.

4.2 Safety Precautions

The following safety precautions should be adhered to at all times:

4.2.1 Buoyancy Aids

Everyone **on or within 1 metre of the water** must wear a correctly fitted and fastened buoyancy aid conforming to EC50N standards as they are key safety items and can minimise the risk of drowning.

When properly fitted they also provide a means of pulling the wearer out of the water by the shoulder straps which can prevent injury from pulling someone out by their arms.

It is recommended that buoyancy aids without crotch straps are used, this can be achieved either by buying buoyancy aids without crotch straps or by removing them if fitted. If a crotch strap is required to ensure the safe fitting of a buoyancy aid the crotch straps must be correctly fitted and used at all

Standard Operating Procedures

BLYM Club Operations



times. If a member or Student brings their own buoyancy aid which is fitted with crotch straps they must either wear the buoyancy aid correctly, or remove the crotch straps or wear a BLYM provided buoyancy aid without crotch straps.

Buoyancy aids are to be inspected bi-annually and a record made on the garment with the initials of the inspector and date of the inspection. New buoyancy aids must also be inspected before they can be used and the RYA Principal and BLYM Leadership Team notified. Life jackets may not be worn for dinghy sailing (except for young children) but may be worn for powerboating. Personal life jackets must have been serviced within the last year.

4.2.2 Wetsuits & Waterproofs

Between the months of October and March (inclusive), wetsuits (or dry suits) **must be worn** when conducting any activity (except powerboating) on the water to reduce the risk of hypothermia.

Wetsuits / waterproofs must be worn at other times if instructed to.

4.2.3 Cycling

Cycling, skateboarding and roller blading are prohibited within the base.

4.2.4 Running

Running anywhere within the base is prohibited.

4.2.5 Footwear

Appropriate and secure footwear **must be worn at all times** on the site and on the water to avoid impalement and other injuries. No open toed shoes can be worn. There are no exceptions to this in the case of use of SUPs / Canoes.

4.2.6 Dogs

Dogs should be kept outside the building and on a lead at all times. The only exceptions are guide dogs, or when the Warden has given permission. Owners must clear up after their dogs.

4.2.7 Smoking

The use of cigarettes and e-cigarettes are strictly prohibited on the base.

4.2.8 Alcohol

See Appendix.

4.2.9 Roller Doors

Before operating the roller doors ensure that the opening is clear. An opening or closing door will not stop if it hits or comes into contact with an obstruction.

4.2.10 Parking

Vehicles are not allowed to be parked within the base without permission of the Warden (when present) or a Committee Member.

4.2.11 Swimming

Recreational Swimming on Bury Lake is forbidden unless part of an authorised BLYM activity. Swimmers are to be reported to the Warden.

Standard Operating Procedures

BLYM Club Operations



4.2.12 Jumping In

Jumping from any part of the shore / jetty into the lake is **strictly prohibited** due to shallow edges, risk of tripping and subsequent risk of injury.

4.2.13 First Aid

First Aid should be carried out to best of that person's ability. The BLT will ensure all first aid equipment including AED is checked three times a year. Powerboat kits are to be checked every time they are launched but will be checked bi-monthly

4.2.14 Fuel Store / Handling of Fuel

The fuel store must be kept locked when not in use. Fuel cans must be stored on the correct storage rack. The handling of fuel is to be supervised by a person holding a Powerboat Level 2 certificates. Fuel Spillages must be reported to the Warden and washed down. Fuel is Highly Flammable, no naked flames near the store or fuels containers. Air vents on tanks should remain open at all times. Powerboat fuel tanks must not be filled on the water.

4.2.15 Workshop

The workshop area is strictly out of bounds unless authorized by the Warden or a member of the Boatswains Team.

4.2.16 General Recall Procedures

The General Recall Procedure is 6 blasts of a whistle and displaying the Red Ball so that it can be seen from all parts of the lake. All water based activities must cease immediately and all craft must return to the shore or jetty as speedily as possible. Examples of this procedure being used includes extreme weather.

4.2.17 Extreme Weather

In the event of lightning or thunder, this should be reported to the Warden / Senior Instructor immediately who will decide whether to stop water activities. The Warden / Senior Instructor should continuously monitor the situation and take appropriate action to ensure the safety of all water users. Before resuming activities, lighting or thunder should not have been observed in the previous 15 minutes.

4.2.17.1 Conditions for ceasing of water activities

If any of the following conditions occur, water activities should cease immediately:

- Thunder or lightning
- Winds over 30 knots unless sheltered areas such as the creek are suitable
- Low visibility
- Low lighting conditions
- Inadequate safety cover e.g. change in crew numbers or equipment loss
- Major incidents
- Fire
- **Any other condition that the Warden deems unsafe**

4.2.18 Abandoning of Boats on the Water

Boats may be abandoned and the crews taken back to shore. When abandoning boats on the water, they should be tagged with a marker buoy to signal this to other water users.

Standard Operating Procedures

BLYM Club Operations



4.3 First Aid & Medical Treatment

- All first aid should be carried out where possible by a qualified First Aider.
 - First Aiders should refer to the provided RYA First Aid books for detailed guidance.
- First Aid boxes are located in the Green Room, Galley, Silver Room and Workshop. These are to stay in their rooms. In an emergency, there is a red grab bag in the green room which can be taken to the casualty.
- Powerboats have their own first aid kits and these should be checked every day.
- The consent form which forms part of the booking process which all parents/guardians must accept, gives permission to club volunteers to administer first aid to a child. The use of lotions and potions, however, is not allowed.
- All accidents should be recorded after appropriate treatment has been delivered. **See Section 4.4 for details on reporting.**

4.3.1 Emergency Action Plan

If a major incident occurs at the Club, it is essential that a pre-prepared plan of action is available. Therefore, an action plan has been drawn up, based on experience at other Training Centres & Clubs, to help manage events. This action plan has been separated into a separate document.

Please refer to the Emergency Action Plan as described in Section 2.

4.4 Accident and Near Miss Reporting

Accident and Near Miss Forms are an important tool in managing safety around the Base. By ensuring that Accidents and Near Misses are reported promptly we can identify more quickly potential gaps in Best Practice and Instructor / Warden / Student training.

It is the responsibility of all Instructors, Wardens and Assistants to make sure that **all Accidents and Near Misses are recorded** while the event is still fresh in the mind, filling out the appropriate forms concisely and accurately. It is important to remember that the Forms are not there to blame anyone but to identify how the event occurred and to make note of possible actions which can be taken to prevent recurrence.

As of 2023, Accident and Near Miss recording has moved to an online form collection system ensuring that the Principal / Operations Manager can review them immediately. QR codes with the appropriate links are in place around the club. Alternatively, the following links can be used:

Accident Reporting Form: <https://forms.office.com/e/41XP8zMMSJ>

Near Miss Reporting Form: <https://forms.office.com/e/OrFM8gXyHi>

Once submitted, they will be reviewed with other Accident and near Miss Forms looking for trends within the reports which might indicate the need for potential changes to processes or equipment. Any recommendations coming of the reviews are to be discussed with the RYA Principal, Chief Instructor(s) and Safeguarding Officers, if appropriate, before being presented to the BLT and Trustees for comment / Approval as necessary for the proposed Action.

5 Child Protection Policy Statement

As defined in the Children's Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults. Where it states "child" or "children" in this policy it includes and applies to vulnerable adults.

Standard Operating Procedures

BLYM Club Operations



It is the policy of BLYM to safeguard children and vulnerable adults taking part in boating from physical, sexual or emotional harm. BLYM will take all reasonable steps to ensure that, through appropriate procedures and training, children vulnerable adults participating in BLYM activities do so in a safe environment. We recognise that the safety and welfare of the child and vulnerable adult is paramount and that all children and vulnerable adults, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

BLYM actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that BLYM-organised training and events are run to the highest possible safety standards.

Be prepared to review its ways of working to incorporate best practice. We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all volunteers, including instructor teams and contractors.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

Please refer to the full Safeguarding Policy as described in Section 2.

6 Operations Ashore

6.1 General Procedure and Information

6.1.1 Inspections

Any activities taking place at BLYM are liable to inspection (both planned and unplanned) from a variety of bodies. The Warden or Group Leader must **immediately** inform the RYA Principal, Chair, or another member of the BLYM Leadership Team in the event of an unannounced inspection

6.1.2 Key and Lock Hierarchy

BLYM operates a hierarchical lock system. Keys are allocated as follows:

- Level 1 (Grey) People external to BLYM needing access to compound.
- Level 2 (Yellow) Members' key for members' boat park
- Level 3 (Pink) Group Leaders and approved members of the Instructor Team
- Level 4 (Red) Approved members of the Instructor Team
- Level 5 (Blue) BLT members, Wardens, Trustees and boatswains

6.1.2.1 Aquadrome Access

Access to the aquadrome is controlled by Three Rivers District Council. Key access maybe granted to members who require access to the boat park or who are regularly delivering items to and from the base. Members should move their vehicle back to the main aquadrome car park as soon as possible.

When driving in the aquadrome, the following procedures should be observed:

- Maximum speed: **5 MPH**
- Use of Hazard Lights

Bury Lake Young Mariners

Rickmansworth Aquadrome, Frogmoor Lane, Hertfordshire, WD3 1NB

Clubhouse: 01923 772 015 | Email: enquiries@blym.org.uk | Website: <https://blym.org.uk>



Standard Operating Procedures

BLYM Club Operations

6.2 Arrival Procedure

Unlock the base, ensure the following are unlocked:

- Compound Gates
- Green Room Single Door
- Fire Doors (in main briefing room, to be unlocked at all times whilst premises are occupied)
- When White Room is in use, workshop rolling doors and sliding doors (fire exit)
- Boat shed rolling doors and sliding doors
- Boathouse main roller shutter door and both side fire escape doors.
 - Workshop roller shutter door should only be unlocked by approved BLYM Officers ie Boatswains, Warden or Senior Instructor on site.
- Wet Zone building shutter roller door and Buoyancy Aid Store.
 - Outside toilet doors should remain permanently unlocked.
 - The Wet Zone rear fire door is alarmed and should not be used except for Fire Evacuation
- Galley (place cash tray in till and open hatch to briefing room)
- Club boat park (in compound)
- Boats to be used

Inspect the condition of the base and its equipment to ensure it is safe to operate. Record any defects on the online damage reporting system (**See Section 6.7**).

Complete the 'Duty Warden Notice Board' recording the Warden's name, date, the weather conditions and any special instruction such as reefing requirements. The Warden must be identifiable by displaying their picture.

6.3 Session Procedures

During any activity, there must always be a Warden and another responsible person capable of summoning assistance. No session can take place without a warden.

All sessions should be conducted in line with the Operations Afloat procedures as outlined in Section 7.

6.3.1 General Sailing, Splash Club or Racing Procedures

The Warden or Assistant Warden will supervise signing in. The below procedures will be used for all sailors, including guests of members, and non-members taking part in Splash Club.

- Use the galley computer to look up the sailor
- Check the validity of membership (full, temporary or group)
- Check their details are recorded (name, DOB, medical conditions)
- Sign in the sailor
- Charge the appropriate fee for the session
- Brief the sailor with any special instructions for the day

All sailors should sign out before they leave the premises, ensuring they store all equipment away correctly.



Standard Operating Procedures

BLYM Club Operations

Group Members, who are on the approved group membership list, when sailing on their own outside their group activities, shall pay the individual group member rate. They should sign in under their group membership as guests.

6.3.1.1 Club Racing

When club racing is taking place, a volunteer may assume the role of Race Officer to control and coordinate the racing activity. Their primary role is to set the course, run the starting procedure and record the results of the race. Training for any member who wishes to undertake this role is provided by the Training and Operations Team.

If an approved Warden the Race Officer may assume the role of Warden in addition, if not, an Warden must be on site to be responsible for the base.

6.3.2 Self-Managed Group Procedures

The Leader of any group operating at BLYM during the hours that a Warden is on duty must, on their arrival, liaise with the Warden concerning the number of people present and the boats to be used.

The Group Leader must make sure they have appropriate numbers of Leaders to support their activity and also that they have appropriately qualified levels of Powerboat / Safety Boat cover for the size of group and type of activity. Groups who wish to use the facilities on a regular basis must advise the BLT of their intentions to avoid conflicts. Groups should check availability on the group bookings system and make the appropriate booking.

Group Leaders must ensure that appropriate qualifications for their Leaders are available for the Warden to check. These **MUST** be uploaded onto the BLYM Website under the relevant web pages. The Principal or a BLYM Officer may ask for proof of certification which can be hard or soft copy. Photocopies will **NOT** be accepted. Random checks will be in operation. Please contact the Website Administrators if you are unsure how to do so.

The following must be adhered to by **all groups**:

- Session should only take place in the non-winter opening months (between Splash Day to Laying Up). Requests should be made to the BLT, if a session is required during the winter period.
- No member of any group may use a boat or take part in any water-based activity without the presence and permission of the Group Leader.
- No group may go on the water without the approval of the Warden (if present) and signing the group log.
- At the end of a session the Leader of any group must fill in the base log with details of the number of participants and boats used.
- The Group leader will liaise with the warden about what help they can offer for cleaning the base.
- The Group Leader shall advise the Warden (when present) when their group has finished operations and confirm that all group members have left the premises.
- A Damage Report for any damaged equipment should be completed prior to departure.

6.3.3 Managed Groups Procedures

When managed groups are undertaking RYA courses, there shall be an RYA Senior Instructor in charge and they will follow RYA protocols. If a managed group is not undertaking a RYA course, an individual

Standard Operating Procedures

BLYM Club Operations



capable of acting as Warden may be in charge. Managed Groups not undertaking RYA courses are required to adhere to the safety boat ratios outlined for recreational Sailing.

Managed Group Activities operate under the guidelines laid out in the 'Instructor Team Standard Operating Procedures' outlined in Section 2.

6.4 Boat Parks, Storage and Derigging

- The boat parks adjacent to the Boat House and Clubhouse are for BLYM boats only.
- The external boat park is for the use of members' privately owned boats.
- All boat parks must be kept locked when not in use.
- Care must be taken when lifting boats off the racking and returning them. Students must not lift boats off the racks. This should be done by the instructors at the beginning of the day. A minimum of 2 people is required to lift boats on and off the racks to prevent accidents or injuries from lifting boats.
 - Correct lifting techniques involving bending the knees and keeping a straight back should be used.
- Dinghies should be removed from the water with masts in place and de-rigged in the appropriate dinghy storage area where the mast can be removed.
 - To minimize the risk of masts falling on people, boats should only be de-masted in non-congested areas away from the water's edge.
- During RYA courses and group activities removal of and subsequent storage of the mast and equipment will be supervised appropriately.

6.5 Onboard Attendance Reporting

As part of the Onboard programme, the RYA require us to keep a log of the number of participants attending for all sailing sessions of any type. This includes self-managed groups. QR codes for reporting number of attendees are available around the base.

Onboard Reporting Form: <https://forms.office.com/e/PrEhuVw5mF>

6.6 Specific Base Area Procedures

6.6.1 Galley Procedures

The following people are allowed to enter the galley and supervise purchases and payments:

- Wardens, Assistant Wardens and BLYM Officers
- Those given permission by the above

The following should be observed when in the galley:

- Maximum of 3 people
- Individuals must not operate the cash till for their own purchases
- Wet or dirty clothing should not be worn
- Individuals must wash their hands on entering the Galley or handling unwrapped food or utensils.
- Unwrapped food must not be touched and should be covered during storage.
- The galley must be left locked when unattended.
- Servers, tongs or gloves must be used to handle unwrapped food.
- Waterproof plasters must be used to cover open cuts.

Standard Operating Procedures

BLYM Club Operations



Personal food containers must have on them the person's name and the date it was placed in the fridge. Poorly wrapped, unidentified and out of date food will be thrown away.

All work surfaces must be kept tidy and any spillages cleaned up immediately.

Individuals cooking or handling high risk food for third parties (other than milk) must have completed a food hygiene course.

Standard Operating Procedures

BLYM Club Operations



6.6.2 Workshop Procedures

Access to the workshop is restricted via a blue key and only those authorised by the Boatswain Team or a Warden should enter. No under 18s are allowed unsupervised.

The regulations set out below shall apply to all maintenance tasks carried out:

- at BLYM
- upon any assets or property belonging to or in the care of BLYM.

It is intended that the provision of these regulations will ensure that all tasks will be completed:

- to high levels of quality,
- in an appropriate and safe manner.
- as to ensure that no harm or loss ensues as a result of any of the task(s) undertaken

6.6.2.1 Maintenance Definitions

Term	Definition
Maintenance Task	Any task recognised by BLYM to be maintenance, new build or repair. Personal 'projects' conducted at BLYM will also be considered Maintenance Tasks for the purpose of this document.
Trainee	A Person not recognised by BLYM as being Competent or Authorised by BLYM.
Competent Person	A Competent Person recognised by BLYM as having sufficient knowledge, training and experience to carry out complex Maintenance Tasks safely and to supervise a Trainee or Competent Person.
Boatswain	An Authorised Person, appointed to the BLYM Boatswain's sub-team, with the superior knowledge, training and experience needed to authorise, carry out and supervise over the most complex and/or critical of Maintenance Tasks.
Immediate Supervision	Supervision where the supervisor will be on site ready to render help or advice at short notice.
Personal Supervision	Supervision where the supervisor will remain at the point-of-work throughout.
May or Should	An advisory instruction where a judgment can be made as to what is reasonably practicable.
Shall	A mandatory instruction where no judgment can be made or discretion given.
Air Tools	Any tool that uses compressed air.
Hand Tools	Any tool that is not powered by air/electricity.
Hot Tools	Any tool that operates by heating an element or releases a flame.
Power Tools	Any tool that uses electrical power from batteries or the mains.

6.6.2.2 Limitations

Due to the difficulty in regulating the use of tools to perform Maintenance Tasks, BLYM will not offer any official training in the use of individual tools. Instead, BLYM will assess an individual's ability to

Standard Operating Procedures

BLYM Club Operations



avoid danger when using tools and this will form part of the criteria for becoming a Competent or Authorised Person.

Similarly, whilst BLYM has high-level risk assessments for the use of the workshop and tools, it would be impracticable to perform a written risk assessment for each individual task. Competent or Authorised Persons will instead perform a mental risk assessment which can be discussed within a working party or a Boatswain.

The schedule sets out specific tasks which have been highlighted to contain inherent risks which BLYM needs to control. It is not an exhaustive list and tasks not included in the schedule May not be undertaken without explicit permission of an Authorised Person.

There are many tasks which require skills and/or resources beyond that which are possessed at BLYM. In these situations, a Boatswain will appoint an appropriate person to carry out the Maintenance Task and will inform the BLT.

In the event that a Maintenance Task requires completion urgently and the required level of supervision is unavailable then a reasonable attempt shall be made to contact a Boatswain by phone. The Boatswain will then assess the risks and May give verbal permission for the task to be carried out. That Boatswain Shall then inspect the work done as soon as is reasonably practicable.

6.6.2.3 Maintenance Tasks & Authority Levels

There are three Authority Levels:

- Competent Person.
- Authorised Person.
- Boatswain.

Anybody not assigned to one of the above levels will be considered as a Trainee.

For the use of Air Tools, Hot Tools or Power Tools there Shall be at least two people on the base. Only the person operating the tool is required to be a Competent or Authorised Person.

Some tools which pose greater risks will be restricted in their use. These restrictions will be clearly labelled.

Standard Operating Procedures

BLYM Club Operations



Task	Example	Authority Level	Supervision Required	Notes
Minor work on dinghies, foils, spars, sails or launching trolleys.	Replace sheets / shackles / blocks / wheels.	Trainee	Competent Person – Personal	Any defects and/or repairs to be reported on a damage report form.
		Competent	No	
		Authorised	No	
		Boatswain	No	
Major work on dinghies, foils, spars or launching trolleys.	Fibreglass repair / replacing deck fittings / rethread halyards.	Trainee	Authorised Person – Personal	Any defects and/or repairs to be reported on a damage report form.
		Competent	Authorised Person – Immediate	
		Authorised	No	
		Boatswain	No	
Inspection of powerboat engines and controls.	Check oil level (and top up) / Check propeller condition.	Trainee	Authorised Person – Personal	Any defects and/or repairs to be reported on a Powerboat Maintenance Form.
		Competent	No	
		Authorised	No	
		Boatswain	No	
Minor work on powerboat engines and controls.	Replace propeller / check sparkplugs / adjust controls.	Trainee	Boatswain – Personal	Any defects and/or repairs to be reported on a Powerboat Maintenance Form.
		Competent	Boatswain – Personal	
		Authorised	Boatswain – Immediate	
		Boatswain	No	
Major work on powerboat engines and controls.	Drop gearbox / replace impellor / clean carburettor	Trainee	Boatswain – Personal	Only by prior agreement from the Boatswains may two or more Authorised Persons may work without any supervision.
		Competent	Boatswain – Personal	
		Authorised	Boatswain – Personal	
		Boatswain	No	
Minor work on road-base trailers.	Replace mudguard / adjust positioning.	Trainee	Authorised – Personal	Any defects and/or repairs to be reported on a damage report form.
		Competent	Authorised – Immediate	
		Authorised	No	
		Boatswain	No	
Major work on road-base trailers	Replace wheels / tow hitches.	Trainee	Authorised – Personal	All work to be checked by a second Authorised Person or Boatswain before use.
		Competent	Authorised – Personal	
		Authorised	No	
		Boatswain	No	
Minor work on our buildings, furnishings or stores.	Painting walls / hanging pictures.	Trainee	Competent – Personal	Approval to be sought from a member of the BLT prior to work.
		Competent	No	
		Authorised	No	
		Boatswain	No	
Major work on our buildings, furnishings or stores.	Replacing windows / replacing load-bearing walls.	Trainee	Boatswain – Immediate	Approval to be sought from the BLT prior to work.

Standard Operating Procedures

BLYM Club Operations



6.7 Departure Procedures

When all dinghies are ashore the final rescue craft should be recovered.

- All dinghies, powerboats and their equipment should be stored.
- Boats may be left on the lake overnight. Before doing so operational needs and the imminent weather conditions should be considered.
 - No more than 4 singles handers should be left on a single buoy.
 - No more than 1 double hander on a single buoy.
 - All kit should be removed from the boat.
- Clean and lock the galley.
- Clean the Changing Room floors and wipe all surfaces with disinfectant. Ensure all sailing kit and lost property is removed from the changing rooms.
- Place all rubbish in the Skip for collection.
- Ensure all windows are closed. Check all lights and appropriate electrical appliances, including heaters are turned off. All the lights in the Wet Zone and new
- Boat House buildings are on automatic sensors and will switch off as people leave.
- Check the building and grounds are tidy.

The following are to be locked:

- Wet Zone Building buoyancy aid storeroom, Plant room and roller shutter door across main double door entrance. Outside toilets should be left unlocked.
- Boathouse main roller shutter door, Workshop roller shutter door and side fire escape door adjacent to Workshop roller shutter door.
- Fuel and Buoy Stores, including fuel cans with kill cords and keys attached
- All boats not in the boat park
 - Boats moored in the lake do not need to be locked.
 - Boats left tied alongside should be locked.
- Clubhouse main entrance double doors and roller door
- Galley (remove cash tray from till and place in locked chandlery cupboard)
- Boatswains store
- CVSS Room doors and roller door
- Briefing room double fire exit doors
- Green Room and White Room doors
- Both boat parks
- Main gate, side gate, single gate at front of Wet Zone building and double gate at rear of Wet Zone building.

Standard Operating Procedures

BLYM Club Operations



7 Operations Afloat

7.1 General Procedure and Information

7.1.1 Person with overall responsibility for safety

During any activity, responsibility will lie with the Senior Instructor or Warden. The Warden will carry out a dynamic risk assessment throughout the duty and will take appropriate measures to safeguard everyone from risks. If the Warden notices a new risk that is not in the risk assessments, they must report this to the BLYM Leadership Team.

The Warden must:

- Allocate boats and equipment
- Ensure there are sufficient rescue craft afloat and ready for use, and crews for the prevailing conditions. There must be a minimum of one safety boat launched.
- Ensure everyone wears clothing appropriate to the conditions whilst on or near the water.
 - From 1st October to 31st March the wearing of wet suits, dry suits and warm clothing is strongly recommended
- Ensure the General Recall Equipment of the red ball and a whistle are in place.
- Ensure all boats and equipment are inspected before use, defects reported, stowed, and derigged at the end of the day
- Ensure the water is watched at all times that sailing is taking place.
- Encourage all sailors engaged in water based activities to wash their hands after the activity and have a shower if immersed to prevent contamination by water borne diseases.
- Ensure an Accident or Near Miss form is completed when an incident occurs.
- Deliver relevant briefings to instructors / unqualified helpers (if applicable)
- Act as a point of contact for all participants and instructors
- Manage instructors and uphold safety standards

7.1.2 RYA Training

RYA Training is defined as *“tuition taking place that follows the RYA syllabus and is run by appropriately qualified instructors”*.

All RYA Training should follow the appropriate syllabus from the current RYA Logbooks and Handbooks.

All RYA Training must be approved in advance by the Principal. No RYA Training can take place if it does not follow the procedures laid out in this ‘Instructor Team Standard Operating Procedures’ as laid out in Section 2.

7.1.3 Radio Communication

When activities are taking place, as a minimum, the Warden and Safety Boat drivers will carry a VHF radio. Extra radios will be handed out if available.

By maintaining radio contact during sessions important information can be communicated quickly to all course leads which can include weather warnings and requests for assistance if a rescue is required, for example a capsize, entrapment or an unconscious person in the water.

Standard Operating Procedures

BLYM Club Operations



Radio contact also supports the Warden / Senior Instructor managing multiple incidents at the same time, allowing them to coordinate additional safety craft if required or preparing shore-based Instructors to receive an injured person.

The club operates on channel **P4/M2/P01**.

Radios are kept in the old boatswains store and should be assigned each day with the appropriate person noted against the list. Radios should remain on a person at all times rather than being left in a boat or onshore.

Please refer to the Emergency Action Plan as described in Section 2.

7.2 Equipment

Maintenance of the equipment, including sailing dinghies and powerboats, is the responsibility of the Boatswains team; however, items should always be checked by the Warden / Senior Instructor prior to the session.

All Wardens / Senior Instructors are responsible for:

- Assessing whether a boat is safe for use before it is launched
- Ensuring that no boat is loaded beyond the manufacturer's recommendation
- Ensuring that the boat is cleaned at the end of the session
- Reporting any damage

7.3 Damage Reporting

It is an individual's responsibility to report any fault or damage to equipment. Faults or damage must be recorded on a damage report form immediately when it is discovered. A "do not use" tag should be fixed to the damaged item. QR codes for reporting are available around the base.

Damage Reporting Form: <https://blym.org.uk/app>

7.3.1 Powerboat Equipment & Driving

All powerboat drivers must be responsible and show due respect to other water users. Their driving must be safe and controlled with an appropriate lookout for collision avoidance. High-speed use of powerboats purely for pleasure purposes is not permitted. Drivers must stop the engine when in contact with people in the water.

All powerboat drivers must:

- Have the permission of the Warden or Senior Instructor
- Hold an RYA Powerboat Level 2 certificate, unless under pre-approved instruction by an RYA Powerboat Instructor
 - All powerboat instruction must be approved in advanced by the Principal or Chief Instructor
- If under 16, be supervised directly by a 16-year-old or over (holding an RYA Powerboat Level 2 certificate) **who remains in the boat at all times.**

Drivers of faster powerboats (over 25hp) must:

- Have the permission of the Warden or Senior Instructor
- Hold a powerboat qualification of at least RYA Safety Boat
- Be at least 18 years of age

Bury Lake Young Mariners

Rickmansworth Aquadrome, Frogmoor Lane, Hertfordshire, WD3 1NB

Clubhouse: 01923 772 015 | Email: enquiries@blym.org.uk | Website: <https://blym.org.uk>



Standard Operating Procedures

BLYM Club Operations

- Be on the pre-approved drivers list. **(Please refer to Appendix B)**

Technical approval for Powerboating lies with the RYA via the Principal. A risk assessment for powerboating can be found separately.

Kill cords must be worn whenever the engine is running. Kill cords to be worn around the leg, NOT the wrist or buoyancy aid.

7.3.1.1 Club Safety Boats

The following safety boats are available for instruction and provision of safety cover for activities and are allocated on the green room board:

- Jenny Red
- Rib Green
- Rib Blue
- Rib Black
- Rib Brown
- Rib Red
- Rib White
- Big Rib (*Minimum age 18 years & pre-approved driver*)
- Dory (*Minimum age 16 years & approved by the Warden / Senior Instructor on the day*)
- Watch II (*if equipped*)
- The Tod is a work boat and should not be used for safety cover unless all other options are used up.

7.3.1.2 Safety Boats

The following safety boat ratios must be adhered to at all times for recreational training:

Number of Dinghies	Number of Safety Boats
1 to 12 Sailing Craft	1 Safety Boat
13 to 24 Sailing Craft	2 Safety Boats
25 to 36 Sailing Craft	3 Safety Boats
37 to 48 sailing Craft	4 Safety Boats
49 to 60 Sailing Craft	5 Safety Boats
61 to 72 Sailing Craft	6 Safety Boats
73 to 84 Sailing Craft	7 Safety Boats
85 to 96 Sailing Craft	8 Safety Boats

A safety boat can be considered ready and available for use providing it is fuelled and able to reach a casualty within 5 minutes from launch (either wet or dry) to arrival.

Wardens / Senior Instructors must ensure that safety boat ratios are adhered to when launching boats. Safety cover must be in place before any boats are launched.

7.3.1.3 Safety Boat Launch Procedure

The following procedure should be followed when launching:

1. Check Allocations
2. Check equipment against the list in the boat
3. Fuel up

Bury Lake Young Mariners

Rickmansworth Aquadrome, Frogmoor Lane, Hertfordshire, WD3 1NB

Clubhouse: 01923 772 015 | Email: enquiries@blym.org.uk | Website: <https://blym.org.uk>

Standard Operating Procedures

BLYM Club Operations



4. Check bung
5. Launch
6. Follow KNIGHTS start procedure
 - a. K – Kill cord
 - b. N – Neutral Gear
 - c. I – Ignition
 - d. G – Gears
 - e. HT – Hot Tell-Tale
 - f. S – Steering
7. Check engine stops with kill cord

7.3.1.4 *Authorised Safety Boat Coxswains*

Safety boat coxswains must:

- Be at least 16 years old
- Hold an RYA Safety Boat certificate
- Attend to distressed craft as rapidly and safely as possible, and prioritise according to their judgement when there are multiple distressed craft
- Prioritise people over boats
- Be prepared to enter the water
- Ensure the correct equipment is available including:
 - Towline
 - Throwline
 - Anchor
 - Abandonment Marker
 - 2x paddle
 - First Aid Kit
 - Spare Kill Cord
 - Toolkit
 - Bailer
 - Knife
 - Fire Extinguisher
- Ensure they have a crew member if conditions demand it

When not directly engaged in safety boat duties, powerboats can be helmed by persons holding RYA Powerboat Level 2 or above. The helm must be handed back to the Safety boat qualified helm when the vessel is re-engaged in safety boat duties.

All defects to safety boats are to be reported immediately on the damage report log on the website. If the vessel is no longer useable, a replacement must be launched before the damaged one can be recovered.

Please refer to the full Safety Boat Guidelines and Entrapment Policy as described in Section 2.

7.3.2 *Dinghy Equipment*

The following dinghies are available for activities and are allocated on the green room board:

- 9 x Coypu
- 12 x Funboat

Bury Lake Young Mariners

Rickmansworth Aquadrome, Frogmoor Lane, Hertfordshire, WD3 1NB

Clubhouse: 01923 772 015 | Email: enquiries@blym.org.uk | Website: <https://blym.org.uk>

Standard Operating Procedures

BLYM Club Operations



- 14 x Laser 1
- 2 x Laser Vago
- 6 x Optimist
- 6 x RS Quest
- 27 x RS Zest
- 12 x Topper
- 6 x Wayfarer

Any faulty equipment must be repaired immediately prior to continued use. If it cannot be repaired at the time it should be labelled as out of action and reported using the online Damage Report Form.

All boats should be checked by the Wardens / Senior Instructors prior to going afloat and before each session.

7.3.2.1 Boat Allocation

The Warden / Senior Instructor is responsible for allocating boats, taking account of any pre-bookings, course requirements and individuals' abilities. If the conditions are too much for a given craft, the warden should restrict its use.

Group Leaders must agree the use of boats with the Warden before they are allocated to members of their group. This includes powerboats and paddle craft. Group Leaders should advise the Warden immediately their group finishes using a boat or boats. The private boat parks should be kept locked when not in use.

It is the sailor's responsibility to ensure equipment in their care is treated in a seamanlike manner. This includes:

- Taking high performance boats off the water when not in use according to the conditions.
- Using mast head floats when fitted.
 - Instructors/leaders should consider their use when boats are being used with novices and there is an increased chance of capsizes. They should also be considered during capsize drills.
 - Mast head floats are there to protect the mast and prevent damage during a capsize.
 - Mast head floats are available on request.

7.3.2.2 Boat Restrictions

To protect the club's kit, obtainment of a specific RYA Qualifications are needed to be able to sail the following boats:

RS Quest: Stage 4 / Level 2

RS Quest (with spinnaker): Seamanship & Sailing with Spinnakers / Level 3 (*in light conditions*)

Laser 1: Stage 3 / Level 2

Members are encouraged to bring evidence of qualifications with them. For those members without the necessary qualifications but suitable experience, they should approach the Principal / Chief Instructor. Wardens should use their own discretion to further limit the use of kit in windy conditions.

7.3.2.3 Fast Boat List

Caution should be exercised in allocating these high-performance boats:

Bury Lake Young Mariners

Rickmansworth Aquadrome, Frogmoor Lane, Hertfordshire, WD3 1NB

Clubhouse: 01923 772 015 | Email: enquiries@blym.org.uk | Website: <https://blym.org.uk>

Standard Operating Procedures

BLYM Club Operations



- Laser Vago
- Laser 1 Racing Kit

As such, only sailors whose sailing has been **assessed** by the Principal / Chief Instructor / Senior Instructor may sail these boats; a copy of those signed off is stored in the galley. Recommended minimum level of qualification:

Laser Vago: Seamanship & Sailing with Spinnakers

Laser 1 Racing Kit: Start Racing

All sailors should be competent in:

- Rigging (including the spinnaker if applicable)
- Launching and recovery (including the correct storage of kit)
- Correct sailing technique (including spinnaker hoists & drops if applicable)
- Awareness of capsize & entrapment risk
- Awareness of shallow lake areas
- Returning to shore in any wind condition

It is expected that upon completing a one of the recommended minimum levels of qualification, the sailor will be added to the list for the relevant craft. Member's are actively encouraged to contact the Training and Operations Team to add them to the relevant list.

7.4 Launch and Recovery

All sailing boats are launched and recovered from the main or temporary slipway.

Care should be taken on the slipways, as they become slippery from time to time. Extra care should be taken when using the temporary slipway.

8 Off-Base Procedures

8.1 Activities taking place within the Aquadrome

The person in charge of such an activity must notify the Warden/Duty Senior Instructor and provide the following information:

- Nature of Activity
- Number of participants and location of list of names and contact details
- Estimated Time of return

On return, ensure all members of the party are still present and inform the Warden.

8.2 Activities taking place Off-Site

The person in charge of such an activity must notify the Board of Trustees and Principal in advance and provide the following information:

- Activity identified
- Trip leader identified and Safeguarding Officer consulted
- Permission obtained from BLT based on:
 - Risk assessment (either bespoke or from the venue)
 - Prices set to break even at 65% attendance
 - Trip leader and independent emergency home contact person identified

Bury Lake Young Mariners

Rickmansworth Aquadrome, Frogmoor Lane, Hertfordshire, WD3 1NB

Clubhouse: 01923 772 015 | Email: enquiries@blym.org.uk | Website: <https://blym.org.uk>

Standard Operating Procedures

BLYM Club Operations



- Youth consent/medical and adult next-of-kin/medical forms completed by all participants
- Joining instructions provided to parents and adult participants

8.3 Taking Equipment Off-Site

Members recognise that it is a privilege to take equipment off site and that the BLT have the right to withdraw this at any time. BLYM Members may take equipment off-site subject to the agreement of at least 2 members of the BLT. Group Members may borrow equipment subject to the approval of the BLT.

The BLT may delegate the authority to sign out boats to a Group Leader for members their group. Records of such arrangements will be kept by the Secretary of the BLT and updated at the beginning of each sailing season. Boats are borrowed subject to the usual BLYM tariffs. Other equipment may be borrowed on condition of a suitable donation to club funds.

Before any equipment is removed from the premises, a record of the loan must be made in the Borrow Log. Those borrowing equipment accept sole responsibility for its safe return.

Any damage must be reported and remedied by the borrower.

The Principal/BLT must be personally advised of any major incidents or damage and they will be responsible for apportioning costs of repair. BLYM boats are insured for use off site within certain parameters including towing. It is individuals' responsibility to ensure that they have notified their vehicle insurers that they will be towing. It is the responsibility of individuals borrowing equipment to ensure items are suitably secured at all times.

Standard Operating Procedures

BLYM Club Operations



Appendix A. Instructor / Warden Induction Checklist

All new instructors / wardens are given an induction that includes at least the following items. A signed copy is then retained in the Training Cupboard.

Introduction

1	What is BLYM, Aims, Mission Statement, Current Operations, Charity, Volunteers.	
2	Who's who – Principal, Chief Instructor, Instructor Manager, Safeguarding. Contact Details.	
3	Training Centre Structure. SI, DI, AI, CA. Role of a CA	
4	High Standards expected from Instructors. Lead by example.	
5	Duty of Care	

Administration

1	Website account created and necessary functions explained	
2	Instructor Record Complete including uploading of qualifications	
3	Explanation and acceptance of Standard Operating Procedures and relevant policies.	
4	Mentors Assigned (if required)	
5	CA Development Manuals (if required)	
6	G14 provided (if required)	

Health and Safety

1	Is aware of hazards on site including but not limited to slipways and jetty.	
2	Understands emergency recall procedures and the safety boats available and their correct equipment.	
3	Understands how to prevent entrapment as outlined in the Entrapment Policy	
4	Is aware of the course of action in event of a fire.	
5	Understands the club's Safeguarding Procedures.	

Base Tour

1	Green Room – Daily Schedule Board, First Aid Kits (and Grab Bag), Resources and Accident/Near Miss Forms	
2	White Room – PC, Printer, Laminator	
3	Workshop – Hazards, Rope Cupboard	
4	Wet Zone – Wet store, changing rooms, cleaning cupboard, Silver Room	
5	Galley – Till, Fridge, Stock Cupboard	
6	Briefing Room – PC, Weather Station, VHF Radios in old Boatswain's store	
7	Outside – New Boat House, Boats, Slipways	
8	Water – Operating Areas Shallow areas, Creek, Danger Areas	

Standard Operating Procedures

BLYM Club Operations



Appendix B. Pre-Approved Powerboat Drivers List – Over 25 HP

The following instructors are approved to drive powerboats over 25 horsepower. Approval lies with the Principal or Chief Instructor (Powerboat).

- Ben Constable
- Ed Bourton
- Sam King
- David Ridout
- Mark Colston
- Malcolm Talbot
- Paul Knight
- Ethan Kearns
- Kabir Mahtani-Selvaraj
- Pete West
- Graham Thomas
- Graham Ivory
- Matt Bennett
- Katie MacManus
- Rob Arthur
- Ollie Smith
- Sam Angel
- Elion Budden
- Duncan Wakeling
- Alex Kessell-Holland