

INDUCTION COURSE AIDE MEMIORE

Rule 1: If you are unsure don't do something and ask.

Rule 2: Enjoy yourself & help others to do the same

Personalities: Chairman of trustees: Tom King Principal: Steve Oakey Deputy: Steve Watkin Chief Instructor Sail: Bob Miller Chief Instructor Power: Andrew Cushen Safety Officer: Tim Trent Engineer: Richard Fellander Membership: Janet Cottey Welfare Sec: Dolly Marsden	Handbook and Operating Procedures (HOPS): read Chapters 2 & 3 and scan the rest. Sign the list in the portacabin	Safety: understand and apply the DSG Always and never list (see reverse of this sheet).	First Aid: first aid boxes are in the portacabin and on all powerboats. A list of qualified first aiders is on the portacabin noticeboard	Lifejackets & Buoyance Aids: Always wear one on pontoon or a boat. Check it is the right size and weight category. Check it is fitted properly and crutch strap available is used. At sea lifejackets to be worn not buoyancy aids.	Manual Lifting - ensure that the object is light enough to lift, is stable and unlikely to shift or move -heavy or awkward loads should be moved using a handling aid -make sure the route is clear of obstructions -make sure there is somewhere to put the load down wherever it is to be moved to -stand as close to the load as possible, and spread your feet to shoulder width -bend your knees and try and keep the back's natural, upright posture -grasp the load firmly as close to the body as you can -use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back -carry the load close to the body with the elbows tucked into the body -avoid twisting the body as much as possible by turning your feet to position yourself with the load.
	Task Books: please be proactive in getting the tasks complete. Whilst you are completing the book please wear a New Volunteer Badge (NV) so that we know you need support.	Risk Assessments: know what there are and read applicable ones to your tasks.	Smoking: smoking is not allowed in the marina or in any of our boats.	Premier and their customers: we are guests of Premier Marinas and need to be polite and positive towards their staff and berth holders.	
	Parking: Park at the top of the site and make sure your car registration details are on your membership page.	Incident Reporting: report to Officer of the Day (OOD) any accidents, near misses, first aid requirements, boat defects.	Protection Child and Vulnerable Adult		
This covers the essential points of good practice when working with children, young people and vulnerable adults: <ul style="list-style-type: none"> - Avoid spending any significant time working with children in isolation. - Do not take children alone in a car, however short the journey. - Do not take children to your home as part of your organisation's activity. - Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents. - Design training programmes that are within the ability of the individual child. - If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible. - If you do have to help a child, make sure you are in full view of others, preferably another adult. 		You should never: <ul style="list-style-type: none"> - engage in rough, physical or sexually provocative games. - allow or engage in inappropriate touching of any form. - allow children to use inappropriate language unchallenged, or use such language yourself when with children. - make sexually suggestive comments to a child, even in fun. - fail to respond to an allegation made by a child. - do things of a personal nature that children can do for themselves. 			

DART SAILABILITY TOP RULES FOR YOUR SAFETY

Always

- Wear a lifejacket or buoyancy aid when afloat, on pontoons or slipways and make sure it is checked for serviceability and fitted correctly
- Dress appropriately, wear sun-cream and take water along as appropriate to the day's conditions
- Use a kill cord when operating outboard engines
- Follow directions given by the Officer of the Day, Pontoon Master and Safety Boat skipper, and the skipper of your boat
- Ask if you are unsure of how to do something, it protects yourself and others
- Know the *appropriate* International Regulations for Preventing Collisions at Sea 1972 Colregs and apply them (and if racing the Racing Rules of Sailing)
- When a boat has a VHF radio, maintain a good listening watch and follow radio protocol
- Reef a sailing boat in good time before you become over powered
- Check your boat has the correct safety equipment before departing (including a working radio and sufficient fuel if a power or keel boat)
- Use safe refuelling procedures
- Know forecasts of tide and weather conditions before proceeding onto the river or out to sea
- Obtain permission from the OOD or Pontoon Master before proceeding onto the river (or from CI's if outside of a normal sailing session).
- THINK SAFE; ACT SAFE; BE SAFE safety is DSG's No 1 priority

Never

- Run or speed in wheelchairs on pontoons, jetties or slipways
- Don't feel pressured to undertake an activity or sail in conditions that you believe are beyond your current proficiency.
- Walk past a safety issue without correcting it or bringing it to the attention of the OOD, Pontoon Master or Safety Boat Coxswain
- Exceed 6 kts on the river unless responding to a life-threatening emergency
- Operate a boat that you are unqualified to (unless under correct supervision)
- Sail outside area(s) designated for sailing on the day
- Sail outside of HOPS weather limits
- Expose any part of your body to the risk of a crush injury

These rules are an aide memoire of the key safety issues and do not remove the requirement for all DSG members to have read the relevant sections of HOPS.