



CHEW VALLEY LAKE SAILING CLUB

DUTIES BOOK

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1. General Overview

We are an entirely voluntarily run club and all members undertake duties as a condition of membership. This book summarises each duty role, provides essential information to help you on the day to ensure everyone experiences safe and enjoyable sailing. Please familiarise yourself with the contents and contact duties@chewvalleysailing.org.uk should you have any questions.

1.1. Selecting (Volunteering) for Duties

Most members are required to undertake 2½ -3 duties each year. You can select (volunteer) for your duties by logging into [Dutyman](#) and using the 'volunteer for a duty' button on the right-hand side – follow the instructions. This enables you to choose the duty types and dates that suit you (depending on your qualification and experience), but if not, duties are rostered in batches across the year, and you will be allocated duties instead (usually with two or more months' notice). Duties that you volunteer for, or are allocated, both count towards your annual membership duty requirement. **However, if you can't undertake a duty that you have volunteered for, or been allocated, the onus of responsibility is on you to swap.**

If needed, you can request duty swaps using Dutyman (only rib helms can swap with rib helms and race officers with race officers). If you have been unable to swap duty dates you can then get in touch with the Duties Secretary (duties@chewvalleysailing.org.uk), ideally with at least 4 weeks' notice, to see if they can move you to another duty date.

Please make sure your contact details and details about preferred duty roles and sailing qualifications / experience are up to date on Dutyman

When you are allocated a duty, you will receive an email confirming the details. It is important that you confirm your acceptance in Dutyman or mark it as "swap wanted" and seek swaps at the earliest opportunity if you are unable to attend. **You are much more likely to be successful with a swap request if you give plenty of notice.**

No shows and late dropouts make it very difficult to fill gaps in the roster and put pressure on others to cover for you.

Duties are allocated on each of our sailing days; Saturdays, Sundays, Bank Holiday Mondays, Wednesday daytime, and a few Thursday evenings in the summer, although the latter two are for Rescue Helms ([although an OOD is also usually rostered on Wednesday daytimes in the summer](#)). Wednesday evening race duties are rostered separately, using those who race on Wednesday evenings, and are in addition to the normal duty tally.

1.2. Adverse advanced weather forecast

Sailing will only be cancelled in advance of the day by the Commodore or the Vice Commodore, and the only such instance when this is likely is when a “*Red*” weather warning has been issued. In this case the OOD will be contacted by a committee member the evening before sailing and asked to stand down the duty team.

Unless the above condition applies, duty teams should attend rostered duties at the club regardless of the forecast wind strength. Weather systems can move through quicker/slower than anticipated and so, even in instances of very strong wind forecasts, actual winds on the day may differ significantly.

If winds on arrival at the club exceed the limits detailed in the duties book, OODs should consult with any flag officers or other committee members that may be present at the club, the race officer and the wider duty team - there is normally a good breadth of experience on hand to help in the assessment if you are unsure. As a result of the assessment, the OOD should determine if it is necessary to suspend sailing (including Windsurfing and Foiling) for a period.

In this circumstance, duty teams, including the race team, should remain on site and keep the club open so that members may use the facilities and buy food from the galley, importantly supporting our caterers Ben and Antonia who will have prepared food on the assumption that people are around. Teams should evaluate the wind periodically to see if sailing becomes possible.

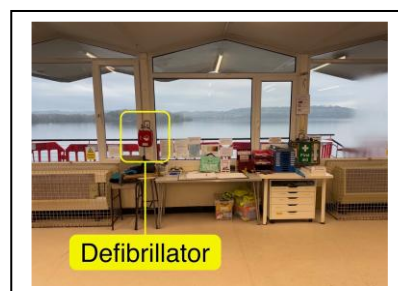
When sailing remains suspended duty teams can still help by undertaking tasks around the house and grounds, such as litter picking, checking boat tie downs in the dinghy park, and tidying the duty desk/race hut/club areas etc

After the lunch period, if winds remain too high for sailing with little prospect of respite, duty teams, including the race team, may be stood down from 2pm. They should ensure that any RIBs etc are put away and that the club closing procedures are followed in accordance with the duty book guidance. If possible, a note on *facebook* drawing attention to the abandonment of any sailing should be posted by a member of the duty team

1.3. Duty team overview

The Officers of the Day, rescue boat team and any race teams run Chew Valley Lake Sailing Club on your duty day. [A Newcomers introductory guide to duties](#) can be found on the club website. You are all entrusted to:

1. open up and lock the clubhouse.
2. ensure the safe use of the Club and lake throughout the day including the safe and appropriate use of the safety RIBs
3. complete (and review as necessary) the Risk Assessment and exercise judgement to decide if it is safe to sail
4. maintain watch over the lake and respond quickly to any kind of problem
5. help engender a friendly, welcoming and helpful manner for members and visitors using the club
6. ensure that we stick to the rules of the Club, including those of Bristol Water.
7. be observant of visitors, ensure they pay the required guest fee and are correctly signed into the Visitors Book. Give visitors a visitor leaflet, which includes fire safety information, and indicate in the visitor book that this has been given.
8. deal with payments for the hire of club boats.
9. familiarise yourself with the emergency procedures, location of the first aid kits and the defibrillator, and its instructions for use. Note that the defibrillator is currently sited within its red container just above the duty desk (see photograph). [See Appendix 11](#)



10. FIRE ! – Duty Team Roles

- 10.1 Activate the fire alarm system and alert members and duty team via club Tannoy and VHF radio
- 10.2 Contact emergency services
- 10.3 Do not use extinguishers unless you have been trained to do so and only to either clear an exit or save life.
- 10.4 Promote member evacuation of the building to the assembly point (south end of car park)
- 10.5 Send a duty team member to the gate with a key to allow emergency services access
- 10.6 Clear emergency services access routes (boats/cars)
- 10.7 Seek to ensure all members & visitors are out of the building – mindful of your own safety
- 10.8 Hand over the Fire Folder (by the alarm panel) to the emergency services
11. complete the Duty Register (located on the duty desk in the main clubroom), ensuring that all members of the duty team present are recorded and noting any duty swaps, no-shows, equipment related issues and any accidents or other incidents.
12. complete a club *accident / near miss form* if appropriate.

1.4. Duty Roles & allocation

All duties involve a long period of time out of doors so please bring appropriate clothing: all roles may be required to help-out on the water so you must also bring suitable clothing to go out in the rescue boats, including a wetsuit or dry-suit, buoyancy aid, and plenty of warm and waterproof clothing.

The normal duty roles comprise:

- Officer of the Day (OOD)
- Rescue Helm (RH)
- Rescue Crew (RC)
- Race Officer (RO)
- Assistant Race Officer (ARO)

The typical daily duty allocation on sailing days is as follows:

	Wednesday		Thursday	Saturday and Bank Holiday Mondays	Sunday
	Day 10am–4pm	Evening From 6pm (Apr to Aug)	Evening From 6pm (May / June)	10am-6pm	10am-6pm
OOD1	1 (Summer)			1	1
OOD2				1	1
RH	2	2	2	2	2
RC		2		2	2
RO		1			1
ARO		2			2

Note:

1. On those occasions when no OOD is allocated/present the RH **should** also fulfil this role.
2. On Wednesday afternoon after 4pm there is no rostered duty cover. General sailing is permissible provided rescue cover, in accordance with our Buddy sailing policy ([Appendix 5](#)), is arranged from assembled sailors
3. On Wednesday and Thursday evenings the whole duty team is responsible for safety overview and the club locking up procedure.
4. Depending on duty “no-shows”, you may be allocated a different role on the day (appropriate to your sailing qualifications and experience)

1.5. Responsibilities

Officer of the Day (OOD1 and OOD2)

- Officers of the Day have overall responsibility for ensuring the safe running of the Club. The rostered OOD or OOD1 is the lead role; OOD2 is usually rostered from newer members with little or no experience of the role.
- OODs may also be called on for rescue crew duties if there are gaps in the rostered RIB crew.

Rescue Helms (RH)

- **No individual should drive a RIB unless they are suitably qualified as set out in the Club's Safety Policy** (see [Appendix 3](#))
- Rescue helms have responsibility for helping ensure safe sailing and assisting sailors in difficulty. On Sundays they will also help the RO by moving marks.

Rescue Crews (RC)

- Crew the RIBs and assist the rescue helms.

Race Officer (RO)

- Has overall charge of club racing and are jointly responsible for safety with the OODs.
- Detailed guidance for race officers is in the folder in the race hut and on the [club website](#). Contact the Principal Race Officer (PRO) or one of the flag officers if you have any queries. There is also a list of experienced race officers in the race hut willing to give guidance if needed.

Assistant Race Officer (ARO)

- Assist the RO in running club racing; may be called upon for Rescue Duties in the event of a no-show.

There are various other club roles that may assist you on the day:

Flag Officers:

Commodore, Vice-Commodore, Rear-Commodore may be at the club and available for general help and advice.

Backup Fleet

On racing days, the backup fleet can be called upon to help provide additional rescue helms/crew if needed. The Fleet Captain should assist in finding volunteers.

CLADS (Chew Lake Association of Disabled Sailors)

On Saturday mornings when CLADS are sailing, they will have an onshore co-ordinator. Please make contact with the co-ordinator, review their risk assessment and provide support and assistance as requested. The duty RIB crew should be made aware of sailor disabilities as this may impact how they are able to provide assistance.

Safety Coordinator/Event coordinator:

Large events such as open meetings normally have a dedicated event coordinator/safety officer to oversee the event and shoreside operations in relation to the event organisation. Please liaise closely with them and assist as required on the day.

2. Preparing for the day

2.1. In advance of the day

- Please familiarise yourself with the contents of the duty book in advance of your duty day, together with any additional guidelines in place from time to time. For those new to the club, please also refer to [A Newcomers introductory guide to duties](#) which can be found on the club website.
- **A week before the duty day, OOD1 (and OOD2 if rostered) should get in contact with each other and check that the rest of the team is available by phoning or texting round using the contact information on the Dutyman roster.** Bear in mind that you may have to manage without the other OOD if they've dropped out – the Rescue Helms are usually experienced club members and can assist and advise on the day. Contact duties@chewvalleysailing.org.uk for advice if needed.
- If an OOD has not been rostered, the first named Rescue Helm should please take responsibility for phoning around the duty team.
- If an OOD has been rostered but you aren't contacted, please be pro-active and contact them directly to confirm your attendance and any special arrangements for the day
- You can see what events are scheduled, as well as any equipment booked eg training, RIBS booked, room booking, on the CVLSC Website: [Club Calendar](#), [Equipment Calendar](#), [Training Calendar](#) and [Youth Calendar](#)

2.2. Backup and support in case of 'no shows'

We try our best to arrange all rostered roles in advance, although occasionally illness or late dropouts mean that there can be some gaps.

If the duty team are short of an OOD:

- the second OOD (if rostered) should cover the role. There are plenty of experienced members around normally that can help out and advise if you are unsure, so please ask if you are not familiar with everything.
- If there is no OOD then the rescue helms should complete the Risk Assessment ([Appendix 4](#)) to help determine if the role can reasonably be covered by one of them. If this is not possible follow the steps detailed below for a missing rescue helm.

If the duty team is short of a rescue helm (or crew):

- On Saturdays or Sundays, it *may* be that another member of the duty team, if suitably qualified/experienced, can step in as Rescue Helm (or Rescue Crew).
- Otherwise request for a volunteer from the assembled sailors over the Tannoy in the Race Hut.
- If conditions are benign, it may be acceptable to cover sailing with only one fully crewed RIB, although two RIBs must always be launched and available for use (the Risk Assessment in [Appendix 4](#) will guide you through considerations in making this judgement)
- On Sundays there is additionally a system of a backup fleet and race officer advisors. The list can also be found on the noticeboard near the bar and in the race hut. The backup fleet should be notified and asked to help find a suitable volunteer.

3. On the day

3.1. Initial Preparations

Plan to arrive by 09:00 on weekend sailing days (i.e. at least 1 hour before the start of scheduled sailing – usually 10am), to open the clubhouse and prepare everything for sailing. Detailed guidance for everything you are likely to encounter on the day can be found in [the appendices](#).

All duties involve long periods of time outdoors. Please therefore bring / wear appropriate clothing as all rostered duties (including officers of the day) may need to go out in the rescue boat (for example if there are no shows, or duty roles need to be changed). This should include a wetsuit (or drysuit during colder months), buoyancy aid, and warm and waterproof clothing.

Before any sailing can commence on the lake you must first unlock the clubhouse (see the detailed unlocking guidelines in [Appendix 1](#) which will take you through how to do this step by step), including the intruder alarm guidance ([Appendix 2](#)).

You will additionally need to:

- Put on the yellow high-visibility OOD Tabard (so that the OOD can be easily and quickly identified)
- Check all fire doors (including those by the changing rooms) open freely and access to them is not hindered.
- Open the Undercover Boat Store: unlock the single door on the south end of the clubhouse. The lights are automatic. Walk through and open the up-and-over doors from the inside by pressing the white electronic controls set back to the right of each door. If there are any difficulties, further guidance relating to the electronic doors is available in the Duty Officer file on the duties desk, and on a notice located by each shuttered door.
- Arrange for the RIB helms /crews to fuel and launch the RIBs in readiness for sailing. Refer to the refuelling policy kept in the fuel store.
- Handheld radios with an attached transceiver in the Secretary's office should be issued to RIB drivers. The OOD should also take a handheld radio so that they can communicate with the RIBs on the water. The RO may also need a handheld radio. A radio check should be performed prior to launching the RIBs.
- Collect the Sum Up card machine (small white 10cms x 10cms) located in the cupboard in secretary's office with the radios. Return it to charge on its charging stand at the end of the day in the cupboard. Use this to take payments for guests, boat hire, rope etc.
- Check wind speed and direction, and water temperature
- If the wind has west and/or north in it, i.e. offshore, the wind speed must be checked on the water, between mark 4 and mark B. There is a portable anemometer in the drawers of the duty desk. Send a rescue helm out with it to check the wind speed.
- The OODs should convene a brief meeting of the duty team, including any race officers or event organisers to:
 - Discuss weather conditions and any other circumstances that impact upon safe operations

- Confirm provision of two fuelled and crewed rescue boats on the water.
- Complete and sign the appropriate Risk Assessment sheets kept in the drawers on the duty desk ([Appendix 4](#)).
- Once both rescue boats are launched and the crews are ready, hoist the club burgee (sailing permitted) and red ensign (Club open) on the main flagpole, both of which you will find in the Undercover Boat Store, hanging up near the tractor
- Refer to the conditions requiring the use of wetsuits or dry suits as set out in [Appendix 7](#). If wetsuits / drysuits are required, also hoist code flag 'W' on the main flagpole.



3.2. RIB preparation and RIB Helm / Crew responsibilities.

The RIBs are our primary life-saving equipment. Please take care of them!

During the summer months when the lake is low, be careful around the edges of the lake and around shallow areas such as 'Little Denny' (see lake map in [Appendix 18](#)) – a 'shoulder' of shallow water between Denny Island and Mark 4, and the jetty that extends out submerged between the RIB launch area and the RIB pontoon.

Together with the OOD, you have responsibility for:

- The safety of all activities on the lake during your period of duty. This means maintaining a continuous watch of the lake.
- On rare occasions you may be called on to assist an angler in a fishing boat.
- On race days please do not neglect keeping a watch on the recreational sailors. They may be more at risk than the racers.

Safety is paramount, please familiarise yourself with our club safety policy, in summary:

- 2 RIBs should be available for rescue duties at any one time although in benign conditions, it is acceptable for a single RIB only to be fully crewed.
- One of the RIBs should ALWAYS be crewed by a qualified helm and a crew. It is extremely difficult for assistance to be given to a sailor by a single person in a RIB
- **One of the rescue boats should consider patrolling on the water when sailing is taking place to avoid any delay in attending a possible entrapment**
- If a RIB is dedicated to training, then this is in addition to the two rescue RIBs unless expressly agreed otherwise by the OOD.
- If the rescue boats cannot be crewed in accordance with the club safety policy, all sailing must cease until additional volunteers are found
- **You must ensure that the wire or rope safety loop on the RIB trailer is looped over the tow hitch of the tractor, before hitching the RIB trailer to the tractor using the handle. Check that the RIB trailer is securely attached before manoeuvring by lifting the handle up and down a couple of times.**



- No one should stand between the RIB and the direction of travel and should stand clear while the tractor is manoeuvring. No one should travel in the RIB until ready to launch at the water's edge.

Electric boats are equipped in the same way as the RIBs and can be used to perform rescues but are not a substitute for the minimum 2 RIB requirement for safety cover.

The electric boats are primarily an additional resource for coaching or training. Boats used for coaching or training (and not as primary safety boats) may be crewed by an individual rather than two people.

Note: A single RIB with one person may be used to check wind speed and to prepare racing marks provided a second RIB is being readied for use should the first encounter any incident. **THIS IS NOT ADEQUATE TO ALLOW SAILING TO BEGIN**

When using the RIBs abide by the following requirements:

- RIB helms are responsible for completing the equipment check detailed in [Appendix 9](#) before launching, and for remedying any problems.
- Always wear adequate clothing and a buoyancy aid. It is always colder crewing a RIB than it is sailing a dinghy. Be prepared for complete immersion.
- ALWAYS use the kill cord.
- Priority MUST be given to assisting people before the recovery of boats.
- Safety boats must be driven carefully and not cause problems to other lake users. Travelling round the lake at high speed is NOT necessary or desirable - Use low speeds to maximise fuel use, help prolong engine life and minimise disturbance, [particularly when the water level is low](#).
- When recovering people from the water the RIB helm MUST stay between the casualty and the engine.
- When going afloat practise slow speed manoeuvring. This is essential when you are required to carry out a rescue.
- Unqualified crew can receive driving experience only under the guidance of a qualified helm.
- No 'joy riding' or 'family trips'.
- The helm of the safety boat has responsibility for the safety of the boat and crew.
- [If you are aware of a problem with one of the ribs \(or Race officers in the case of the Committee Boat\): as well as detailing the problem in the sailing register on the duty desk, please also email the club bosun:](#)

pb-bosun@chewvalleysailing.org.uk

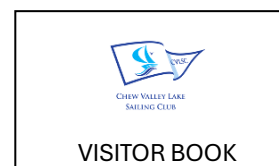
or use the QR code:



3.3 Detailed Guidance to assist the OODs on the day

Detailed guidance on specific areas of operation can be found in the following appendices, but in general the duty team should all work to:

- Ensure a constant watch is kept on boats sailing.
- Ensure all RIB crew are properly attired and are wearing buoyancy aids.
- Ensure members behave sensibly and responsibly and comply with Health and Safety directives.
- Check the gate sign-in sheet (photocopy more if needed-photocopier in secretary's office) and make sure this is being completed by arriving members.
- Announce any material matters (e.g. restriction of sailing area, slippery slipways due to algae or any other safety concerns) on the club Tannoy (Race Hut).
- Assist members wishing to hire club boats and take appropriate hire fees using the card machine.
- [Help welcome guests and visitors. Take fees for sailing visitors using the card machine. Complete entry in Visitor book](#)
- Respond and take calls from club telephone when possible.
- [Saturday OOD Team - Legionella bacterium – Please locate the Legionella folder in the OOD equipment drawers \(bottom drawer\). As per the weekly actions \(Section 5\) please turn on and flush hot and cold taps and showers for 2-3 minutes. Please record this having been done in the Legionella folder.](#)
- Keep the site tidy; empty bins and check for litter around the site. You will find spare waste sacks in the cupboard just inside the male changing room entrance. Place full bags in one of the waste bins opposite the front entrance.
- Ensure cars park neatly to maximise space in the car park and especially ensure that the approach road before the sailing club is kept clear (parking is expressly prohibited by Bristol Water).
- If CLADS are sailing, assist them by reserving the end spaces near the front entrance with bollards so as to give free access for their large trimarans to pass. Also ensure the lift is unlocked and activated and ensure vehicles are not obstructing the ramp.
- There is to be no swimming other than as a result of an accidental capsized, and dogs are not allowed on site, neither in nor out of cars.
- Help put out and return tables at lunchtime.
- Clear slipways of algae and goose droppings. Hard blue bristle brushes can be found in the Undercover Boat Store.
- Discourage sailors from leaving launching trolleys in the water when they launch as these cause a hazard to sailors and boats. Help single handed sailors pull trolleys clear as they launch their boats if at all possible.
- Complete the Duty Register fully and legibly, including details of any duty swaps



or volunteers for duties The section on numbers of members signed in, boats on the water, visitors etc. is ESSENTIAL information for returns to Bristol Water and the RYA, and helps build a picture when we apply for grants.

- Update the whiteboard at the entrance to the clubhouse with details of any events taking place, weather/wind conditions, any precautions that are advised and any other relevant information.
- Advise members and visitors, as necessary, that there is a single person inclusive changing room at the south end of the undercover boat store
- In the event of an accident or near miss, please complete a CVLSC Accident and Near Miss reporting form as fully as possible and email it to the Club Secretary (by taking a photograph) secretary@chewvalleysailing.org.uk and place the original completed form in the locked accident box on the Duty Officers desk
- If you are aware of a problem with one of the ribs (or Race Officers in the case of the Committee Boat): as well as detailing the problem in the sailing register on the duty desk, please also email the club bosun: pb-bosun@chewvalleysailing.org.uk

The image shows a CVLSC Accident and Near Miss reporting form. It is a structured document with various sections for recording details of an incident. The form includes fields for 'Date and Time', 'Location', 'Boat Name', 'Boat Number', 'Name of Person(s) Involved', 'Description of Incident', 'Witnesses', 'Injuries', 'Damage to Boat/Equipment', and 'Action Taken'. There is also a section for 'Signature of Reporting Officer' and 'Signature of Club Secretary'. The form is titled 'CVLSC ACCIDENT AND NEAR MISS REPORTING FORM' and features the CVLSC logo in the top right corner.

4. Appendices Containing specific detailed advice & guidelines

- [Appendix 1](#): Opening the clubhouse and activating the lift
- [Appendix 2](#): Intruder alarm
- [Appendix 3](#): CVLSC Safety Policy
- [Appendix 4](#): Risk assessment for general sailing
- [Appendix 5](#): Buddy Sailing Policy
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Appendix 1: Opening the Clubhouse and activating the Lift

The standard opening time is normally 09:00 and at least 1 hour before the scheduled start of sailing which is usually 10.00.

Outer Gate

Bristol Water require that the outer gate is kept locked unless there is an open event involving visitors, in which case the gate may be left unlocked, but closed. In this case, to prevent inadvertent re-locking, take the lock off the gate and leave it on the key hook by the duty desk in the clubhouse.

Inner gate

There is an additional gate at the entrance to the dinghy park. This should be opened using your club key and left open during the sailing day.

Signing-in Hut

The signing-in hut is adjacent to the dinghy park gate.

You will need to open the hut using your club key; leave a new sign-in sheet with a pen, in the aperture, so members can sign in. Collect any previous sign-in sheets and once in the clubhouse transfer the data to the Duty Register for the relevant day. [Place the used sheets in the drawer for "Used sign-in gate sheets" on the duty desk.](#)

Collect clubhouse key set

The clubhouse keys are located in a steel wall box, behind a steel security gate under the race hut terrace stairs. Your club gate key will open the padlocks on the security gate and the key box. The steel wall box contains a large key ring with numbered keys corresponding to the various numbered access points of the clubhouse.

Entrance to the clubhouse

1. Open the main entrance door. Unlocking this door deactivates the alarm. (Take care to read the instructions on the door or you may accidentally re-activate the intruder alarm.)
2. In icy conditions – there is salt grit (available in the yellow bins by the main staircase and in between the entrances to the undercover boat store), for use on the steps and entrance.
3. Open the Undercover Boat Store. [In the unlikely event that you smell petrol fumes, don't go in. Open both up and over doors, as well as the single door at the South end of the undercover store from the outside, to allow ventilation to take place. A key fob to open the undercover boat store shutter doors from the outside is available from the Club key cupboard located where club keys are securely stored, for emergency use only. Once the smell of fumes has gone, check for petrol spills / leaks from the fuel tanks before continuing. Inform the bosun via email as soon as possible so that they can check the RIB fuel lines etc](#)
4. [Check that all fire doors \(including those by the changing rooms\) open freely and access to them is not hindered.](#)
5. [Check the fire alarm panel \(located just by entrance to ladies changing area\) is displaying a green light. If it's not or there is a fault, consult with a committee member. In this scenario the club can open but you must allocate resources to maintain a fire watch patrol.](#)

6. OODs – please read the Fire Policy (Copy on the OOD Duty Desk or in the drawers) which has particular instructions for the OOD team in the event of a fire emergency.
7. Open the upper terrace doors.
8. Open the Race Hut. Turn on the Tannoy – it is situated on the right, just inside the door. There is a mains switch below it and a push button on/off switch on the front right of the amplifier. Test the Tannoy by pressing the red button on the microphone on the table under the window and saying a few words.
9. If racing is planned, open the Signing-on Room and the buoy store.
10. Open the Training Room.

The Lift

Unlock the lift building entrance door situated in the carpark and activate the lift for operation by entering the lift and turning the red emergency stop button. The button should pop outwards, and the red light will extinguish. Please run the lift up and down once to warm it up. The lift is now ready for use. [See Further guidance in OOD file.](#)

Appendix 2: Intruder Alarm

The alarm system will activate/deactivate as you open up or lock the clubhouse. You do not need to do anything to set or deactivate the alarm other than follow the steps detailed in the respective guidelines.

There are three zones that the alarm system sets as keys are used to exit the area:

1. Undercover Boat Store set when exiting door 12
2. Secretary's Office set when exiting door 10
3. Front door set when exiting door 22

Each time these areas are disarmed/re-armed, an audible beep will be heard in the main clubroom and Bar to alert that this area is being accessed/exited.

Should you somehow manage to set off the alarm it will initially ring for around 15 minutes and then will try to re-arm itself. So, if you have left and locked the building correctly, the alarm will be set.

If, however, this proves not to be the case, you will need to call one of the individuals listed on the sign attached to the cupboard within the accessible toilet on the first floor.

These people will be able to instruct you to open the cupboard and to reset the alarm.

If you arrive and you find the alarm unset and there is evidence of entry or disturbance, please contact one of the Flag Officers for advice.

Please note the actions you have taken on the Duty Register at the end of the day.

Police may need to be contacted so please preserve evidence as much as possible.

Should the alarm fail to disarm on entry, the alarm panel is behind a small door within the accessible toilet on the first floor. There are contact details on the door with details of who has access. Please contact the alarm company who also know the number and follow their instructions to disarm the system.

Appendix 3: CVLSC Safety Policy

In accordance with byelaws 1.2 and 8, **MEMBERS AND OTHER USERS OF OUR LAKE MUST TAKE RESPONSIBILITY FOR THEIR OWN SAFETY BOTH AFLOAT AND ASHORE. THE CLUB WILL USE ITS BEST ENDEAVOURS TO PROVIDE ON-WATER SAFETY COVER, BUT THAT DOES NOT ALTER THE INDIVIDUAL RESPONSIBILITY OF ALL USERS OF THE LAKE. ACCEPTANCE OF THIS POLICY IS A CONDITION OF GOING AFLOAT AT CHEW VALLEY LAKE.**

This statement is important because it explains how the Club sets out to assist you with your safety on the water. PLEASE TAKE THE TIME TO READ IT.

SAFETY COVER

On club sailing days 2 safety boats must always be launched and ready for use, and at least two qualified helms will be in attendance. **The duty team will have a collective responsibility for decisions about safety boat provision and sailing restrictions throughout the day.**

At the start of any sailing day the OOD (rescue helms on Wednesday and Thursday) should convene a brief meeting of the duty team, any race officers or event organisers, and perform a risk assessment relating to safety boat provision. More detailed risk assessments will be needed for events and formal training. This assessment will have to consider wind and gust strength and wind chill. If the wind has any degree of west in it, wind strength should be assessed well out in the middle of the lake near mark B. Following this assessment decisions should be made about the number of safety boats on the water, their manning and tactical positioning. Liaison with the whole team should continue throughout the day, reviewing the changing conditions and responding accordingly.

- Safety boats should at all times be crewed by two people, who should be appropriately dressed and prepared to stay out on the water for long periods and at least one should be prepared to go in the water.
- Unless the conditions are benign there should always be at least two safety boats each with a helm and crew. The club rosters 2 safety boat helms and 2 crews and 2 OOD's at weekends.
- On Wednesdays and Thursdays, 2 safety helms alone may be rostered and no OOD, in which case the helms also act as Officers of the Day. On these days the rescue helms should undertake the risk assessment. As a result of the risk assessment, if they consider a second safety boat is appropriate (i.e. conditions are not benign), they should request volunteers from the assembled sailors to enable 2 fully crewed safety boats before sailing is allowed.
- The safety boat helms should have at least power boat level 2, or 3 years (equivalent) relevant RIB driving experience*, and are expected to be confident in fuelling, launching and recovering the club RIBs, manoeuvring them safely on the lake and providing a basic level of assistance. Since 2018 the club has actively encouraged RIB helms to also complete the CVLSC Advanced Rescue Helm Safety training, which teaches additional skills to help competently aid capsized and inverted boats and assist in a variety of rescue scenarios. The course is currently free to members and runs periodically each year with a view to it becoming a mandatory requirement in the future.

The RYA Safety Boat course is an acceptable alternative to the club Advanced Rescue Helm Course. Note: *This exception is limited to club members and expected to apply to only a small number that have a known/evidenced history and experience of RIB driving and providing safety cover together with a knowledge of the lake and our RIB procedures

- The rostered safety boat helms will split between the RIBs
- All the OODs and safety boat helms and crews should come to the club with clothing suitable for manning a safety boat and going into the water. Wetsuits are a minimum, but dry suits are usually more appropriate, and buoyancy aids shall always be worn.
- A safety boat should consider patrolling on the water when there is any sailing underway as there is the risk of undue delay in attending an entrapment if the safety crew are on the balcony.
- A watch over boats sailing **must** be kept throughout the day by the OOD relaying relevant information to the safety boats with a handheld radio.
- Electric boats are equipped in the same way as the RIBs and can be used to perform rescues but are not a substitute for the minimum 2 RIB requirement for safety cover. The electric boats are primarily an additional resource for coaching or training. Boats used for coaching or training (and not as primary safety boats) may be crewed by an individual rather than two people.

“Code Red” procedure, similar to Mayday.

This is only to be used in the event of a serious injury or life-threatening emergency. If the incident occurs ashore the OOD/event coordinator should decide if it is detrimental to continue sailing activity, or if the incident can be handled effectively using the resources onshore and sailing and other activity can continue.

On calling “Code Red” for a water-based incident, all the available club powered boats should be ready to help the emergency. The safety officer (normally the OOD or RO) should take control of the radio traffic, continuing to use channel 37a or M1, and will coordinate assistance as required. Only radio calls related to the emergency are allowed until the crisis is over. The likelihood is that any races in progress will have to be abandoned.

INDIVIDUAL RESPONSIBILITIES

As a Club member or visitor, you have a duty to both you and to other lake users as regards safety. This duty means acting responsibly whilst on Club premises, including in the use of the boat park and winches and in the supervision of your children. You can improve your own on-water safety by adopting the following: –

- Check the information board at the main entrance.
- Remain in the sailing area designated for the day.
- Less confident sailors – stay in an area where you can be easily seen and quickly reached.
- Do not sail in a boat or in weather conditions that are beyond your competence.
- If in doubt – ask the rescue helms to watch out for you or your child.

Your duty to other members and visitors includes: –

- Providing help or seeking help for anyone you see needing it on the water.
- Alerting the rescue helms to any situation that you observe that may need their attention.

Appendix 4: Risk Assessment for General Sailing

(More detailed risk assessments are needed for events and formal training.)

This form should be completed by the OOD on each sailing day (or the Race Officer on Weds evenings) and for groups sailing under the buddy sailing policy. If no OOD is rostered, or sailing is continuing under the buddy sailing policy after the conclusion of rostered duty periods, the person taking responsibility for overseeing sailing on the lake should complete this form in its entirety

Reminder: No sailing is allowed until 2 RIBs are launched on the lake and are available for use

Risk to be assessed	Comments	Actions
Current wind strength, direction and gusts		
Weather forecast (inc. temp and wind chill)		
Lake state and water temperature		
Visibility		
Number and type of boats		
Age and experience of sailors		
Experience and skill of duty team		
Level of shore support		
Any other events on lake (training, racing, fishing competitions)		
Any other known problems eg low water levels / exposed or slippery slipways		
Any anticipated changes in above during the day		

Conclusions having performed the risk assessment (for completion by OOD, RO or lead RIB helm when sailing is taking place)

Is it safe to allow sailing	Yes	No
Are the boats sailing suitably experienced and competent and Are the number of boats sailing <12 and Do the duty team agree that conditions are benign? (Wind strength less than 15 knots average and limited risk of significant gusts or squalls)	Yes	No* *if no there must always be two RIBs with two qualified helms and crew
Should there be any restrictions?	Yes	No
If additional restrictions are needed, what?		

BUDDY SAILING: Where duties have not been formally rostered or have finished and sailing is taking place under the buddy sailing policy the nominated RIB helm(s) overseeing sailing on the lake should also complete the section below in addition to the sections above. See [Appendix 5 Duties Book](#)

	Name	Membership No
RIB helm 1*		
RIB helm 2*		

* must be at least power boat level 2, or 3 years equivalent experience and ideally have completed the CVLSC rescue helm safety training or RYA Safety Boat qualification

I have completed the risk assessment above and agree to continue to monitor conditions and any changes in the risk assessment during the day

Name:

Membership Number:

Date:

Appendix 5: Buddy Sailing Policy

Background:

Club sailing is permitted at Chew valley every Saturday, Sunday, Wednesday, and Thursday subject to club rules and unless otherwise specified.

Rostered duties provide safety cover in accordance with the club's prevailing safety policy over many of the times when sailing is permitted. However, there are occasions when no safety cover is rostered even though sailing is allowable, for example during the day on Thursdays and late on Wednesday afternoon before evening racing commences. This document sets out the requirements to enable sailing at those times.

This approach detailed here will be reviewed regularly, at which time it may be changed, or withdrawn, as deemed necessary by the General Committee.

Summary Buddy Group sailing and safety Policy:

- At times when conditions are deemed benign, and no formal safety cover has been rostered, the assembled sailors may nominate a suitably qualified RIB helm and crew to oversee sailing activity from a single RIB only (see below for guidance on 'benign')
- If conditions are not assessed as benign, both the RIBs launched must be crewed by a qualified RIB helm and crew.
- Two RIBs must always be launched and available for immediate use in case of mechanical failure or breakdown.

Conditions:

One person in the buddy group (normally the nominated RIB helm(s)) is responsible for unlocking (if appropriate) and locking the club in accordance with the normal club guidelines.

The nominated safety boat helm(s) should be suitably qualified in accordance with the wider CVLSC safety policy.

The nominated helm(s) must assess if it is acceptable for safety cover to be provided by a single RIB - if conditions are not deemed benign, Buddy Sailing can only proceed if both RIBs are crewed by a qualified RIB helm and crew sourced from the assembled sailors. The standard risk assessment form should be completed, and the RIB helm(s) should sign the duty book to confirm the outcome of the assessment. The risk assessment should be placed in the appropriate box at the end of the session.

In order to help determine if conditions are benign the following should also be assessed and commented on within the assessment:

- (a) Wind – strength: if above an average of 15 knots, both RIBs should be crewed by a helm and crew. Below 15 knots it may be acceptable to crew only a single RIB

- you should also consider the wind direction and gusts and the points below in making this decision).

(b) Group size (>12 boats – increased risk requiring both RIBs to be crewed by a helm and crew, but if less consider also boat types and likelihood of capsize/inversion)

(c) Group sailor competence, experience, and ability

(d) No sailing should take place if the wind strength exceeds the maximum limit defined in the club OOD guidelines

A safety boat should consider patrolling on the water when there is any sailing underway as there is the risk of undue delay in attending an entrapment if the safety crew are on the balcony.

If sailing commences and there are no individuals ashore the nominated RIB helm is responsible for locking up and securing access to the clubhouse areas prior to heading out in the RIB.

Additional considerations:

If other sailors turn up when buddy group sailing is underway, they should confirm if it is OK to sail under the cover of the buddy group rescue. The decision of the nominated RIB helm will be final and should include a reassessment of the conditions based the guidance given in Section 3.4 above.

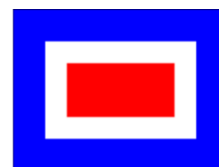
A school, university, youth group (or other) RIB focused on a specific group cannot effectively provide safety cover for the whole lake and are not considered adequate cover to allow more general sailing activity to commence. However, it is acceptable for the school/university etc group RIB to be viewed as the 2nd RIB for the purposes of the safety policy provided they are agreeable to this on the day – in this case it should be noted in the Risk assessment (see [Appendix 4](#)).

Appendix 6: General Sailing Guidelines

The duty team in conjunction with any race teams, are responsible for deciding if conditions on the day are safe to sail using the following guidelines. Assessing a mean wind is difficult on the lake when it is gusty, so you will need to use your judgement.

Weather related considerations:

- If the mean wind speed is below 17 knots (force 4) there are no restrictions on sailing. If above 17 knots (force 5 and above) then do not allow the use of the club-owned boats.
- If the wind is **consistently gusting over 30 knots (35 mph)**, [stop all sailing, windsurfing and wing foiling](#). On a race day, discuss this with the race officer before reaching your decision. At other times, if you are in any doubt, contact a Flag Officer of the Club. Display code Flag 'N' from the club flagpole and take down the club burgee. [Remain at the Club until at least 2pm and it is quite clear that there can be no sailing for the rest of the day.](#)
- **Wetsuits or drysuits** are compulsory when the water temperature is 10°C or below, or the air temperature is 8°C or below, or the wind chill is 8°C or below. This also applies if the wind chill factor is clearly predicted to fall below 8°C during the course of sailing. This requirement must be indicated by displaying code flag 'W' from the flagpole. Further advice on making this assessment and wind chill calculator is given in [Appendix 7](#).
- **Poor visibility:** [If visibility on the lake is significantly reduced so that the rescue boats on the water between them are unable to see all the sailing area, Officers of the day should discuss the situation with the Race Officer or any flag officers who are present. A decision may need to be made about whether to restrict sailing to part of the lake where visibility is adequate, or if visibility is severely reduced across the entire lake, until visibility improves to allow any sailing. Visibility is included as a component of the risk assessment that should be undertaken at the start of the sailing day.](#)



Report racing issues to the
Principal Race Officer
Email: pro@chewvalleysailing.org.uk



Report Results and Sailwave issues
to the Results Officer.
Email: results@chewvalleysailing.org.uk



Sailing Times:

Hours of sailing are:

March to September: 10:00 to one hour before sunset

All other times: 10:00 to 0.5 hours before sunset

Caveat:

The duty team may close the lake at 18:00 during the summer. Members are permitted to sail on sailing days, subject to the weather and suitable safety cover, between 10:00 and 18:00.

If members are prepared to crew the rescue boats in accordance with the **buddy safety policy** and lock the Club, they may continue to sail without the duty team after 18:00, until one hour before sunset, provided the OOD on the day confirms this, in which case the OOD, must ensure:

1. that the remaining members are competent to helm the rescue boats, i.e. they are on the normal duty roster as rescue boat helms or hold RYA Powerboat Level 2.
2. that the members taking over the remaining day's sailing sign the Duty Register with their membership number and current email address.
3. that a specific member is nominated to complete the locking up procedure. Details of the arrangement and the member nominated should be noted in the duty book.

Sailing Area

The Lake Map in [Appendix 18](#) shows the allowable sailing area.

In general, we can use both the restricted and extended sailing areas. The limits of the extended sailing areas are defined by rows of white buoys. However, on rare occasions Bristol Water may request us to stick to the restricted area only.

Should Bristol Water request that we only sail in the restricted area, they will do so for a reason; we must comply. If so, write a statement to this effect on the whiteboard inside the front door. Make a Tannoy announcement. Alert the rescue boats to transgressors.

In the summer, weed and low water levels may restrict the available sailing / racing area

Low Water Levels

If the water level drops significantly, old tree stumps, weed, rocks and other obstructions can impact the sailing area. These are often still hidden below the surface and so not able to be seen. Please take care, both when sailing and driving powerboats - in particular, a reminder about not using full throttle in the powerboats unless it is an emergency (hitting solid submerged objects at speed can do a lot of costly damage to the RIB props). When sailing, keep well clear of the exposed reservoir banks, Denny Island and Little Denny.

Those launching and recovering boats should be advised to take extra care due to exposed or hidden uneven slipways, and the risk of slipping on algae on the launching / recovering surface.

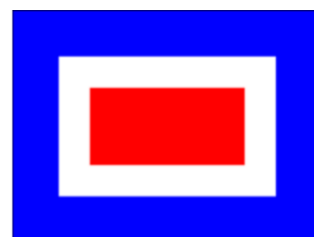
Appendix 7: Cold Weather Advice

THE WEARING OF WETSUITS AND DRYSUITS

To tie in with advice about the dangers of sudden immersion in cold water (Cold Water Shock) the Club has amended the rules and advice about the wearing of wetsuits, drysuits and other thermal protection.

Wetsuits of suitable thickness with a windproof upper layer or dry-suits are compulsory when the water temperature is 10°C or below, or the air temperature is 8°C or below, or the wind chill factor is 8°C or below.

This also applies if the wind chill factor is clearly predicted to fall below 8°C during the course of sailing. This requirement will be indicated by displaying code flag 'W' from the flagpole. (Bye-law 8)



At water temperatures between 10°C and 15°C it is strongly advised that you wear some sort of specialist thermal protection for the main part of your body. This can take the form of a drysuit, or a wetsuit with a water-resistant top with reasonable neck and wrist closures.

Please note that children and older persons are particularly susceptible to the effects of hypothermia and cold-water shock. The latter can lead to sudden death at water temperatures below 15°C. (See the [RYA website](#).)

If in doubt, wear more warm and protective clothing rather than less.

The duty team are responsible for Risk Assessment for the day and can request that you dress more appropriately if they believe you to be not adequately protected for the conditions. Rescue teams may strongly suggest that, following immersion, you return to shore rather than continue sailing to avoid onset of hypothermia.

Flag W can also be raised at the discretion of the duty officer or race officer (even if the temperature requirements above haven't been met) requiring wetsuits with a water-resistant top or drysuits to be worn, if they consider sailing conditions to warrant it. Sailors should be informed if this is the case by Tannoy and on the white notice board.

Please note that the wearing of a buoyancy aid or lifejacket is compulsory at all times when on the water or any of the pontoons.

Appendix 8: Radios

The Club is licensed to operate the following radios:

- RIB radios
- Committee boat radio
- Race Hut radio
- Handheld radios: two types

You will find the handheld radios on charge in the Secretary's Office. These should be provided to:

- both OODs
- RIB Helms (with attached transceivers)
- the race officer
- any other shore helpers.
- [CLADS representative](#)

The Club now has 12 handheld radios:

- 8 × ICOM M37
- 4 × ICOM M35

The chargers are permanently connected and will charge the radio when the radio is inserted.

Each charger has a light indicating if that radio is being charged or if it is fully charged.

Green	=	Fully charged
Yellow or Orange	=	Charging

The radios have been locked on channel 37A and set to 'Low Power'. These settings should not be changed. The Race Hut radio is set to 'M1'. This is the same as channel 37A.

Copies of the ICOM manual for both types of radio are located in the Secretary's Office and in the Duty Officer folder (on the duties desk) for those unfamiliar with their operation.

A simple initial communication, 'radio check', should be made and confirmed by all radios in use, especially for those leaving the shore.

Appendix 9: Rescue Boat (RIB) Guidance and Use

Guidance is available using [“how to” videos on the club website](#):

- Checking a RIB
- Refuelling a RIB
- RIB radios and Trailers
- Tractor Controls
- Launching a RIB
- Recovering a RIB
- Introduction to the Orange Rigidflex boat (electric Outboard)
- How to use a throw rope
- The Committee Boat

9.1 Pre-launch Checks

Check that the following equipment is present and in good condition:

- The anchor and anchor line is attached to the boat.
- The following items are in the boat: paddle, boathook, bolt cutters, wire cutter, first aid kit, throw line, tow line and safety knife.
- Bow line and 2 stern lines are attached to the boat.
- The kill cord is correctly attached.
- The yellow plastic container holds 2 additional tow lines, spare kill cord, thermal protective aid (space blanket), red/white tape and a spare cable tie for the anchor.

Check that all the inflatable tubes are fully inflated. A pump is available in the East side of the Undercover Boat Store beside the door.

Check that the boat has sufficient fuel for its role and the expected weather conditions for that day.

If additional fuel is required, disconnect the fuel tank and follow the safe refuelling procedure held in the fuel storage container and outlined below:

REFUELLING THE COMMITTEE/SAFETY BOATS

These instructions are mandatory; failure to be able to comply with any part of them must be reported to a senior officer of the club before refuelling can commence.

1. Select a full fuel jerry can and fire extinguisher from the fuel store and re-close the store door.
2. No smoking or naked lights within 20m of refuelling
3. Refuelling must take place with the fuel tank out of the boat and the tank situated in the designated “Fuelling Area” on the concrete jetty.
4. Refuelling is a two-man operation with one person in attendance with the fire

extinguisher ready at all times during refuelling.

5. Place funnel/strainer into fuel tank and commence refuelling.
6. On completion replace jerry can and tank caps immediately.
7. Return fuel cans and the fire extinguisher to the flameproof store and re-lock carefully.

IF YOU HAVE ANY DOUBTS ABOUT BEING ABLE TO CARRY OUT THESE INSTRUCTIONS, DO NOT ATTEMPT REFUELLING AND ADVISE THE OFFICER OF THE DAY.

- NOTE the nearest fire alarm to the fire store is inside the garage door on the left-hand side. Fire extinguishers and a spill kit are available in the fuel store, and adjacent to the garage door
- When refuelled, return the tank to the RIB it came from, attach the retaining strap and fuel line.
- Ensure that the air vent in the filler cap is open and pump the fuel bulb to move fuel to the engine until resistance is felt.
- Check how to re-attach the kill cord for the boat or boats you are using. There are two types; check how to do BOTH. A description is available in the Undercover Boat Store.

9.2 Launching the RIBs

- Move the tractor from the boat store.
- Attach the RIB trailer to the front of the tractor.
- You must ensure that the wire or rope safety loop on the RIB trailer is looped over the tow hitch of the tractor, before hitching the RIB trailer to the tractor using the handle. Check that the RIB trailer is securely attached before manoeuvring by lifting the handle up and down a couple of times.
- No one should stand between the RIB and the direction of travel, and should stand clear while the tractor is manoeuvring. No one should travel in the RIB until ready to launch at the water's edge.
- Move the RIB and trailer to the water's edge and untie the RIB bow line from the trailer and place it / through the eye on the trailer and hand back to the rescue helm, so that it can be released when the RIB is ready to move. Then detach the holding stop from the RIB.
- Move the RIB into the water until some buoyancy is felt.
- Do NOT take tractor deeper than halfway up the front wheel, ensure the axle is above the water level.
- The RIB engine MUST NOT be started until the engine has been lowered to the point that the white-painted flat plate above the propeller is just under water. Move the engine to the straight-ahead position.
- Secure the 'kill cord' to your leg NOT your arm.



- Ensure that the throttle lever is in neutral – the engine will not start if it is in gear.
- Start the engine and check that water is coming out of the ‘tell-tale’.
- Pull the bowline through the eye on the trailer and secure it in the boat. Select astern and drive the RIB away from the trailer. You may need to rock the RIB or push the RIB away from the trailer.
- Drive slowly away and familiarise yourself with the controls.
- Once into deeper water, fully lower the RIB engine
- All RIBs have a different point where the power comes on – find this point by slowly applying power so you are not surprised.
- The engine should be warmed up by slow motoring NOT by a fast blast which damages the engine.
- Carry out a radio check with the duty officer / shore control for each boat
- Moor the RIB bow to shore, stern out, when on the pontoon (or on the end in offshore winds) to keep the engines in deep water
- Once the RIB has been launched and is on the pontoon with the engine running, the kill cord should be pulled out to check that it is actually working. It also ensures you know how to refit it in a secure environment.
- Please take care when the water level is low - in particular, a reminder about not using full throttle in the powerboats unless it is an emergency (hitting solid submerged objects at speed can do a lot of costly damage to the RIB props)
- If you are aware of a problem with one of the ribs (or Race officers in the case of the Committee Boat): as well as detailing the problem in the sailing register on the duty desk, please also email the club bosun:



9.3 Providing Assistance

REMEMBER IN ALL RESCUE SITUATIONS: SAVE PEOPLE FIRST. BOATS CAN BE ABANDONED. PEOPLE CANNOT.

What to look out for:

- Boats capsizing several times – crews will get tired and cold.
- Boats sitting for a long time with sails flapping.
- Crew waving their arms to attract your attention.

9.4 Travelling to a boat in trouble

Plan how to get to the casualty/boat.

- Think about other boats in the way:
 - Are they racing?
 - Are training sessions in progress?
 - Pass behind boats sailing; be prepared that they might tack or gybe.
- Work out where the wind is and how to approach the boat/casualty upwind or downwind.

9.5 Unconscious or serious injury

In the event of someone losing consciousness out on the lake:

- Waste no time getting them ashore. It is not possible to do CPR in a RIB.
- Having picked up the casualty the rescue boat crew should head straight back to the clubhouse as soon as possible, while alerting the duty officer by radio as to the situation.
- It has been established that the easiest way to get an unconscious person safely out of a RIB is to drive the RIB straight up a slipway **at slow speed** (while cocking up the propeller before the engine grounds!).
- A team of helpers can then safely transfer the casualty to the stretcher. If necessary, the RIB tubes can be deflated.

9.6 Entrapment:

If someone is trapped under a boat, get it upright or on its side as soon as possible. Be prepared to use the safety knife to cut sails or ropes.

The crew of a dinghy can become trapped by ropes in the boat or by the sail as the boat capsizes. In the majority of cases all the crew will be in the water.

How many heads are you expecting to see? Can you see them all? If not:

- Are they trapped under the boat?
- Have they fallen out before the capsize? Look away from the boat to check.
- If you suspect that someone is trapped, check with the remaining crew if this is correct.
- **When you have an inverted craft, on arrival bang on the hull, anyone trapped will bang back and know help is at hand.**

Small boats: Laser, Solo, Feva, Topper, Optimist, RS200

- Bring the RIB to the bow of the capsized boat.
- ENGINE OFF by pulling the kill cord. Engine stops
- Rescue crew and helm lift the bow and look underneath.

Boats can also be raised by getting the RIB crew together with the dinghy crew to use their weight on the daggerboard.

Larger double-handed boats

- Approach from the windward side and get bow only to make contact with the side of the capsized boat – use reverse to maintain bow contact only.
- Get your crew to attach a towrope to the far shroud. This will be underwater. Pull the loose end onto the hull and tie a bowline.
- The helm reverses the RIB slowly to take up the slack then gradually applies more power keeping the RIB at right angles with the capsized boat.
- As the boat rises, keep applying power until the dinghy is on its side then gradually reduce power to bring the dinghy upright.
- Pull the RIB alongside the recovered boat using the towrope and no power to prevent the rope fouling your propeller.

In ALL cases of entrapment, report on the condition of the person recovered by radio to the duty officer who may initiate the Club's emergency procedure. The casualty should be taken immediately to the concrete jetty, or the RIB driven up the slipway (**slowly and rising the propeller**).

9.7 Recovering capsized dinghies

Dinghies will be found in two basic conditions:

- inverted
- on their side with mast parallel to the water.

Inverted boats

Larger inverted boats can be recovered using the towrope approach described above or by getting the RIB crew to assist the dinghy crew.

Smaller boats can be raised by coming alongside the windward side of the upturned boat and getting the RIB crew to help the dinghy crew to pull on the daggerboard while standing on the gunwale. If the daggerboard has been lost or is not accessible use the paddle from the RIB in place of the daggerboard. Pull carefully as the paddle is wooden and can be easily broken with too much force.

All dinghies can capsize in shallow water. When they turn over, the mast can become stuck in the mud, often downwind of the hull, with the boat not fully inverted. Approach the boat from upwind passing a towrope to the dinghy and applying reverse power. As soon as the mast is pulled clear of the mud the dinghy can be righted in the normal way.

Dinghies on their side - Single-handed dinghies

These capsizes often involve young helms or those suffering from cold who do not have the weight or energy to raise the boat by themselves.

It is important to establish if the rig is downwind or upwind of the hull.

If the rig is downwind of the hull, bring the RIB to the tip of the mast with the RIB pointing the same way as the dinghy. The RIB crew then lifts the tip of the mast and draws the mast and boat towards the RIB until the boat is upright. If the wind is force 3 or above, the RIB should slowly move so that the RIB and dinghy are close to head to wind as this reduces the loads on all involved.

If the rig is upwind of the hull, make contact with the tip of the mast with the RIB pointing the same way as the dinghy. The RIB crew should hold the mast close to the water as the RIB helm takes the bow of the RIB forward in a circle to bring the dinghy rig downwind of the hull. Then the recovery described above can be carried out.

Where the dinghy has wire shrouds care should be taken to wear gloves as loose wires can damage the RIB crew's hands.

Dinghies on their side - Double-handed dinghies

A similar process is followed to that for single-handed dinghies except that care needs to be taken to ensure that the boat's spinnaker/gennaker is lowered and kicker released before an attempt is made to raise the dinghy.

9.8 Putting the RIBS away at the end of the day

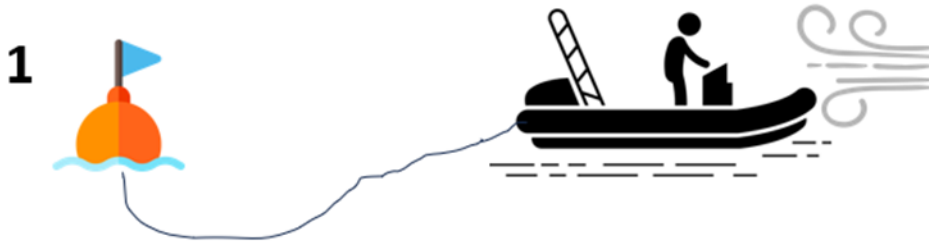
A reminder to all duty teams that at the end of the day: a little time needs to be taken to put the RIBs away correctly. In particular:

- They should be drained of any water
- The painter should be secured to the trailer to prevent any danger of the boat slipping off on the ramp
- The stern mooring ropes should be tidied and not left trailing down over the side
- Any training marks and bouys should be removed from the boat and stored in the bouy room
- Radios should be removed from the boats and put onto charge in the secretary's office
- If you are aware of a problem with one of the ribs: as well as detailing the problem in the sailing register on the duty desk, please also email the club bosun:

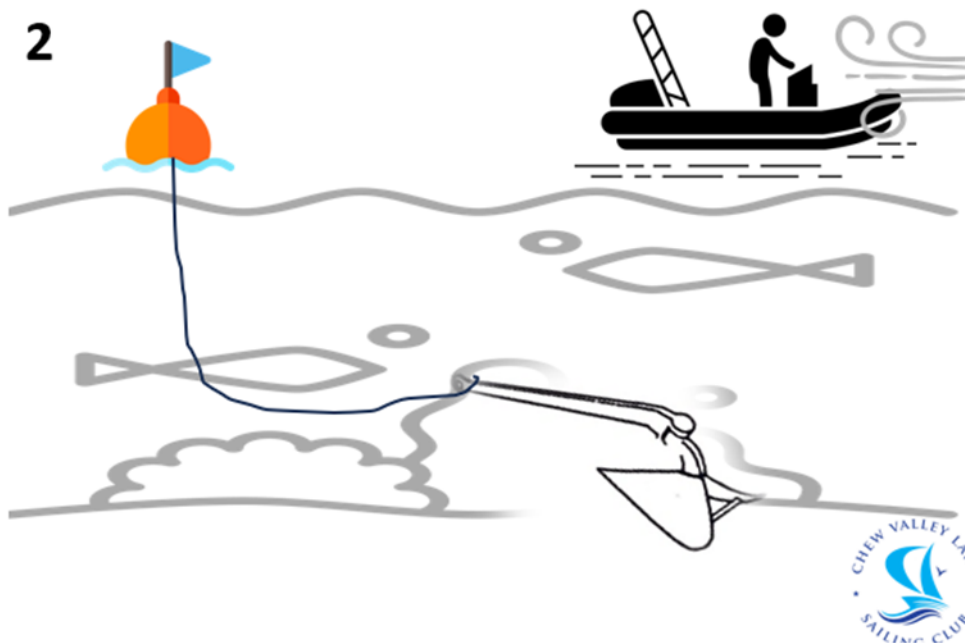


How to lay a race mark

Head upwind, towing the mark behind you, keeping only the **anchor in the boat**. Keep some headway on to prevent the line fouling the prop. The Race Officer will instruct you.

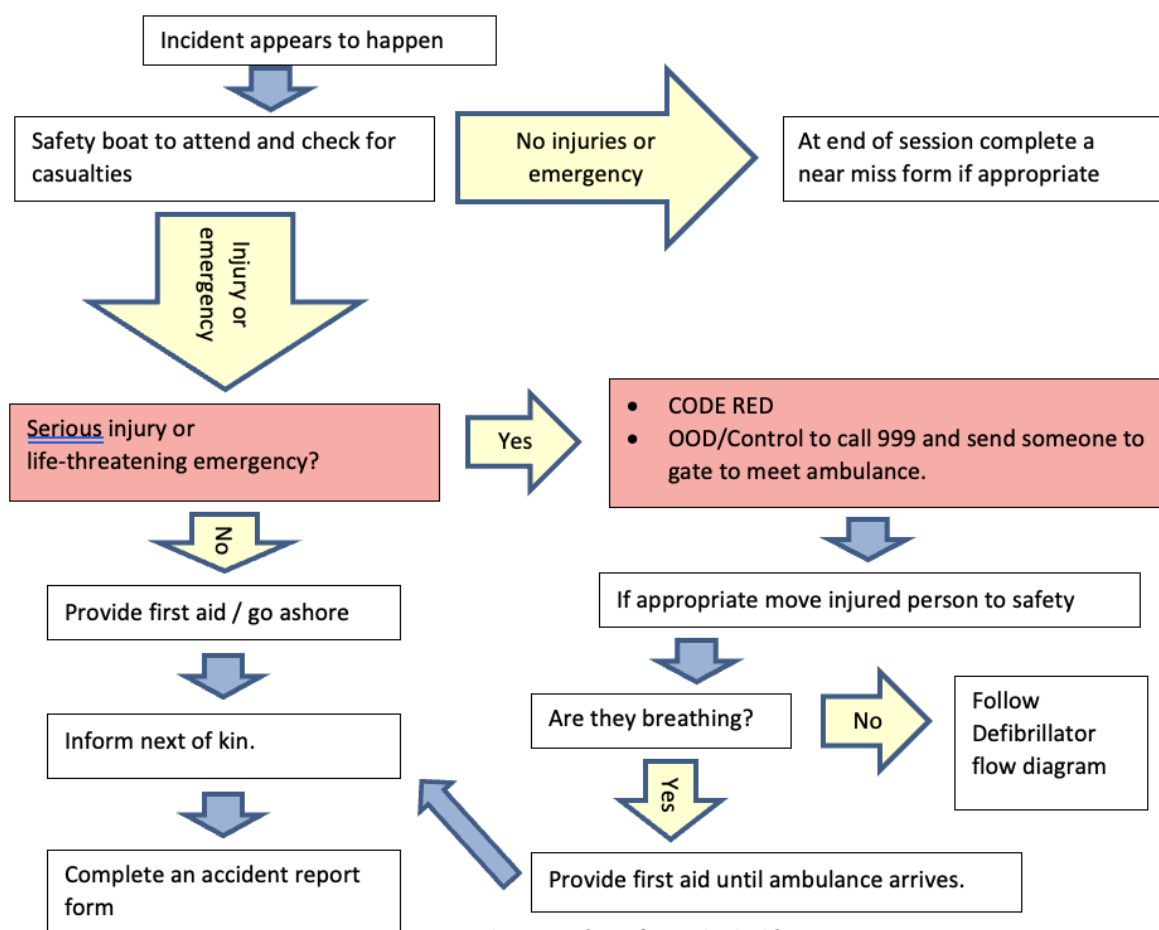


When you get the instruction, throw the anchor out of the boat. The buoy won't move.



Appendix 10: Emergency procedures

10.1 Summary Emergency Action Plan



Reporting procedures for Major incidents

- A Major Incident is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment. It may also be one that is likely to attract press coverage.
- The Duty Officer or Senior Instructor is responsible for ensuring that in the event of a major incident the following reporting procedures are adhered to. (S)he should obtain statements from any competent witnesses. The next of kin should be informed if possible.
- Do not proactively approach the media. If the media take interest, appoint one person to deal with them; this person should be designated as the only person to make any public statements.
- The Duty Officer or Senior Instructor will inform at the earliest opportunity:
 - the club Commodore (Andrew Jones ph: 07720412505) or Vice Commodore (Paul Nichols ph: 0751144512),
 - if a training event, in addition to the above, the RYA Principal (David Orme 07734 815271)

Useful numbers

- Club payphone: 01275 332194; Bristol Royal Infirmary: 0117 9230000; Royal United Hospital Bath: 01225 428331

Club address for ambulance

- Chew Valley Lake Sailing Club, Walley Court Rd, Chew Stoke, Bristol, BS40 8XN
- What3words address for access road: ~~month.cornering.mistress~~

10.2 SERIOUS OR LIFE-THREATENING INJURY - CODE RED

We have introduced a 'Code Red' radio procedure, similar to Mayday, for use in the event of a serious injury or life-threatening emergency. If the incident occurs ashore the OOD/event coordinator will decide if it is detrimental to continue sailing activity, or if the incident can be handled effectively using the resources on shore while sailing and other activity continues.

On calling 'Code Red' for a water-based incident all the available club powerboats should be ready to help the emergency. The safety co-ordinator (normally the OOD or RO) should take control of radio traffic, continuing to use channel 37A or M1, and only radiocalls related to the emergency are allowed until the crisis is over.

For life-threatening and serious emergencies phone 999 immediately.

The club address is:

**CHEW VALLEY LAKE SAILING CLUB
WALLEY COURT ROAD
CHEW STOKE BS40 8XN**

The **what3words address** for the access road to the club is:

month.cornering.mistress

Please give this to the emergency services so the ambulance goes to the correct place

The club emergency number is: **01275 332194**

Phones are located by the entrance to the main clubroom and to the left of the duties desk

Send someone to open the outer gate and to stay there to direct emergency services and use the Tannoy to request help from any healthcare professional or first aider.

HELICOPTER LANDING AREA

Helicopter landing area is located in the field immediately to the South-West of Woodford Lodge (see diagram below)

If a helicopter is needed for emergency evacuation, call Woodford lodge on 01275 331581 to ensure the area is clear, enlist their help in opening a route for the stretcher etc and warn then of the impending landing



10.3 Other Injuries

Injuries can vary from minor cuts and bruises to very serious life-threatening emergencies. A common-sense assessment is needed.

For life-threatening and serious emergencies follow the CODE RED procedure above.

The Location of first aid kits and equipment is as follows:

Standard kit & defibrillator (see [Appendix 11](#)) Duty desk

Standard kit: Training Room

Trauma kit & stretcher: Undercover Boat Store

Bleed Kit: Next to Defibrillator on Duty's desk (once acquired)

Please fill in an accident report form for all injuries and near misses, stating what equipment is used, so that first aid kits can be restocked. Report forms can be found on the duty desk [in the drawers](#). You should also make a note of the incident in the duty book. [A photograph of the accident / near miss form should be taken by the Officer of the Day and emailed to the Club secretary \[secretary@chewvalleysailing.org.uk\]\(mailto:secretary@chewvalleysailing.org.uk\)](#). The completed original should be posted in the [locked accident form / risk assessment box on the duties desk](#)

If a casualty is unresponsive and does not appear to be breathing normally, immediately instigate the CVLSC Defibrillator Algorithm that is displayed by the duty desk (in the main clubroom) and is reproduced in [Appendix 11](#). The automatic external defibrillator (AED) is also located by the duty desk. A yellow mask and a copy of instructions are with it. Get all these to the casualty as soon as possible and attach the defibrillator.

If the casualty has a serious back or neck injury, try to move them as little as possible. There is a buoyant rigid orange stretcher in the entrance to the undercover boat store.

If someone is unconscious but breathing normally, and does not have a back or neck injury, place them in the recovery position and observe carefully while waiting for the ambulance to arrive.

In the event of someone losing consciousness out on the lake:

- Waste no time getting them ashore. It is not possible to do CPR in a RIB.
- Having picked up the casualty the rescue boat crew should head straight back to the clubhouse as soon as possible, while alerting the duty officer by radio as to the situation.
- It has been established that the easiest way to get an unconscious person safely out of a RIB is to drive the RIB straight up a slipway ([driving slowly](#) while cocking up the propeller before the engine grounds!).
- A team of helpers can then safely transfer the casualty to the stretcher. If necessary, the RIB tubes can be deflated.

10.4 First Aid and Minor Injuries

For minor cases, first aid is best administered in the Training Room. For more serious cases the first aid kits should be taken to the casualty. There are first aid kits by the duty desk in the main clubroom and in the Training Room.

There is a **minor injuries unit at Paulton**, however it requires a phone call first to let them know a patient is coming – **01761 408114**.

It treats: sprains and strains; cuts and grazes; arm, lower leg and foot injuries; bites – human, animal; minor burns and scalds; minor head injuries; broken noses and nosebleeds; eye problems such as scratches, foreign bodies in the eyes

Alternatively, the nearest A&E services are Bristol Royal Infirmary (BS2 8HW – 8 miles) or Royal United Hospital Bath (BA1 3NG - 11 miles). You should consider transferring the patient by car to one of these locations rather than requesting an ambulance, which may take several hours.

10.5 Lightning

Lightning is a hazard to sailing boats and can be fatal. Research shows that people struck by lightning are predominantly hit before and after the peak of the storm.

Lightning can travel 10 miles. Therefore, if you see lightning or hear thunder (ie a thunderstorm), curtail all sailing.

If necessary, boats should be abandoned with sailing crews taken off by the rescue boats.

To curtail sailing on a non-racing day:

- Despatch rescue helms to remove all crews and, if there is time, boats from the water.
- Sound the start–finish klaxon to alert lake users.
- Use the Tannoy to warn all on the shore to keep away from boats.

To curtail sailing on a racing day:

- The Race Officer should sound three start–finish signals.
- Hoist code flag 'N'.
- Dispatch rescue boats to remove people, and then boats, from the water.
- Use the Tannoy to warn all on the shore to keep away from boats.

Encourage all those present at the sailing club to seek shelter inside the clubhouse rather than remaining in the dinghy park.

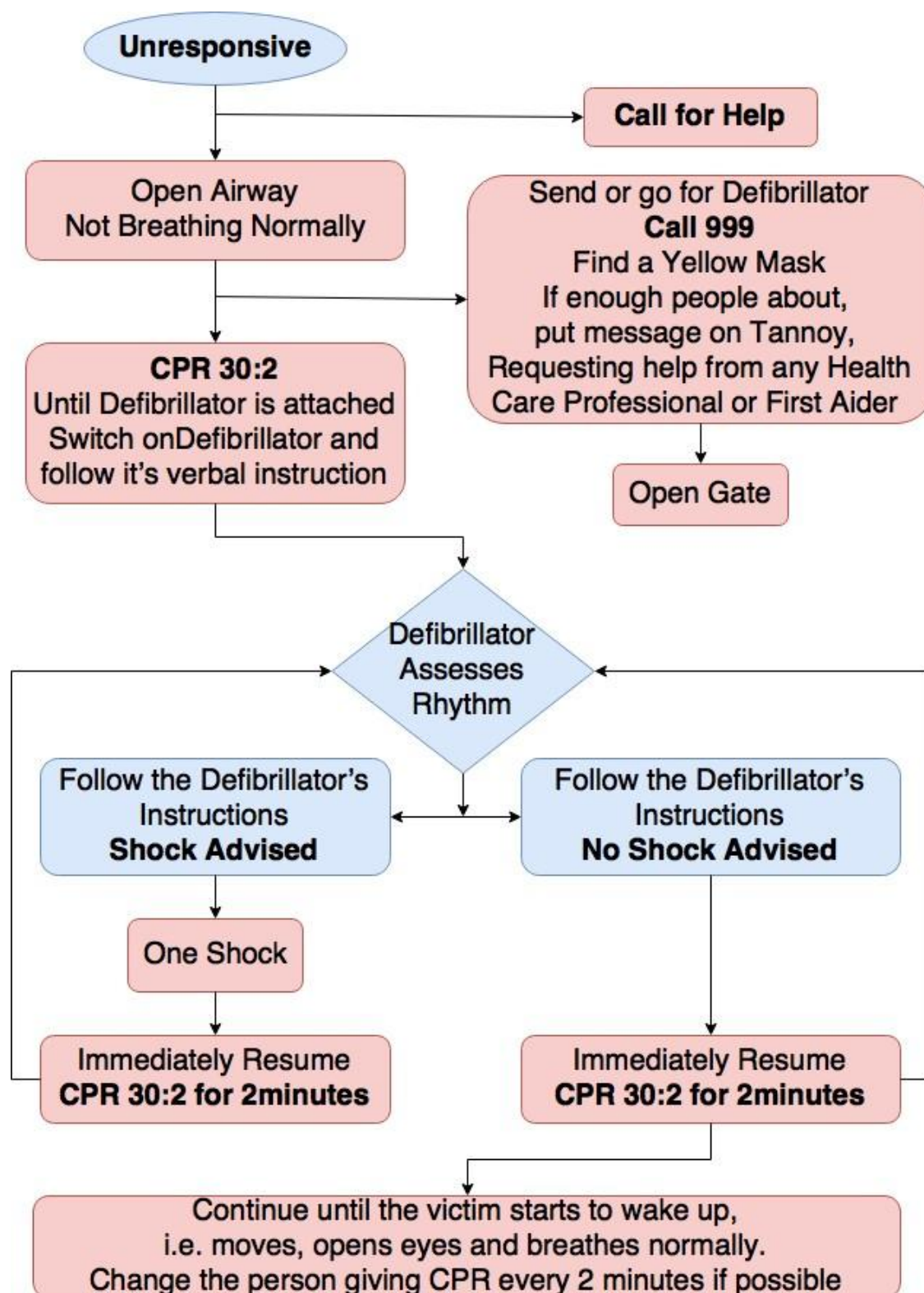
Sailing should only resume at the discretion of the Duty Officer and Race Officer (If present) when the thunderstorm appears to have passed, there has been no clap of thunder for at least 30 minutes, and it is safe to resume sailing.

10.6 Fire

- Evacuate the building; use the club Tannoy and radios to alert everyone to the danger.
- Call the emergency services.
- Do not use extinguishers unless you have been trained to do so and only to either clear an exit or save life.
- Only if it is safe to do so, make checks on all club areas to ensure they have been evacuated.
- Assemble all at the South end of the car park, away from the LPG tank.
- Call 999 from your mobile and summon emergency services to CHEW VALLEY LAKE SAILING CLUB, WALLEY COURT ROAD, CHEW STOKE, BS40 8XN.
- Send someone to the outer gate to direct emergency services.
- Clear access for Fire Service if possible to do so.
- Prevent all traffic using the access road.
- On arrival of the emergency services be sure to tell them which areas have not been checked as being cleared before evacuation.
- Hand over the Fire Folder (by the alarm panel) to the emergency services

Appendix 11: Defibrillator Algorithm and Information

(Anyone can use this on an unresponsive casualty. Training is NOT essential)



How to Use the Automated External Defibrillator (AED)

If person is unresponsive and not breathing normally:

- **Shout for help.** Use Club's Tannoy or VHF radio to request emergency assistance.
- **Phone 999.** Say person is unresponsive and not breathing normally.
- **Move person to dry area if lying on water.**
- Start chest compressions and rescue breaths in ratio of 30:2
- **Switch on AED and follow its verbal instruction.**
- Take pads out of sealed pack and connect leads to AED.
- Remove or cut off clothes to expose chest, and dry damp skin. Remove metal necklaces and underwire bras.
- Check for signs of pacemaker and implantable cardioverter defibrillator beneath skin as **chest pads will need to be positioned more than 3 cm from pacemaker devices and metal piercings.**
- Remove backing paper and attach pads to chest as shown on packet.
- Place first pad on upper right side, just below collarbone as shown on pad.
- Place second pad on left side, just below armpit.
- AED will analyse heart rhythm and say if shock is needed.
- **Everyone must stand clear of person before shock button is pressed and avoid touching person during shock delivery.**
- **Continue to follow voice prompts of AED until ambulance crew arrive.**

Familiarisation with our device.

Emergency medical situations can be very stressful. Duty teams may be asked to take responsibility for a life-threatening situation for the first time in their lives, and without any previous experience. The best way to prepare is to be confident in calling for help and also for taking responsibility for use of the defibrillator.

Our defibrillator is a **Philips Heartstart FRx device**. This is a semi-automated machine designed for use by people with no medical experience.

What does semi-automated mean?

A semi-automatic machine is one where the device takes the lead in analysing the state of the heart (via the pads) and advises the user when action is needed. This means that the machine will guide you (through audible instructions) as to when to press the red button to trigger the life-saving electrical shock.

Specifications and Online Tutorial

The full specification is available here:

<https://www.documents.philips.com/assets/Instruction%20for%20Use/20190109/e4df24009cb04ae4b630a9d00152bbc9.pdf>



An educational video is present on Youtube (at the time of writing - December 2024) providing insight into its operation. The video is published by the manufacturer, Philips.

<https://www.youtube.com/watch?v=cjLp3fbekXE>

Please note that the video may not necessarily reflect current UK resuscitation guidelines, but it does offer clear information regarding the placement of pads and the action of the device:

The Infant/Child Key

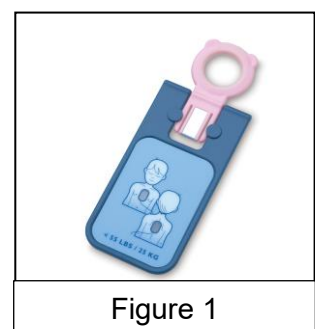
The Infant/Child key is an important additional component which accompanies the main device – the key is needed to reset the machine for use with children or infants. Use of the key is shown very clearly on the video above.

This key is inserted into the main device. It is a separate component but should be kept with the main machine at all times.

Please be sure to check out the defibrillator at the start of a duty to be sure it is present and that you are comfortable in understanding how it is inserted into the main device. The key switches the device to deliver the correct shock and commentary for a child under 25Kg in weight.

Figure 1 This is the Infant/Child Key for our **FRx Defibrillator**

If you have any concerns or questions over the use of the defibrillator, please contact any of the club Directors, or assigned representatives. It is very important that we are all confident in understanding what to do in the case of a medical emergency.



Appendix 12: Provision & Hire of Club Dinghies

Club boats may not be used in any wind speed GUSTING over 17 knots

These are available for all individual members' use in two-hour slots. Boats may be used subject to payment of the appropriate hire fee detailed below.

Groups may use club boats as part of their group membership and are invoiced separately. Still complete details in the ring bound book.

Dinghies for young sailors:

Maximum 2 hours' use in periods of high demand. Please ensure the user is accompanied by a parent or is otherwise supervised.

- **Optibats:** stored beside entry staircase. The kit is kept in the under-stairs store on the left side as you approach the Clubhouse. **The Optibats are free to club members aged 16 or under.**
- **Toppers:** stored on frame opposite front entrance. The kit is kept in the wooden sail store. **Free to use to club members aged 16 or under.**
- **RS Fevas:** (Intended for Junior use only, with adult/junior crew dependant on crew competence and weather on the day. The newest Feva has the race pack and race sail, so should only be used for race training). **Charged at £20 per 2 hour session.**
- **Teras:** 2 of these Teras, marked 'Eric Twiname' are for training and racing use only, not general use. **Charged at £20 per 2 hour session.**

Dinghies for adults:

- **4 x RS Quests:** 2 person boat with both asymmetric and conventional spinnakers. **Each boat is charged at £20 per 2 hour hire.**
- **2 x Laser Picos:** 2 sail boats with small jibs suitable for single-handed adult sailors. The kit for all these boats is kept in the wooden sail store shed, at the edge of the car park opposite the new lift building. **Each boat is charged at £20 per 2 hour hire.**
- **9 x Toppers:** over 16's/adults are charged at £10 per 2 hour hire.

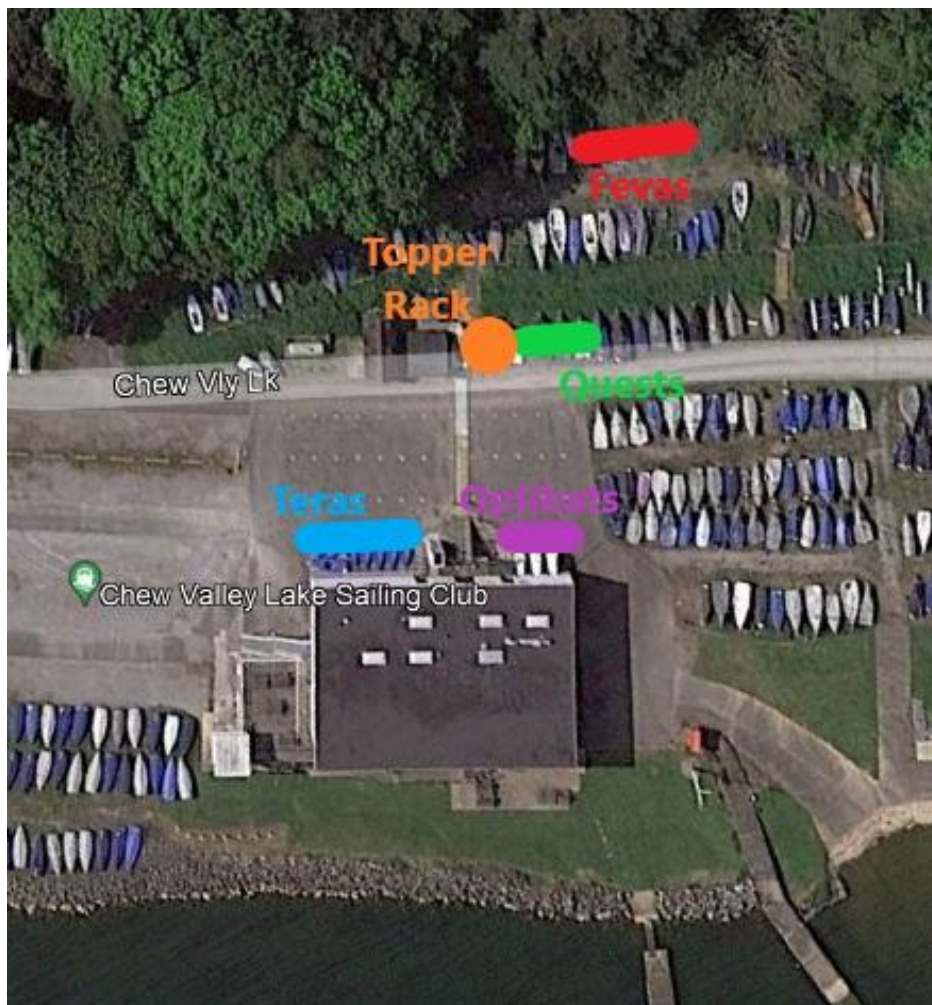
Process of Hire

- Agree hire cost and time period of hire
- Record details of the boat hire in the A4 Boat hire book indicating that payment has been taken (take payment for individual members - not group members)
- Payment must be by card: **cash is no longer accepted** - there is a SumUp Card payment machine kept in the Secretary's office (charging next to the radios). Detailed instructions needed to take payment using the SumUp card machine is available at the OOD desk and in [Appendix 14](#)



- When entering the payment details on the card machine, it has facility to enter simple details of the sale, so please add e.g. 'Boat hire - Smith + mem no'.
- Assist the user to find correct equipment for the boat being hired.
- Be proactive – ask users on return if everything was ok and assist them in reporting any faults.
- Check items have been placed correctly back in wooden sail store, tidy up when needed.
- Each user is responsible for putting the boat and gear away and reporting faults or breakages to you.
- A [“How to Rig a Quest” video](#) is available on the club website

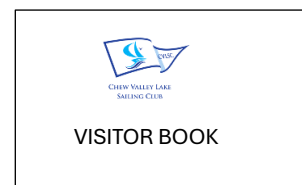
Club Boat Location



Appendix 13: Visitors/Guests Fees and Rope charges

Visitor/guest fees and charges

Be proactive and watch for boats arriving that do not display a Chew Sticker on their transom. Also look at any race sign-on sheets for those identifiable as visitors from whom a payment should be collected.



The visitor's book is located on the duty desk and must be used to 'sign in' all visitors. This includes those not sailing and any contractors on site and ensures they are covered by our insurance while visiting the Club.

When visitors are signed in, please identify to them the fire escape routes and inform them of the Club's Fire Policy as well as a visitor leaflet.

Guests crewing or sailing a member's boat	£5.00
Visiting boat fee (including crew)	£10.00
Non-sailing guests	£0.00

Cost of rope

The club has a stock of rope at a variety of sizes from 2mm to 12mm, including the more useful 4, 6 and 8mm braid on braid polypropylene. The smaller sizes are stored in the buoy store and the larger sizes near the bosun's bench in the boat garage. There is a pair of scissors attached to the stand in the buoy store. The rope is available to members on an honesty payment basis with all profits going to the club funds.

2-4mm diameter	£1.00/metre
6-8mm diameter	£1.50/metre
10-12mm diameter	£3.00/metre

Payment by card using SumUp Card payment machine kept in the Secretary's office with detailed instructions needed to take payment (see also [Appendix 14](#)).

When entering the payment details on the card machine, it has facility to enter simple details of the sale, so please add e.g. 'Rope - Smith + mem no'.

Appendix 14: SumUp Card Payment Machine

The Club card payment machine is stored in the Secretary's office, on the shelf **with the** radios. It should have been left plugged in and charging, so should be fully charged and ready to use. Simply unplug the charger and take the card reader in its cradle (which is also a printer) to wherever you need it.

If for any reason it isn't charged, it can be used while plugged in and charging. Please don't lose the charger.

Use of the machine:

1. Turn card machine on by pressing "on" button – top right
2. Enter amount – numbers only – and press √
3. Enter description:
 - For bar sales – no description needed, just tap "ok" on the screen
 - For open meetings –tap in "open" then tap "ok" on the screen
 - For club boat hire –tap in "boat" then tap "ok" on the screen
 - Anything else – tap in an appropriate description eg "Rope – Smith + mem no" then tap "ok".
4. Ask customer to tap screen with card

That's it!

If you want to abort a payment at any point just press X

Receipts have been turned off, but if the customer really needs one then:

- use ↑ or ↓ arrow to activate menu
- use ↑, ↓, ← and √ arrows to select the following options:
 - Device settings
 - Printer
 - Auto-print receipts
 - On

If for any reason the Wi-Fi is down, use the menu options to select 3G network, it should then work off any available phone hotspot network.

To turn off use top right button – long press.

The card machine should be stored securely in the secretary's office, plugged in to charger at the end of the day in the cupboard with the radios.

Appendix 15: CVLSC Accident and Near Miss reporting form

Incident Details			
Date of Incident		Time of Incident	
Location of Incident			
Who was Involved?	Name(s) & Membership Nos Add (V) if Visitor	Age(s)	Mobile Phone Nos
Description of what Occurred			
Nature of any Injury sustained?			
How did the accident or near miss happen, or what was the likely cause (if known)?			
NAME of person completing Report (Please Print)		Membership Number	
		Mobile No	
Signed		Date	

This form, once completed, should be passed to the Officer of the Day (OOD1) who should then email a copy (by taking a photo) to the club secretary
secretary@chewvalleysailing.org.uk

The original completed form should be folded and placed in the locked incident / accident box on the duties desk in the clubhouse.

The Club secretary should circulate to the Commodore, Club Health and Safety officer and any other appropriate committee members

Appendix 16: End of Day Close Up Procedure

The Officer(s) of the Day will normally be the last to leave the clubhouse and are responsible for locking up (see [Appendix 17](#): Locking Up Check Sheet). Sheets are kept in the set of drawers on the Duty Officer's desk. To assist with this procedure:

- Close all windows and turn off heaters and lights inside the clubhouse and both changing rooms first.
- All the keys on the key ring are numbered; these correspond to the numbers on the Club's doors.
- Ensure all hand-held radios and Sum-Up card machine are returned to their charging stands in the cupboard in the secretary's office.
- Use the Lock-up Procedure & Sign-off sheet for Duty Officers (see next page). This form must be completed as you lock the doors.
- Lock the doors in numerical order following the sheet below – this ensures none is missed.
- **Ensure the lift is lowered to the ground floor and is deactivated by pressing the emergency stop button before locking the lift building outer door.**
- **Don't forget to pull the southern walk-ashore (used by the Flying fifteens, wayfarers and universities) clear of the water to prevent it damaging the pontoon**
- The form needs to be signed by you after locking up then deposited in the letter box on the left-hand side of the main entrance doors as you leave.
- Ensure that the Inner (dinghy park) gate and outer (main entrance gate by the main road) are closed and padlocked. No need to close the middle gate where the Lake's recreational trail crosses the club access road.

If members wish to stay on: you may ask for a volunteer to become responsible for the club keys and final locking up (also refer to the Buddy Sailing Policy in [Appendix 5](#)). Record in the Duty Register the name and membership number of the member who accepted the keys from you.

EVEN SO, you are still required to carry out the lock-up procedure (including completing the locking up sign-off sheet) BEFORE YOU LEAVE with the exception of the main entrance, key safe, steel security gate and inner (dinghy park) gate.

Suggestions for improving this information:

Appendix 17: Locking Up Check Sheet

Lock-up Procedure & Sign-off for Duty Officer(see over for End of Day Close Up Procedure)

Locked/ done? =✓	Lock #	Room / Area Name	Remarks / Location		
Location: Ground Floor					
	1	Oppie Store			
	2	Undercover Boat Store Up-and-over Doors	Close from inside by pressing on white buttons set back on inside walls to right of doors		
	3	Fuel Store	Near main flagpole		
	4	Lost Property / Declaration Room	'Signing-on Room'		
	5	Buoy Store			
	6	Students' Sail Store			
	7	Training Room Sliding Patio Door (R/H)	East-facing		
	8	Training Room Sliding Patio Door (L/H)	East-facing		
	9	Training Equipment Store	Beneath Race Hut		
	10	Office Door (alarmed door)	Inside Training Room		
	11	Training Room Main Door	South-facing		
	12	Undercover Boat Store	Alarmed door, auto-sets when locked		
	13	Club Boat Store	Wooden hut opp. main steps		
	14	Maintenance Store	Under main steps		
	Lift	Lift Building Entrance Door	Car park next to main steps - Ensure lift is lowered to the ground floor and then deactivated by pressing the emergency stop button		
Location: First Floor					
	n/a	Main galley clubroom and bar	Close all windows Turn Off All Heaters & Lights		
	15	Galley Balcony Door (same key 15–17)	Double door		
	16	Galley Balcony Door	Single door main		
	17	Bar Balcony Door	Single door		
	18	Race Hut	Turn off Tannoy		
	n/a	Ladies Changing Room	Close all windows Turn Off All Heaters & Lights		
	19	Ladies Changing Room Door to Balcony	Internal sliding bolt		
	n/a	Gents Changing Room	Close all windows / Turn Off All Heaters & Lights		
	20	Gents Changing Room Door to Balcony	Internal sliding bolt		
	21	Bar to Patio Sliding Door			
	22	Front Door (alarmed door)	= Final exit door, alarm auto-sets when locked		
	23	Club Keys to Safe Box	Use own club key		
	24	Iron Bar Security Gate by Safe Box	Use own club key		
External Items					
	n/a	Winch Rope Locked in Green Salt Bin and	Combination padlock: 3429		
	n/a	Southern (FF / University) walk-ashore pulled clear from the water			
	n/a	Lock Entrance Hut & Inner (dinghy park) Gate	Use own club key		
	n/a	Lock Outer Gate	Use own club key		
Signature:		Name (Please PRINT):			
Membership No:		Date / Time:			
Comments:					
When completed please post completed sheet in the box on the left-hand side of the main door.					

Appendix 18: Lake Map

