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## Section 1: Standard Club Briefings

### Section 1.1 Fire Safety for visitors

#### (a) Visitor - Fire Safety Briefing

When hearing the fire alarm has been raised, evacuate the building and go straight to the fire assembly point, by the gap in the dam wall, opposite Sea Cadets. Provide assistance to those who need additional support. You may be asked to provide assistance to the Incident Coordinator, for example waiting at the vehicular entrance to let the fire brigade in. Do not re-enter the building until it has been confirmed that it is safe to do so.

*For those using South Building:*

**The fire alarm sound** is either a continuous alarm sound or a shouted warning

**The escape route** is either back through the main entrance door at ground floor level OR should this be blocked, down the escape stairs to lower ground level, through the buoyancy aid store and out through the side door

*For those using the Boat Shed:*

**The fire alarm sound** is either a continuous alarm sound or a shouted warning

**The escape route** is back through the entrance door

*For those using the North Building:*

**The fire alarm sound** is either a continuous alarm sound or a shouted warning

**The escape route** is back through the entrance door or through the garage door at ground floor level

### Section 1.2 Training briefings – for instructors

#### (a) Instructor Briefing - each day by the SI

All instructors should be briefed for the day/session by the SI prior to a session starting, to include, but not limited to:

- Weather
- Daily hazards

- Operating area(s)
- Communication signals
- Powerboat allocations
- Student medical concerns
- Equipment (including wetsuit, helmet considerations)
- Course plan

## Section 1.3 Training briefings – for students

### (a) Student Briefing – first day by the SI

All students, should be briefed/inducted on the following topics during the initial phases of a course by the course instructor.

#### (i) Visitor fire safety briefing

#### (ii) Around the grounds

- Location of changing facilities / toilets / refreshments
- First Aid points
- Location of defibrillator - front of Sea Cadets; code on noticeboard or call 999
- Action in case of fire (explain fire procedure)
- Areas that are out of bounds - the rear of club buildings; other club houses
- Areas where care is needed – do not sit or climb on the dam wall; only enter dinghy park if retrieving a boat and be aware that there are various trip hazards and uneven surfaces so try and keep to the paths.

#### (iii) Beyond the yellow line and on the water

- Pontoons / Jetty - these can be slippery, have trip hazards and the metal ramp can be steep or vertical; they may be used by others at the same time.
- Slipways – these can be slippery, especially in the water; never stand behind a boat when it is being launched or recovered.
- Local water hazards - keep clear of the yellow boom that is in front of the dam wall sluice gates; keep clear of the series of blue and coloured buoys that mark the extent of an underwater hazard protruding from the South Shore in the region of racing mark 6
- Areas that are out of bounds - east shore shallows, SSSI and under the bridge
- issues to be aware of - blue green algae can sometimes form on the water and if you do come into contact with it, please wash the affected area straight away; Weil's disease.

*(iv) Personal*

- Buoyancy aids - must well fitting and worn when on the water and when on the reservoir side of the yellow line
- Clothing - suitable footwear must be worn at all times with a closed toe, no flip flops or crocs; for any rainy days a waterproof top is advisable, for sunny days a hat and plenty of sun cream; the club has a limited number of wetsuits available for use, however, we cannot guarantee their availability in the required size.
- Medical concerns – please come and speak to me afterwards if you have any medical concerns or if you have an update since applying for the course.
- Cover open cuts/wounds with plasters
- Importance of washing hands after each session / each time you come off the water, especially before food
- First aid - if you have an accident / require first aid attention please bring it to the attention of an instructor all of whom should be first aid qualified.
- Valuables - encourage students to secure their valuables in small lockers, lockers in the basement or to leave them at home. All items are at the owners risk.
- Manual handling when lifting kit about – ask for help if you have any issues.

**(b) Student Briefing - prior to each session by the SI**

Additionally, all students, should be briefed/inducted on the following topics prior to each session but by the course instructor.

- Area to be used and boundaries
- Safety signals (with a recognition of understanding from the students)
- General aims and expectations (keeping within limits of student(s) ability)
- Minimum advice actions to be taken in case of capsize – keep hold of the boat, move to the back, don't pull on the boat above the waterline or it may turtle
- Specific safety information relevant to the session (eg procedure for towing dinghies)
- Checks for Personal Protective Equipment (Buoyancy aid, helmet etc)
- Actions to be taken if instructor is incapacitated (if solo operating) – try to get to shore; try to get help from anyone on the water or on site; contact emergency services if necessary.