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# BOWMOOR SAILING CLUB

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## Operations Manual



**RYA Champion Club**



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## Revision History

Revision Number	Description	Issue Date
1.16	Last Amended prior version	January 2018
2.00	Re-Drafted	24 June 2022
2.20	Update post AGM rules changes	30 Dec 2022

## 1 Introduction

Bowmoor Sailing Club (BSC) is a private sports (sailing) club, owned & managed by its members and is based at Coln Park Lake, near to Lechlade (Site). The Club is affiliated to the Royal Yachting Association (RYA) and is an RYA Recognised Training Centre (RTC).

This manual covers the recreation activities at Bowmoor SC; RYA Training and coaching is covered in the BSC RYA RTC Operations Manual.

All members should read this manual. It is important that members understand the operating rules for all the activities at the Club and not just the activities that they participate in; this will help to keep everyone safe. As a members Club run by volunteers, we ask that everyone assist in helping to maintain the rules.

### 1.1 Accidents/ Telephone, First Aid Kit and Fire Appliances.

All Members and Visitors to the Club should familiarise themselves with the location of the Safety Boats, First Aid Kits, and Fire Appliances. A list of BSC "First Aiders", and accident book is adjacent to the First Aid Kit, which is positioned on the wall adjacent the entry door to the Ladies Changing Room. In the event of a significant accident or incident, the accident record sheet must be completed, and the Club Secretary informed. A landline suitable for making emergency calls is located in the James room store; however, in all probability, the fastest way of making an emergency call will be to use a mobile phone. Details of the location of the Club are displayed by the first aid box, to give to the emergency services

### 1.2 Club Activity Programme

All members should read and understand the content of the Club Activity Programme (Annex B). A copy is provided in the outdoor Club Activity Shed (adjacent to the Race Hut) and a copy is placed on the notice board in the main clubhouse. It is also provided on the Club website <https://bowmoor.com/activity-programme/>

### 1.3 Risk Assessments

Risk Assessments have been carried out to identify possible risk areas and those who may be affected. Where reasonably practical, procedures have been put into place to reduce those risks to a reasonable level. A copy of the Risk Assessments may be found at <https://bowmoor.com/about-us/important-documents/>.

### 1.4 New Members/Visitors

The BSC Health and Safety Policy and Operating Manual will be drawn to individual's attention as follows:-

- a) New Members. The attention of BSC members will be drawn to the existence and location of a copy of the BSC constitution, BSC Health & Safety, Operating Manual and Risk Assessments through the Club newsletter. New members will be asked to read these publications and directed to contact a Club Officer if any aspect is not fully understood.
- b) Members Guests. Club Members are responsible for bringing to their guest's attention the location and requirements of the BSC Health and Safety Policy.

- c) Visitors. The BSC Health and Safety Policy and Operating Manual is located near the entrance in the foyer of the main BSC entrance. Information relating to the existence and location of the Operating Manual will be included on the front of the Visitors Book and welcome letter.

## 1.5 Persons Required to Sign for Having Read The BSC Operations Manual

To ensure that persons responsible for organising events are aware of the Operations Manual contents, personnel holding the following positions are required to sign for having read the contents of the Bowmoor Operating Manual and Risk Assessments.

- Directors, Executive and Sailing Committee members
- Event Organisers, (BSC and sea venues, Training and Support activities)
- Instructors, Trainers, Coaches and assistants
- Class Fleet Captains
- Group Leaders (Scouts etc)

THE COMMODORE  
BOWMOOR SAILING CLUB

## 2 Club Contact Detail

Bowmoor Sailing Club  
Coln Park Lake,  
Fairford Road,  
Lechlade.  
GL7 3DT

Website <https://bowmoor.com/>

Email: [contact@bowmoor.com](mailto:contact@bowmoor.com)

(For location map [click link](#))

What3words: [///regulates.stems.date](#)

### 3 Health & Safety Policy and Guidelines

Bowmoor Sailing Club (BSC) always gives high priority to the maintenance of standards of Health and Safety to its members and visitors. BSC will comply with, as far as is reasonably practicable, the requirements of the Health and Safety at Work Act 1974 (the Act) and the safety guidelines of the Royal Yachting Association (RYA). All members of the Club, Visitors and Contractors must assist in achieving this aim.

#### 3.1 Individual Responsibility

Each INDIVIDUAL is responsible for their own Health and Safety while at the Club. In addition, each individual:

- a) Will take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by his or her acts or omissions.
- b) Will comply with the requirements of this Manual and co-operate with Club Officers or any person, as far as is necessary, to enable them to comply with any safety duty or requirement.
- c) Will conduct a risk self-assessment using the matrix posted in the Clubhouse.
- d) Will not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
- e) Shall ensure that all vehicles, vessels and craft belonging to them, or used by them at the Club, are maintained in a serviceable condition and insured to cover third party liability while at the Club.
- f) Contractor and Franchise Holder is responsible for ensuring compliance with such statutory acts that apply to them.

#### 3.2 BSC Responsibilities

The responsibility for producing the Health and Safety Policy at BSC rests with the Commodore and the Club Directors. It is a fundamental principle of the Club's Policy that individuals in charge of events, training or work are responsible for ensuring that, as far as is reasonably practicable, safe methods and environmental conditions exist in their area of responsibility, along the guidelines produced by the Club and the RYA.

The Act does not require that all hazardous activities be stopped, but that reasonably practicable precautions be taken to minimise risk, as far as reasonably practical, to safeguard the Health and Safety of those engaged in them and ensure that others are not put at risk by these activities.

#### 3.3 Reporting

All individuals are required to report to a Club Officer/Club Directors, any incident, practice or occurrence at the Club, that is a potential Health and Safety hazard. Additionally, BSC members holding Director and Committee posts shall assist by assessing potential hazards, and taking all reasonable practical steps to reduce the hazard. They are to alert members/visitors of the existence of the hazard(s) and report the problem(s), depending on the specialised nature of the hazard, either to a Club Director or in urgent cases direct to the Commodore.

### 3.4 Reporting Near Misses

Reporting of Near Misses is encouraged. We can ALL learn from these incidents, and this will improve our ability to provide a fun and safe place for all users of our facilities. Please fill in the forms that are kept above the First Aid Box, giving as much detail as possible. Inform the training principal and commodore by phone or email. N.B. this will not be used in a witch hunt. If you have filled in a form and feel the situation has not been handled properly you must let the principal know and they WILL resolve the problem.

### 3.5 Information

There should be displayed prominently, in the clubhouse near to the entrance, or the pedestrian entry to the powerboat shed, as appropriate, the following:

- The BSC Operating Manual and Risk Assessments.
- Emergency Services Telephone information.
- Other important local contacts.
- Notes on the exact location of the clubhouse, with directions next to the telephone.
- A policy notice outlining Bowmoor Sailing Club's commitment to Child Protection and Safeguarding.

### 3.6 Safety & First Aid Equipment

Safety and first aid equipment should be readily available in the Club House to include: -

- Fire extinguishers as necessary.
- First aid kits (equipped to Health and Safety Executive recommendations and regularly checked).
- Life rings, buoys or rescue lines near slipways and jetties where necessary.

Individuals should be aware of their responsibilities in respect of the serving and handling of food and drink. Premises must be in a safe and sanitary condition. A safe system of work shall be provided for members, and persons working within the club, supported by regular maintenance ashore or afloat as necessary. Additional guidelines covering general matters are dealt with more fully in "Around the Red Tape", a handbook of law and administration for yacht club secretaries published by the RYA.

### 3.7 Plant and Equipment

Where the Club provides plant or equipment for use by the members including cranes, winches, safety boats, workshop equipment etc, formal arrangements should be in place for regular maintenance. The maintenance should ensure that where practical, the equipment remains in good safe working order and that any reported breakdowns or defects are promptly rectified.

### 3.8 Health & Safety Risk Assessments

The table below defines the routine maintenance/assessment of risks for Club equipment

<b>SUBJECT: POLICY</b>	<b>MAINTENANCE PERIOD</b>	<b>PERSON RESPONSIBLE</b>
The Club Policy for fire safety matters is to carry out checks.	Monthly & Annually	BSC Caretaker or Professional Inspection.
The Club Policy for recording accidents/Incidents is to complete an entry into the accident book and is to be completed by the individual identifying the problem.	Regularly reviewed and each significant accident or incident investigated	Secretary to note and bring to the Commodores attention.
The Club Policy for Safety inspections is to carry out checks.	6 monthly	VC Facilities or nominated deputy
Evacuation Considerations: Evacuation procedures - ensure that fire exits are marked, unlocked and free from obstruction during occupation of the building.	Markings – Weekly Exits - Daily	Door markings – Caretaker Clear exits – OOD or members present.
First Aid Kits: Ensure that First Aid Kits are available and regularly replenished. The name and contact of person responsible for replenishment of the first aid kit is to be displayed at the location of first aid box	Monthly	Medical Advisor
The Club policy for the safety checking of electrical installations and equipment is:-	Every 5 years	Appropriately qualified Electrician
The club policy for the maintenance and use of plant, strimmer/grass cutter etc. General maintenance & safety checks	Pre Use - Regular check	Operator Ground maintenance person
Outboard Engine Maintenance etc.	Pre Use – On Defect	BSC delegated person/ Professional operator
Safety Boat maintenance.	Pre Use - Monthly	Operator/BSC delegated person



### **3.9 Personal Activity Risk Assessment**

A simple risk assessment is provided for the use of Club members to enable them to assess their individual risk. This is a guide and the responsibility to participate in any activity remains the responsibility of the individual member. The risk assessment is provided at Appendix A.

#### Other Reference Publications:

- a. Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 (HSE Books L77).
- b. Safety in Outdoor Education - Department of Education and Science (HMSO. ISBN O 11 270690 8).
- c. Guidance Notes for the Inspection of RYA Training Centres (available for loan through Training Principal).

## 4 Sailing Craft

Members/visitors are reminded that they go afloat entirely at their own risk. The safety of a vessel/craft and its entire management including insurance shall be the sole and inescapable responsibility of the owner/user of the vessel/craft, who must ensure that the vessel and crew are adequate to face the conditions that may arise in its use. BSC, its Officers, or Members shall not be responsible for any loss, damage, death, or personal injury howsoever caused to the owner/user, his skipper or crew, as a result of their using the vessel/craft at BSC.

Members participating in sailing, windsurfing, wind foiling and wing foiling must also make themselves familiar with Section 5 (motorised craft) and specifically Section 6 (open water swimming).

### 4.1 Responsibilities - Buddy Sailing/Assistance

Persons are reminded of the dangers of going afloat alone. Whilst it is not compulsory before going afloat they should consider if:

- a) Another craft is available on the water to give assistance as necessary, or
- b) Suitable assistance is available onshore to raise the alarm or provide assistance as necessary, or
- c) They should take a "waterproofed" mobile phone.
- d) Review the personal risk assessment at Appendix A.

### 4.2 Young Persons Sailing (16 yrs and under)

Notwithstanding the requirements of the "BUDDY SAILING RULE", Parents and Guardians responsible for young persons, shall ensure that the young person(s) is not permitted to sail unaccompanied on the club's water unless:

- a) The young person is qualified to at least RYA National Dinghy Certificate Stage 2, or equivalent competency/experience, or,
- b) They are taking part in a BSC organised Racing or Training event, and the Parent/Guardians are completely satisfied with the rescue facilities provided by the Club during those events or,
- c) They are under the immediate supervision of a parent, guardian, or suitably qualified person, and an escort craft is immediately available.
- d) They are appropriately experienced for the prevailing conditions.

### 4.3 Buoyancy Aids

All persons shall wear personal flotation aids when they are afloat in a sailing dinghy, watercraft, rescue boat, pontoons or on the jetty. , Personal flotation aids should provide sufficient buoyancy to safeguard the individual and conform to a minimum of CE 50 Newton Buoyancy Aid.

- a) Beginner windsurfers MUST wear a Buoyancy Aid. Competent windsurfers using a harness can choose not to wear a buoyancy aid.
- b. Experienced Power Boat drivers may wear self-inflating buoyancy aids providing a minimum of 50N buoyancy. .

#### **4.4 Protective Clothing**

Each individual is responsible for ensuring that:

- a) Appropriate clothing is worn, suited to the activity undertaken, while afloat.
- b) Wet or dry suits that cover the trunk and legs from the neck to the calves should be worn at all times during the period 1st November until 31st March inclusive.
- c) Gardening-type Wellington Boots are not to be worn while afloat.
- d) Flipflops or other loose-fitting shoes should not be worn when operating powerboats.

#### **4.5 Boat Buoyancy**

Each individual is to ensure that each craft, for which he/she is responsible, has its designed buoyancy maintained in a satisfactory working order, and hatches and bungs are fitted before launching.

#### **4.6 Compulsory Third Party Insurance**

All members and visitors using their vehicles, vessels and craft on club premises, water, moorings, or participating in any activity at the club, shall insure their legal liability in respect of any claim arising from that use is covered for not less than £2,000,000. Within the Club boundaries, vehicles may only be driven by persons who are both licensed and insured to do so.

#### **4.7 Club Boats**

The minimum competency to hire club sailing boats is RYA level 2 or RYA Youth Stage 2 or equivalent experience.

#### **4.8 Windsurfing, Wind-foiling and Wing-foiling**

Members participating in these activities should be competent to do so. These activities generally involve participants travelling at significant speeds and they should be respectful and considerate of other water users. Specifically, participants should keep a safe distance from any RYA formal course. Additionally, participants should be aware of the outdoor swimming rules, and be familiar with the times that swimmers may access the lake. Participants should make themselves familiar with the outdoor swimming area which may be used after 4:30pm daily (3:30pm between November and March) and they must keep clear of this area whilst it is in use. Foiling activities involve greater risk and participants must be mindful of the space around them whilst they are participating.

#### **4.9 Kite-surfing and Kite-foiling**

These activities are not permitted at Bowmoor Sailing Club

## 5 Motorised Craft

No motorised vessel/craft, other than Club owned motorised craft shall be used at BSC, without the permission of the Commodore, or a BSC Committee Member. Day cruisers may use small outboard motors to leave and return to moorings, the jetty or shore. Motorised vessels/craft used for safety or training shall conform to the requirements of this Manual.

### 5.1 Power Boat/ Safety Boats

Safety Craft are primarily intended to provide safety cover, powerboats are for training/escort /and general support duties. During organised Club events, the individual in charge of the event will normally be the person with responsibility for providing overall safety cover. During racing this will be the Officer of the Day (OOD), during Training or Club events this will be the Senior Instructor/Coach/Trainer or Event Organiser. The level of safety boat cover will be decided by the individual in charge, using reasoned judgment, according to the number of boats on the water and the prevailing weather conditions. Use of the boats can be made by contacting a member of the BSC Committee.

### 5.2 Operations

Safety Boats are to be operated along the guidelines of the RYA recommendations and for general club duties there should be a minimum crew of two if at all possible. The following rules are to be strictly enforced at BSC:

- a) Skills/Operators Age: Unless under training, Safety/Power boat drivers are to be competent in the use of the Power Boat and be a minimum of 16 years of age.
- b) Qualified Operators under 18 years of age are not allowed to use the Power boats unless they have been assessed by a suitably qualified member of the Bowmoor TC Training Staff and have an annotation that they are competent in their Power Boat Log Book. If the Operator was trained at BSC, this is an acceptable annotation.
- c) Qualified Operators under the age of 16 may not use powered craft unless under the direct supervision of a competent adult familiar with the operation of the power boat.
- d) Prior to launch, the boat must be checked to ensure fuel is appropriately stored and sufficient for the task, and bungs fitted.
  - i. Equipment to be carried in power boats: paddle or oars, bucket or bailer, towing bridle and towing line, waterproof first aid kit, anchor and warp, kill cord, knife, secured fuel tanks, throwing line and fire extinguisher.
  - ii. Kill Cords: All craft powered by outboard engines shall at all times, where practical, be fitted with a kill-cord. The kill cord shall be connected and attached to the driver when the outboard engine is in use unless the craft is secured stern and/or bow to a jetty or similar object.
  - iii. Smoking is not permitted in or around any motorised craft /vessel.

### **5.3 Emergency Use**

For emergency use, a powerboat should be available at all times under the Race Start Hut. Access can be gained to the boat (s) using the standard BSC members' club access key. The powerboat engine has a fuel tank, which should contain fuel. Additional fuel is available in the "Fuel Store", using BSC members' key. The correct grade of fuel must be used when replenishing powerboat engine fuel tanks.

### **5.4 Management**

Powerboats/Safety boats are located inside a lockup. Fuel is maintained in a purpose-built brick lockup adjacent the boat lockup. Smoking is prohibited in and around the power boats, boat lockup & petrol store. Power boat petrol tanks are only to be replenished using the guidelines set out in the appropriate BSC Risk Assessment.

### **5.5 Radios**

All club powerboats must carry a VHF radio. VHF radios are available in the OOD Race Box.

### **5.6 Launching Powerboats**

Powerboat users must be aware of other users on the lake and the specific timings for outdoor swimming (see Club Activity Programme Appendix B). Powerboats may be launched before 9:30 in the morning in order to prepare for open events and training activities; however, powerboats must only be launched and then immediately tied-up on the jetty until the swimming orange flag is lowered indicating that swimmers have finished their session.

## 6 Open Water Swimming

Swimming safety is achieved through time and space separation, a warning flag, bright conspicuous hats and floatation aids, and weather awareness.

All swimmers must make themselves aware of the rules for other club activities and specifically Section 4 and 5 above.

Whilst the Club permits open water swimming, we do not support paddling or bathing.

### 6.1 Safety

- a) **Competency.** Prior to joining the club all swimmers must declare that they are competent swimmers capable of swimming 400m.
- b) **Personal Risk Assessment.** Before going swimming each member must carry out a risk assessment to determine that it is safe for them to go swimming bearing in mind their experience, capability, the temperature of the water, the strength of the wind and the height of the waves. We recommend that you swim in pairs
- c) **Lightning.** Do not go swimming if lightning has been forecast in the area and do not enter the water for 30 min after it has passed.
- d) **Cold Conditions.** Cold water is especially dangerous for swimmers and people should acclimatise slowly. Do not start open water swimming when the water temperature is below 10°C.
- e) **Warning Flag.** An orange flag must be flown before setting off to swim to indicate there are swimmers in the water and should be taken down when the last swimmer exits the water. The flag is located by the mast adjacent to the race hut and activity shed.
- f) **Caps.** All swimmers must wear high visibility swimming caps and tow swimming floats. Exceptionally, elite swimmers training in designated swimming-only periods need not use a tow float.
- g) **Youths.** All swimmers under 16-year-old must always wear high visibility swimming caps, tow swimming floats and swim in close company with an adult capable of providing assistance if required.
- h) **Playing in the Water.** Anyone participating in recreation play swimming must wear a CE 50 Newton buoyancy aid. Arm band and floatation rings are not acceptable Inflatable toys are not permitted on the lake.
- i) **Powerboats.** Swimmers should not swim between a line extending from the race hut, to buoy 11, to buoy 12 and back to shore whenever powerboats are being launched. This allows power boats to be safely launched and recovered safely.

### 6.2 Times

Open water swimming is allowed at specified times to ensure separation from watercraft. Swimming is permitted for members. The swimming times are detailed in the Club Activity Programme, see Appendix B

## 7 Paddle Craft

Members may use Canoes and Stand-up Paddleboards (SUP) on the lake.

### 7.1 Safety

- a) **Competency.** Members must be competent for the type of paddle craft used, especially if it has a closed deck. Open craft (SUP, sit-on canoe, Canadian canoe) where there is no risk of entrapment can be used by novice paddlers.
- b) **Personal Risk Assessment.** Before going on the water each member must carry out a risk assessment to determine that it is safe for them to do so bearing in mind their experience, capability, the temperature of the water, the strength of the wind and the height of the waves.
- c) **Lightning.** Do not go on the lake if lightning has been forecast in the area and not for 30 min after it has passed.
- d) **Buoyancy Aids.** Buoyancy aids must be worn at all times as detailed at Para 4.3.
- e) **SUP Tethers.** The use of SUP ankle tethers is recommended.
- f) **Playing in the Water.** Anyone playing in the water from paddle craft must remain within 5 metres of the craft they came from. You must avoid the area dinghies/windsurfers are launching from, especially 15 mins before and until formal racing or training has concluded. Inflatable toys are not permitted on the lake.

### 7.2 Times

- a) Canoeing/SUP is allowed in daylight hours. Exceptionally groups of no less than 6 experienced paddlers can conduct full-moon paddle with all participants wearing lights, and only in low risk prevailing weather conditions.
- b) When the lake is closed for Open Sailing events, the OOD may permit canoeing/SUP in a designated area only.
- c) Paddlers must not interfere with sailing and racing activity and should keep clear of the training and racing area on any given day – if in doubt, please ask to speak with the OOD or Senior Instructor

### 7.3 Rules of the Road

- a) Paddle craft should avoid sail craft and swimmers at all times. Avoid the shore areas when dinghies are launching and recovering especially 15 mins before and until formal racing or training has concluded.
- b) If there are any powerboats on the lake or in the process of launching paddlers must not enter the area between Buoys 11 and 12 and the shore/jetty.

## 8 Ground Maintenance Equipment

Members may use Club ground maintenance equipment including the petrol mowers and strimmer's. Only specific trained members may use the John Deer tractor system. Hand equipment is also available and must only be used for the task it is designed for.

- a) **Competency.** Members must be competent for the type of equipment used, especially if it is motorised.
- b) **Personal Risk Assessment.** Before using equipment each member must carry out a risk assessment to determine that it is safe for them to do so bearing in mind their experience, capability, task envisage and safety equipment available.

### 8.1 John Deer Tractor

- a) **Competency.** The minimum competency for operation of the John Deer Tractor for mowing or hydraulic loader operation is
  - i. Over 18 years old,
  - ii. A full driving licence,
  - iii. Training on the tractor by TAG or nominated Club competent operators for both mowing and loader operations.
- b) **Safety.** The roll-bar must be in the raised position once the tractor is outside the shed. The seatbelt must be worn at all times the tractor is in motion and ear defenders should be worn when mowing. Extreme care should be taken when cutting close to land drains, obstacles, and uneven/sloping ground.
- c) **Checks.** Prior to use, the tractor should be checked to ensure it is fuelled, lubricated, the tyres are inflated, and the grills clear of debris. The tractor runs on **diesel** fuel and should be refuelled to the appropriate level prior to use. The mower deck should be regreased every month.

### 8.2 Ride-on Mower

- a) **Competency.** The minimum competency for operation of the Ride-On Mower (ROM) for mowing is
  - i. Over 14 years old with prior written permission form a parent or guardian, or
  - ii. Over 18 years old.
  - iii. Training on the ROM by a nominated Club competent adult operator.
- b) **Safety.** Ear defenders should be worn at all times the motor is running. The mowing deck should not be engaged until in the area to be cut and not in close proximity to people. Extreme care should be taken when cutting close to land drains, obstacles, and uneven/sloping ground. Any mower deck entanglements must not be cleared with the motor running and key removed.
- c) **Checks.** Prior to use, the ROM should be checked to ensure it is fuelled, lubricated, the tyres are inflated, and the grills clear of debris. The tractor runs on **4-stroke petrol** fuel and should be refuelled to the appropriate level prior to use.



- d) **Mower Deck.** The mower deck should be set to the desired height and the engagement hand moved smoothly in and out of the 'cut' position. Care should be taken to avoid cutting long grass that may conceal ropes, ground spikes or other items that could impact or tangle around the cutter system.

### 8.3 Petrol Mower

- a) **Competency.** The minimum competency for operation of the petrol mower for mowing is
  - i. Over 14 years old with prior written permission from a parent or guardian, or
  - ii. Over 18 years old.
  - iii. Training on the petrol mower by a nominated Club competent adult operator.
- b) **Safety.** Ear defenders should be worn whenever the motor is running. Extreme care should be taken when cutting close to land drains, obstacles, and uneven/sloping ground
- c) **Checks.** The mower runs on **4-stroke petrol** fuel and should be refuelled to the appropriate level prior to use. Prior to use check the oil level and that the air grills clear of debris. The safety cut-out bar must be checked to ensure it operates before cutting grass.
- d) **Mowing.** The mower deck should be set to the desired height. Care should be taken to avoid cutting long grass that may conceal ropes, ground spikes or other items that could impact or tangle around the cutter system.

### 8.4 Petrol Strimmer

- a) **Competency.** The minimum competency for operation of the petrol strimmer's is
  - i. Over 14 years old with prior written permission from a parent or guardian, or
  - ii. Over 18 years old.
  - iii. Training on the petrol strimmer by a nominated Club competent adult operator.
- b) **Safety.** Ear defenders, close-toes shoes and long trousers must be worn the motor is running. Extreme care should be taken when cutting close to land drains, obstacles, and uneven/sloping ground.
- c) **Checks.** The mower runs on **2-stroke petrol** fuel stored in the red labelled can. Prior to use check the fuel level and that there is cable in the cutter head. The safety cut-out switch must be checked to ensure it operates before cutting grass.
- d) **Strimming and Cutting.** Care should be taken to avoid cutting long grass that may conceal ropes, ground spikes or other items that could impact or tangle around the cutter system. The strimmer should be reloaded and refuelled if required after use and stored on the wall-rack brackets.

## Appendix A. Activity Self-Risk Assessment

### Risk Analysis

Risk Area	+20 points	+15 points	+10 points	+5 points	Score
Water Temp	Less than 5°C	Less than 10°C	Less than 15°C	Less than 20°C	
Air Temp	Less than 5°C	Less than 10°C	Less than 15°C	Less than 20°C	
Wind Speed	+30-40mph	+20-30mph	+10-20mph	Less than 10mph	
Supervision Level	Solo	With a buddy	With a group	Full dedicated safety cover provided	
Activity level (Sailing, windsurfing, swimming, SUP, kayak)	Beginner	Occasional participant with some experience	Regular participant with growing confidence	Current high level of experience	
				Total Score	

### Risk Assessment

Your Total Score	Recommendation
85-100 points	Do not complete your activity
60-85 points	Take care – ensure adequate supervision
40-60 points	Proceed but keep in mind the higher risk areas
Less than 40 points	Proceed with your activity

## Appendix B. Activity Programme

Day	Time	Activity	Comment	Notification
Saturday's	Before 09:30am	Swimming – whole lake		Orange Flag to be raised
		SUP	SUP paddlers, must wear a leash and buoyancy aid, and keep clear of swimmers.	
	After 09:30am until last light	Sailing, Windsurfing, Wind-foiling, Wing foiling, kayaking, SUP  Activities may use the whole lake until 4:30pm or 3:30pm (November to March) – please see below. Thereafter, water craft should not enter the swimming area.	Please check Club programme for organised activities; these will have priority over recreational activity.  <b>Lake maybe closed for Open events. This will be advertised in Bowsprit (Club newsletter), on the Club Facebook page and on the Website calendar</b>	Club Flag for Open Events
	From 4:30pm  November to March only From 3:30pm	Swimming may take place in the swimming area at Western end of lake marked by small yellow buoys – See activity board		Orange flag to be raised by swimmers
Sunday's	Before 09:30am	Swimming – whole lake		Orange Flag to be raised
		SUP	SUP paddlers, must wear a leash and buoyancy aid, and keep clear of swimmers.	
	09:30 am to 11:15am	Recreational Sailing, Windsurfing, Wind-foiling, Wing-foiling, kayak & SUP.	Check Club calendar for variances	
	11:15am to 4:30pm  November to March 11:15 am 3:30pm	<b>Club Racing</b>	Racing has priority – recreational activity may take place but please be considerate and give priority to those racing. If in doubt, check with the OOD.	

Day	Time	Activity	Comment	Notification
	From 4:30pm November to March only From 3:30pm	Swimming may take place in the swimming area at Western end of lake marked by small yellow buoys – See activity board		Orange flag to be raised by swimmers
<b>Weekdays during School Term Time</b>	Before 0930am	Swimming – whole lake		Orange Flag to be raised
		SUP	SUP paddlers, must wear a leash and buoyancy aid, and keep clear of swimmers.	
	09:30am to last light	<p><b>Check the Activity whiteboard in the Activity Shed.</b></p> <p><b>Recreational Sailing, Windsurfing, Wind-foiling, Wing-foiling, kayak and SUP have priority use</b> April-September Club Racing takes place on a Wednesday evening from 7pm</p> <p>If the lake is not being used by any on-water craft, swimmers may use the lake. They must first add their name, time of entering the water and location of their activity on the activity whiteboard in the Activity Shed. Swimming is limited to a 30-mins activity</p>	<p>Members must check the Activity Whiteboard in the Activity Shed before starting their activity.</p> <p>Those using on-water craft, must not enter the water if the orange flag is already flying when they arrive. If the orange flag is flying, members must wait until the swimmer has finished their activity – this would be a maximum of 30-minute wait.</p> <p>If the lake is being used by any on-water craft, swimmers must wait for that activity to finish. On-water craft have priority during this time window.</p>	Orange flag must be raised
From 4:30pm (April until end of October)	Swimming may take place in the swimming area at Western end of lake marked by small yellow buoys – See activity board		Orange flag to be raised by swimmers	

Day	Time	Activity	Comment	Notification
	From 3:30pm (November under end of March)			
Weekdays during School Holidays	Before 09:30am	Swimming – whole lake		Orange Flag to be raised
		SUP	SUP paddlers, must wear a leash and buoyancy aid, and keep clear of swimmers.	
	After 09:30am	Recreational Sailing, Windsurfing, Wind-foiling, Wing foiling, kayaking SUP. April-September Club Racing takes place on a Wednesday evening from 7pm	Please check Club programme for organised activities. Organised activities will have priority over recreational activity.	
		Activities may use the whole lake until 4:30pm or 3:30pm (November to March) – please see below. Thereafter, water craft should not enter the swimming area.	School Summer holidays likely to have RYA formal courses during the week. RYA courses will have priority on the lake	
From 4:30pm (April until end of October)	Swimming may take place in the swimming area at Western end of lake marked by small yellow buoys – See activity board			Orange flag to be raised by swimmers
From 3:30pm (November under end of March)				