**VICTORIAN SAILING SCHOOL**

**31 Eastern Beach Road Geelong**

**Dave Mobile: 0409508754**

**A Campus of Newcomb Secondary College**

**Risk Management Plan**

All Victorian Sailing School programs are conducted under the auspice of the

Department of Education and Training ‘Safety Guidelines for

Education Outdoors – Sailing as published at the following link:

<https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorsail.aspx>

**Sailing specific sections from that document are reproduced below**

**with comments in blue for the information of school councils.**

**Location**

‘Due to the unique nature of each location, a specific assessment of suitability should be

made prior to the trip’.

**Note: The VSS is a purpose built, dedicated Sailing School operated by the**

**Department of Education and Training. Situated on the**

**foreshore of Corio Bay in Geelong, it provides a safe and protected learning**

**environment with easy access to all emergency and medical facilities.**

**Weather**

‘Check the weather forecast for the location in the days leading up to the program and on

the day the program commences. Monitor and assess the weather throughout the activity

and be prepared to cancel, modify or relocate at anytime’.

**Note: Weather forecasts for all programs are monitored daily and updated regularly. Please refer to the attached strong wind warning policy developed as an adjunct to these guidelines**

**Equipment**

‘Equipment must be in a safe condition and suitable for the activity’.

**Note: All VSS yachts are specifically designed for student instruction. They are**

**well maintained, fully seaworthy craft fitted with relevant safety equipment.**

**Communication**

‘Your communication strategy should enable you to receive weather forecasts and

warnings, communicate with the school, and engage support in the case of an incident or

emergency’.

**Note: Rescue boats carry mobile phones and marine band VHF radios. A student**

**in each dinghy also wears a communication radio helmet that allows staff to**

**provide instruction via a special handset. See also weather above.**

**First aid kits**

‘First aid kits appropriate to the location and level of training must be carried’.

**Note: All schools should bring a first aid kit with appropriate supplies for students with specific needs**

**Personal flotation devices**

‘In accordance with Victorian maritime safety regulations, students and staff must wear, as a minimum, a securely fitted Australian Standard Type 2 personal flotation device if sailing within two nautical miles of the coast, and an Australian Standard Type 1 personal flotation device if sailing more than two nautical miles from the coast.’

**Note: All students and staff will be fitted (as a minimum) with a Type 2 PFD.**

**Helmets**

‘Helmets may be provided to students participating in a sailing activity at the discretion of

the instructor after consideration of students’ sailing experience and skill level’.

**Clothing**

‘Clothing needs to be appropriate for the activity, the environment and the season.

Participants must wear footwear. To protect against sunburn use broad spectrum,

water resistant SPF 30+ sunscreen on all exposed parts of the body’.

**Note: Students should wear light comfortable clothing appropriate to the temperature on the day. A wind/water proof jacket is available to students for the sailing activity. Wetsuits are recommended in winter and are available if required. A change of clothing for after sailing is also required. Students must wear appropriate footwear to protect their feet.**

**Student skills**

Sailing should begin with an assessment of students’ current knowledge, skills and

experience and an activity briefing given by the instructional staff.

**Note: A comprehensive, introductory theoretical briefing is conducted prior to**

**the first practical sailing experience. All subsequent sessions have both a pre and**

**post sailing briefing component.**

**Rescue craft**

‘Rescue craft appropriate to the location and in good working condition must be readily

available during any sailing activity for rescue and towing purposes. Powered rescue craft

must comply with the minimum safety equipment listed in the **Marine Safety Victoria**

(http://www.marinesafety.vic.gov.au/) Victorian Boating Guide’.

**Note: The Sailing School operates 5 seaworthy**

**craft for instructional and**

**rescue purposes that fully comply with MSV regulations.**

**Sailing craft**

Each boat’s rigging and equipment should be thoroughly checked before entering the

water and must comply with the Yachting Australia standards for off-the-beach

yachts.

**Note: The Victorian Sailing School operates a modern fleet of fully compliant Envy 4.3 off-the-beach**

**training dinghies.**

**Experience and qualifications**

‘Staff involved in the planning and conduct of the activity should have sufficient

knowledge and experience of the activity and the activity environment to operate in all

foreseeable conditions. The designated sailing instructor/s must have one of the

following:

· a **current Yachting Australia** (http://www.yachting.org.au/) Instructor

Certificate

· Yachting Australia ‘Get Into Small Boat Sailing – Better Sailing’ level and have

documented experience in sailing instruction

**Note: Sailing School staff possess qualifications and experience beyond the**

**minimum standards outlined above. See the link above to search qualifications**

**for Dave Matthews (DM) and Lincoln Beckworth (LB) under ‘training’ and ‘instructor search’.**

**First aid qualifications**

‘At least one member of staff responsible for each group of students must hold, as a minimum, a current (within 3 years) level two first aid qualification, a current (within 12 months) Cardiopulmonary Resuscitation (CPR) qualification, and have a first aid kit applicable to the level of training.

**Note: DM and LB both hold current level Two first aid certificates.**

**Supervision**

Supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with

responsibility for activity instruction and the other able to assist the instructor.

The following table shows the minimum staff-to-student ratios that must be used for sailing.

|  | Staff numbers | Student numbers |
| --- | --- | --- |
|  |  |  |
| Open waters | 2  3  4 | Up to 12  13 - 18  19 - 24 |

**Note: At least 3 staff will be responsible for supervising students at any given time on the water. 2 Sailing School Instructors are allocated to each school group. Class sizes over 18 will need an additional visiting school staff member to support the supervising teacher.**