

RUNNING OCSG EVENTS – SAFETY ADVISOR GUIDE

The safety and wellbeing of all participants at OCSG canoe-sailing meets is clearly of the utmost importance. By following these procedures we show good practice and risk management, which results in any event run under the auspices of the OCSG being covered by the BCU insurance that is provided as part of our club affiliation. All those involved should be guided and reassured by them, rather than feeling restricted.

Timescale	What to do
2 months before event	Research the venue/sailing area, especially if you do not already know it well. Consider notifying the editor of Gossip about any event details that will be useful for participants, such as any hazards peculiar to the location, so that they can start to assess the risks for themselves personally and plan, bring specific gear etc.
6 weeks before event	Have a chat with the campsite/venue to be forewarned of any specific safety issues for the weekend in question, such as how busy it might be and about any special situations on the water.
3 weeks before event	Have a chat with the event organiser to share what you have found out about the venue eg local hazards or rules etc. Get a map and consider how you will let people know about the area, its opportunities and problems. Start thinking about possible cruise destinations/bad weather alternatives. Plan how to get a decent weather forecast during the weekend (phone/local radio/mobile internet etc). Ensure that you organise between you the Safety Procedures Sheet, a copy of the Competence Levels and multiple copies of the sign-out page (print from the website).
Friday pm of event	Do your best to arrive in good time (preferably by late afternoon) to assess the latest information about the venue and sailing area.
Friday evening	Be around to chat with people about their ideas for trips and any other plans, possibly in discussion with other group members who also know the venue.
Saturday 10 am	Be ready to talk through safety issues at the welcome meeting/briefing. Remind all of the need for anyone going on the water to complete the sign-out sheet and that they should team up with one or two other boats for mutual support. Remind them that there are no officially organised cruises and that canoe-sailors must take responsibility for their own actions/conduct on the water. People should only undertake trips that they have the proven Competence Level to do.

Saturday am & pm	<p>Be prepared to offer advice on conditions, especially for less experienced sailors, first-timers and visitors. Remain at the campsite/launch-beach or in the local sailing area to welcome latecomers and point out the signing out procedure.</p> <p>Welcome any visitors and ask them to fill in the Visitor Registration Form so they are covered by our insurance (non-members are welcome to visit two meets but must then join).</p> <p>Check the sign-out sheets are being used properly.</p> <p>Go sailing! (as long as you can look out for and welcome latecomers and especially visitors).</p>
Saturday late pm	<p>Check the sign-out sheets to ensure that everyone is back or accounted for by early evening.</p> <p>If anyone is missing panic quietly and do whatever is required...</p>
Sunday	As for Saturday
<p>Make your way home happy that you helped run a good event!</p>	
Post event	<p>Reflect on any safety issues from the meet (such as near misses or incidents) and let the safety sub-committee know about them.</p>