

University of Southampton
Sport and Wellbeing

Operational procedure for
Watersports At Southampton Sailing Club

September 2018

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Foreword

Southampton sailing club is located on the shores of Weston shelf. The University of Southampton is working at this site under goodwill and requires that all staff work hard to maintain this relationship.

The committee of the club have granted the University permission to use the site as an RYA satellite site. Southampton Sailing Club is also an RYA training centre and their rules must be abided by. This document outlines the procedures that must be followed when working from this site. They are based upon the Normal Operating Procedures of Southampton Sailing Club.

Matt Plant
University of Southampton RYA Principal

GDPR (General Data Protection Regulation)

The law protecting personal data changed on 25 May 2018, to fall in line with the EU standards. This replaces the Data Protection Act of 1998. There are now more rights for individuals, and more obligations to companies, including the University. The fine has also increased, from a maximum of £500,000, to 4% of global turnover. A Company can also be given a “Cease Operating Notice”, if found to be non-compliant. The University must now prove that they are GDPR compliant. British Airways were recently fined over £183 million for a breach, but possibly worse than the fine is the bad press it received, which probably also resulted in a huge amount of future lost income. This proves how seriously GDPR must be taken. All aspects of personal data are covered, that is, anything that is individual to a person. This does not just include secure information like bank details, but also anything that could be used to identify someone, such as name, address, email or phone number. It also includes ethnicity, race, religion, sex, sexual orientation, etc. Under the GDPR all personal data must be processed for a specific reason, with the consent of the subject. Data must also not be held for any longer than necessary. A lot of Data Protection is common sense. Just think, would you want that snippet of information about yourself given out to someone else. As a rule of thumb, if you are not 100% certain that you are speaking to the right person, do not give information. There are some essential things you must do:

- Only collect personal data that is necessary
- Ensure you have a lawful reason for collecting personal data
- If you need to obtain consent from someone, ensure that consent is explicitly made
- Ensure the subject is aware of your reasons for collecting their data, and of their rights.
- Safeguard ALL personal data you have contact with
- Ensure access to data is on a need to know basis
- Ensure you cannot be overheard when discussing an individual’s data
- Ensure data is kept secure
- Do not keep data longer than necessary
- Verify that you are dealing with the correct person
- Destroy personal data securely (shred or put in the confidential waste bag)
- Lock your computer when leaving your desk – it is useful to set an automatic timer on the lock screen
- DO NOT share passwords or leave them lying around

Specifically for Sport and Wellbeing Watersports Instructors, there are certain things you need to be aware of (the majority of this information is directed at the Lead Instructors, however all Instructors have access to names/ID numbers/medical information for customers, so the information is still relevant to all):

- ALWAYS file or shred all paperwork as soon as you have finished with it. If paperwork needs to be kept, it should be locked away immediately in the Watersports office or in the classroom. If you are unable to lock the paperwork away, do not leave it lying around in a generic area to be collected,

you will need to make arrangements with the Senior Watersports Instructor to hand it to them directly.

- If you are locking the paperwork in the classroom or in the Watersports office, ensure it is out of sight. Do not leave it in view from the window, even if it is face down – just by having the paper on view may be tempting enough for someone to break in.
- Ensure all paperwork is kept out of sight of the clients. For example, if you have the medical forms on the boat with you, you must ensure they are all kept away from everyone, either in a locker or kept on your person. The clients should also not be made aware of where the paperwork is kept, so if putting it in a locker, please ensure you do this out of sight of your students.
- Do not give any personal information about anybody over the radio, even in a Mayday situation only give the minimum amount required by the Rescue Coordination Centre (HM Coastguard).
- Only use the University laptop for presentations. Do not use it for any other work, as it is not secure.
- If you have to send an email to a group, ensure you blind copy (BCC) rather than copy (CC) everyone (this includes staff/other Instructors, unless you are only using University email accounts – don't forget, your fellow Instructors are also entitled to their privacy).
- Always get the client to give you information, rather than supplying it yourself. For example, if someone asks what medical information you have for them, ask them what it should be then either confirm your records are correct or apologise and update your records (be it paperwork or computerised).

Anyone over the age of 16 is entitled to their privacy. Unless you are taking a child course, where students are under the age of 16, you cannot give any information to the parent, even as far as stating if the student has passed or failed. There may be a reason that the student does not want that information passed on.

There are many Tracing Agencies who will try to find out information in any way they can. Some of them can be very convincing. Even just stating that someone has booked on to a course may be enough to let the wrong person know that they are still in the area. If the University ID number is given to the incorrect person, there is a greater risk of them being able to obtain other information from the University.

You must not give information to the Police or other emergency service personnel.

They are aware that they have to go through the correct channels to obtain information, but they often try their luck. If they do ask for information, ask them to contact our Legal Department (gdprrlegal@soton.ac.uk).

If someone gets annoyed that you won't give the information, politely explain it is to protect them. If they are genuine, they won't mind and will probably be grateful.

The customer can also request details of the information we hold on them, under the Freedom of Information Act. Therefore, always make sure that any notes you make are factual, as the customer will be able to see what you have written if they request it. All Freedom of Information requests must be made in writing to the University Legal Department.

If you are aware of any breach of GDPR, you must report it immediately to James Topping. If you are unable to reach him, you must report it to the Senior Watersports Instructor who will pass it on to James.

I confirm that I have read and understood the GDPR presentation, and that I will adhere to GDPR.

Name
Job Title
Permanent/Casual Staff (delete as applicable)
Signature
Date

Operating Areas for RYA Courses

Land based tuition will take place within Southampton Sailing Club clubhouse and compound, Victoria Road, Woolston

When operating out of Southampton sailing club, the area that will be used is between the club house and dock head, (avoiding the main channel and moorings) up to the mouth of Southampton water. The extent of the sailing area going west will stop before the main shipping channel unless specified in the course plan. When crossing the channel the fleet must cross as a group and when it is clear to do so.

If the weather dictates, it may be necessary to run sessions within the River Itchen but if that is the case, session will most likely run from the main University Watersports Centre¹.

Sport and Wellbeing Equipment

The boats that are kept at Southampton Sailing Club are two Jeanneau New Matic (Jaffa) powerboats and one 4.8m Ribcraft RIB, 2 x Laser Bahias, 2 x Laser 4000, 2 x RS Visions, 6 x RS Qubas and a range of Windsurf equipment. The boats are located in an area that is maintained and controlled by the club and if asked to move the boats staff should oblige committee members. There is a hose within the boat house for washing down the boats after use, there is a second hose in the compound area. Sails should be removed from the boats after use and returned to the containers, rudders and dagger boards are to remain on the sailing craft.

When using the boats, mast head flotation must be used at all times on double-hander boats. In conjunction with this a safety boat must be launched either from the club house or from the Watersports Centre and be afloat before training boats launch.

¹ Please reference Watersports Centre NOP for wind speeds.

Potential High Risk Areas at Southampton Sailing Club

The slipway

The main area of concern is the algae and seaweed growth on the slipway. Surface damage to the slip way must be checked regularly for holes that appear in the concrete and reported to the Council ². Instructors should make an assessment when carrying out their courses whether it is safe to use the slipway or reduce hazards that may arise. The Wooden plank down the centre of the slipway is also very slippery and all students on courses or staff should be warned of this.

Car Parking

Vehicle users must not block the access to the compound or slipway. Vehicles incorrectly parked severely restrict the already limited space available and may also cause a potential hazard in the case of an emergency.

The compound is an area where large machinery is operated and it is advised that persons keep clear of this crossing area.

Fuel Storage and Refuelling

At Southampton Sailing Club the fuel tanks are kept in the red Flamguard Fuel container between the two storage containers. Fuel must not be kept in the boats when not in use and should be returned to the fuel store. The fuel tanks should be stored on the shelf in the fuel store and not left at an angle.

When fuelling up, care should be taken not to spill fuel onto the ground; there is a funnel available to assist with this. Only persons over 16 may handle the fuel and fill the cans.

Care should be taken to ensure that all naked flames are kept away from where fuel is stored and handled. Smoking is prohibited near this area.

Use of Craft at Southampton Sailing Club

Non-University Boats and boards kept in the compound will be under the care of the Rear-Commodore Dinghies. A key will be issued to instructor using the site along with a swipe fob for the club house door.

The compound should be kept locked at all times when not in use, please close the gate after use even when other people are using the area.

For the use of the Start Windsurf simulator there is an area of grass with a firm gravel mound located outside of the compound and to the north of the clubhouse. When using this area make sure that the rig does not obstruct others. The area is large enough to set up the simulator away from obstructions. The Intermediate Simulator is to be used within the compound in front of the Shipping containers but only used by instructors trained and competent in its correct assembly and use.

² Southampton City Council is the owner of the slipway adjacent to the clubhouse.

In the compound we have two shipping containers which house our sailing and Windsurfing kit. Please ensure the containers are kept tidy, returned to how they were found and locked when not in use. During windy conditions, please do ensure that the doors are secured open or closed as if the wind catches them, they are very heavy to stop moving.

Security and Keys

Instructors should advise all students to lock valuable items away (in cars etc) or hand in for safe keeping to the course leader.

Please ensure that the compound gate is left locked when there are no other persons using the site. The same goes for the club house, please ensure that the doors are left closed so that there are no stray persons wandering around the site.

Classroom/Communal Area:

Please ensure that the communal areas are left in a clean and tidy fashion as this is not only a teaching space but a club social space. There are to be no wet clothes worn in the upstairs communal areas of the club and all wet kit should be left in the changing rooms. There is also a kitchen located at the club, if coffee or tea is used please ensure that the correct money is left for this service. The kitchen must be left clean and tidy.

Changing rooms

The changing rooms are located on the lower floor of the club house. They are for the use of every club member so this must be used as a shared space. As this is a communal area it is advised that valuables are left in the minibus if used or personal cars.

First Aid Provision

First Aid boxes are situated in the following areas:

Boat house

Safety boats

Bar Area

Sport and Wellbeing Vehicles

Instructors should complete an accident form at all times to record accidents. These can be found in the Club Office or in the University Vehicles.

A record must also be kept for near misses and incidents. Please ensure to fill out all the different fields.

EMERGENCY ACTION PLAN (E.A.P'S)

Specific to Southampton Sailing Club – To be used with University EAP

The emergency action plan and procedures are explained in the text below.

Evacuation of Club

In the event of a major incident which requires the club to be evacuated

1. Clear all building by the exit doors.
2. Do not allow anyone to collect personal possessions from inside buildings.
3. Do not allow anyone to enter the buildings until the appropriate emergency service has cleared the situation.
4. The meeting point should be on the pavement, at least 50 metres away from the club house.
5. Course organisers should remember to take master keys with them if time permits.
6. It may be necessary to use another telephone to summon emergency services if no mobile is available.

Useful Contacts:

Emergency services – 999 (Police/Ambulance/Coastguard etc.)

Anti-Terrorist Hotline – 0800 789321

Southampton VTS – VHF Ch 12, Tel 023 8060 8208 at all times

QHM - VHF Ch 11, Tel 023 9272 3694

HMCG (Lee on Solent)- VHF Ch 67, Tel 023 9255 1775 (operations room)

Contacts at Southampton Sailing Club

Commodore – Rose Trickey

Vice Commodore – Malcolm Kirk

Rear Commodore Dinghies – Robert Kranenborg