

## **On-shore Instruction – Operating Procedures – March 2007.**

All instructors should use common sense and their knowledge of the sport to ensure the highest levels of safety practicable for themselves, their students and, when applicable, other water users.

**Preparation:** Before commencing any teaching session the Course leader should assess:

- Number and experience of instructors
- Ability & number of pupils
- Other safety issues (eg check phone, availability of drinks, First Aid kit and be aware of other on-going activities Be familiar with accident procedures

In addition:

- All students should be aware of basic housekeeping such as fire procedures, fire exits, whereabouts of toilet facilities etc.)
- Use of kitchen facilities should be defined, and all reasonable care taken to ensure no accident takes place there.

**Child Protection:** Instructors are advised to always work in pairs, try never to be alone with a child, always operate within view of others.

**Equipment:** Check equipment as it is assembled. This includes students' own gear if being used.

Carry & secure equipment safely

**Teaching Method:** Teaching methods and content should be appropriate to the task in hand, where possible RYA material and syllabus should be adhered to.

**Policies:** All instructors should be familiar with Club Child Protection policy, Training Safety Policies and Risk Assessments (on board in Training Hut) Club rules, general instructions and Club Safety Plan & risk assessments apply at all times.