



FRENHAM POND
Sailability

Welcome to Frensham Pond Sailability

Helpers' Information Pack
(updated February 2016)

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1 Introduction

Frensham Pond Sailability (FPS) is a registered charity, No: 1142761.

FPS was officially launched on the 22 September 2001, following the successful completion of a £260,000 project aimed at making the whole FPSC site safe and accessible to disabled sailors. It became a registered charity in July 2011. More information can be found at:

<http://www.sailfrensham.org.uk/index.php/sailability/welcome-to-sailability>

FPS provides a wide range of sailing opportunities for its members, from leisurely sailing on Frensham Pond, to competitive racing around the UK for sailors of all ages with physical, sensory or learning disabilities or for those who are managing long term illness. This information pack is intended to give an introduction to our activities. A full copy of our Operating Manual is available on the FPS website and is kept in the Sailability Pavilion.

New helpers are always extremely welcome and an asset to our organisation. We hope you will enjoy your time with us and will continue to support our activity throughout the season. People become involved in many different ways, which can include hands on support at Frensham Pond and other venues, fundraising activities, marketing, and as committee members to steer the organization.

We need a diverse group of volunteers to make it a success: both sailors and shore based helpers. Experienced sailors can sail with our less able sailors and those requiring assistance whilst shore based volunteers can help on the reception desk meeting and greeting members, with boat rigging and helping sailors in and out of the boats. Additional help is often required to help at social functions and with fundraising activities. Training can be given in all areas and new volunteers can develop their skills throughout the season. We value them all.

2 What to wear

We have a small collection of waterproof clothing which new helpers are welcome to use. We suggest comfortable casual clothing, training shoes and wellington boots (feet can get wet when launching boats) and some warm clothing, including your own waterproofs, a hat and gloves if appropriate. It is also advisable to have a sun hat, sunglasses and sun cream as the glare off the water can be quite significant even on a dull day. **Finally, we strongly recommend bringing a towel and a complete set of spare clothes just in case you fall in the water!!**

Car keys and mobile phones can be left in a box at the reception desk or there are personal lockers available in the Club House. Most helpers lock valuables in their cars.

3 Frensham Pond Sailability Clothing

Most regular helpers will wear FPS branded polo shirts, sweat shirts, fleeces and/or caps. These can be purchased at a reasonable price. All the clothing is navy blue and bears the Frensham Pond Sailability logo.

An email will be sent out to all members at intervals throughout the season with an invitation to place orders.

4 Sailing times

Organised sailing for disabled sailors takes place on most Thursday mornings and afternoons, and Saturday mornings during the period 1 April to 31 October inclusive. The normal operating times are 10am to 4.15 pm on Thursdays and 10 am to 1.00 pm on Saturdays . If possible, helpers should aim to be on site from 9.30am, and it helps if some are there from 9.15am.

On Thursday mornings we have individual sailing members plus, during the school terms, several local school groups visiting. On Saturday mornings we also have individual members, plus our Youth Group activity which runs from 9.30 – 11.00am.

Organised race training for disabled sailors who wish to race is arranged on most Thursday afternoons. **Helpers are needed for Saturday mornings and both Thursday morning and afternoon sessions, the latter finishing at about 4.15pm**

Helpers are encouraged to develop/brush up their sailing skills using our Sailability boats on Thursday afternoons

5 Lunch and Refreshments

Tea and coffee and a range of filled rolls, sandwiches and chocolate bars are available in the Club House on both Thursday and Saturday mornings. Sailability helpers can get free tea and coffee from the galley but must show their name badges to the galley staff. It is not possible to collect drinks for other Sailability helpers.

The galley is staffed by Sailability volunteers for Thursday sessions and paid Club employees on Saturdays when the Club is open to all FPSC members. The galley is open from 10am until after lunch on Thursdays and all day on Saturdays.

On Thursday mornings, rolls must be pre-ordered before 12 noon. The galley team will normally come down to the jetty to collect orders at the beginning of the Thursday sessions. Please come to the galley to place an order if you miss them at the jetty. A wider selection of food is available on a Saturday. Only designated Galley staff are permitted in the galley.

All food is sold at current Club prices.

Please note the Club can be quite busy with other Club members on a Saturday.

6 Practical guidelines for new helpers

Please sign the helper register, which is normally available in the Sailability Pavilion, on arrival each day and make your-self known to the Duty Sailing Master of the day. He will aim to allocate a mentor for the first few weeks.

All Sailability members have a name badge and lanyard. Helpers have a red lanyard and sailors a blue one. These should be worn at all times during Sailability sessions.

The Duty Sailing Master is responsible for all on-shore and on-water activities whilst FPS members are taking part in FPS organized activities at the Sailing Club during a FPS session. He/she can normally be found on the concrete area near the FPS reception.

The list of duty personnel for a FPS session, and the weather forecast, are displayed on a board beside the reception desk.

Sailors sign in on the registration board in order of arrival, stating time of arrival and type of boat requested.

The Duty Sailing Master decides which boats are to be prepared dependent on bookings, the weather, and helper availability, and will allocate helpers to prepare boats.

Helpers remove the boat and mast covers, folding them together and leaving the boat name and/or number clearly visible. Jib mast covers of Hansa 303s should be removed after the boat is on the water.

Once a boat is launched, tie it to the jetty at bow and stern, remove the jib cover of Hansa 303s, and lower the keel of Hansa dinghies or the Laser Stratos if happy to do so. A keel hoist is available for the Hansa dinghies and the Laser Stratos has its own inbuilt hoist. Tie the Hansa jib cover to the boat launching trolley.

Only helpers approved by the Duty Sailing Master or his deputy may helm a boat with a disabled crew. A list of approved helper helms is displayed in the Pavilion.

All helpers must wear a buoyancy aid or life jacket at all times when on the water. Non-swimmers must also wear a life jacket when on the jetties.

The following lists of approved helpers are maintained and updated by the Sailing Captain, and displayed in the Pavilion:

- a) Hansa and Laser Stratos helms
- b) Safety Boat helms
- c) Personal hoist operators
- d) Emergency First Aid qualified

The helper name badges have coloured stickers reflecting the above approvals. This assists the Duty Sailing Master in his helper role selection on any day

7 Map of the Site & Key points of interest



Sailability Reception Desk where sailors register at the beginning of a session.

Clubhouse with ramped access, galley facilities, changing rooms including disabled toilet and shower, hot showers, lockers for personal valuables.

Sailability Pavilion where the first aid kit, all FPS life jackets, buoyancy aids, water proof clothing and hoist slings are kept.

White marker buoy marking shallow water: when sailing and leaving the jetty this must be kept on the right hand (starboard) side to avoid getting stuck on the muddy bottom.

Swimming areas near the sandy beaches on the north side are also marked with white buoys and boats must not enter these areas.

8 Training

The induction process for all new helpers should include training in:

- Rigging and sail reefing of Hansa dinghies and Laser Stratos boats;
- Changing boat seats in Hansa dinghies;
- Boat launching and recovery and securing to the jetty;
- Handling of lifting keels;
- Preparation of the jetty area and storage of hoist parts and plug withdrawal key, hard and hammock seats, anemometer, wind indicators and tools;
- Selection of appropriate life jackets and buoyancy aids for the sailors;
- Assisting with hoist operation and precautions including sling selection;
- The Welcome desk and sailor and helper registration process;
- The medical register and requirements;
- The role of safety boat helms and crews;
- The role of sailor buddies;
- Disability awareness.

More formalised courses are available:

- RYA Dinghy Sailing Level 1 and 2 courses;
- RYA First Aid Courses;
- Disability Awareness Training;
- RYA Power Boat Level 2 for Safety Boat helming for those with power boat experience;
- RYA Assistant Instructor and Dinghy Instructor Courses for those with helming experience.

Helpers without dinghy or yacht sailing experience

All helpers are encouraged to be involved in as many of the above shore based tasks as possible, initially under the guidance of a mentor. Those interested in going afloat are encouraged to take an appropriate RYA dinghy sailing course. This can be arranged in conjunction with Frensham Pond Sailing Club and will enable helpers to be more effective on the jetty and to sail with Sailability sailors in 2-seat Hansa dinghies. However, some helpers prefer to stay ashore and are equally important for FPS.

Helpers with sailing experience

All such helpers will be introduced to the Duty Sailing Master or the Sailing Captain and will be asked about their sailing experience. Dependent on experience, volunteers will initially be invited to take an Hansa 303W out to see how they perform and adapt to its steering system. The Helper Coordinator, Training Coordinator or Sailing Captain will then judge whether the helper is competent to take a sailor out in the prevailing conditions before being formally added to the list of authorised helms.

The Sailing Captain will then normally add the helper to the list of Hansa Dinghy helms prior to ratification at the next meetings of the FPS Management and Sailing Committees.

Experienced dinghy helms may also go afloat in the Laser Stratoses either as a helm without sailor members on board or as a crew with an authorised helm and sailor members on board. When they feel comfortable to helm these boats they will be checked out by the Sailing Captain or another RYA Senior Instructor with a view to adding them to the list of competent helms.

Authorised sailing level will be noted on helpers' name badges to assist those allocating buddies and boats during a Sailability session.

9 Additional Information:

9.1 FPS and Frensham Pond Sailing Club membership

Helper membership of FPS is open to persons actively offering their help and expertise to Sailability free of charge. This also provides Sailability Helper membership of FPSC, sailing rights for the member when using dinghies owned by FPS, and social rights to FPS and FPSC for the member and his or her family and/or partner.

9.2 Communication

Regular updates of up-coming events and orders for FPS branded clothing will be sent via email from the Helper Coordinator. If you do not have access to email, please make this clear on your membership application form and information can be sent by post. If you change your address or email address please inform the Helper Coordinator.

There is also a **Quarterly Newsletter** sent to all sailors and helpers via email.

In addition a list of FPS 'Key Dates' during the year ~~for~~ are published at intervals throughout the season; the most recent list should be included within your induction pack. Updated lists will be sent via email.

9.3 Insurance

Helper membership of FPS provides Public Liability (third party) insurance under the FPSC/FPS Insurance Policy, up to the value of £3,000,000 for any one incident.

9.4 Child Protection and Vulnerable Adults Protection Policy

The FPSC/FPS Policy is available on the Club web site. All Sailability helpers aged 18 and over are required to complete a Self Declaration Form. This is supplied with the helper membership application form. It should be completed as soon as possible and sent to the FPS Child and Vulnerable Adult Protection Policy Coordinator, as detailed on the form. Helpers in certain more sensitive roles are required to complete an enhanced Disclosure and Barring Service (DBS) certificate application.

9.5 Emergency First Aid

A first aid kit can be found in the Sailability Pavilion and a more comprehensive first aid kit is kept in the FPSC Clubhouse. **A heart defibrillator is kept in the entrance foyer of the main Clubhouse.** A list of qualified first aiders is displayed in the Sailability Pavilion and will be noted on individual helper badges.

A notice showing the nearest hospital A&E unit and the postcode of the Sailing Club is located in the Sailability Pavilion and also in the foyer of the Club House where there is a telephone. A register of declared medical conditions, emergency contact name and telephone number for each FPS member is kept in the Pavilion filing cabinet.

9.6 Accident Reporting

All accidents resulting in personal injury or a significant 'near miss' must be reported to the Duty Sailing Master and recorded in the FPS Incident Book, and the FPSC Accident Book, giving as much relevant detail as possible including the boat, equipment, and location on the site where the accident occurred.

The FPS Chairman and Safety Officer are to be informed by email of any incident which result in an entry in the FPSC/FPS Incident and/or Accident Books. This is the responsibility of the Duty Sailing Master.

9.7 Reporting Damage or Breakage

All damage or breakage to boats or equipment must be recorded in the Sailability Boat and Equipment Defect Reporting Book kept in the Sailability Pavilion.

10 Social Events throughout the year

Three social events are normally planned each year to which both helpers and sailors are invited: **Fitting Out Supper, Summer Barbeque and the Laying Up Supper.**

Notification of these events will be sent out by email and in addition information can be found at the Reception Desk nearer the time.

10.1 Boat Fitting Out/Laying Up Working Parties

Fitting Out and a Laying Up working parties are held at either end of the season to prepare the boats and winterise them. Specific dates will be confirmed each year. All help is much appreciated at both events – bring along your scrubbing brushes, wellies and buckets.

All helpers will be rewarded with light lunch in the clubhouse!!

11 Frensham Pond Sailabilty Operating Manual

More information on FPS sailing management, operating and safety procedures are detailed in the FPS Operating Manual – found by clicking on <http://www.sailfrensham.org.uk/index.php/sailability/sailability-documents>

Please take the time to look at this if possible.

You will also find other documents of possible interest in the above Sailability documents web-site link e.g. FPS Rules, past quarterly Newsletters etc

Appendix 1 – Management Organisation of Frensham Pond Sailability (as at January 2016)

Trustees of Frensham Pond Sailability Charity

John Richardson (Chair)	
Ted Bonner	Wendy Neal-Smith
Paul Phillips	Tony Machen
FPSC Commodore	Kate Richardson
Mark Greenwood	Brian Grimwood

Management Committee

Chairman	Mark Greenwood
Deputy Chairman	Bridget Woodhouse
Finance Officer	Paul Phillips
Meetings Secretary	Tony Machen
Sailing Captain	Richard Smallwood
Sailor Memberships	Ivor Barrett
Press, Marketing & Promotion	Michael Buttler
Fundraising, Helper Coordinator, & Child & Vulnerable Adult Protection Officer	Brian Grimwood
Safety Officer	Graham Wheeler
Social Secretary	Carol Clibborn

Sailing Committee

Sailing Captain and Chairman	Richard Smallwood
Training Coordinator	Ian Campbell
Race Training and Coaching	Nick Clibborn
2.4mR Class Captain	Lionel East
Hansa Class Captain	Peter Etherton
Youth Group Coordinator	Lisa Skirrow
Safety Officer	Graham Wheeler
Groups and Schools Coordinator	Bridget Woodhouse
Secretary	Derek Pankhurst

Non-attending member:

Helper	Brian Grimwood
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More information on the roles and responsibilities can be found in our Operating Manual.

Appendix 2: Contact details

Mark Greenwood Chairman, 07860157257
Email mark_greenwood@btinternet.com

Richard Smallwood Sailing Captain, 01252 628343 or 07740 930310
Email richnang@btinternet.com

Brian Grimwood Helper Coordinator 01252 850089
Email brianmag@btinternet.com

Appendix 3: Groups attending

Schools attending regularly

Abbey School, Farnham
Ridgeway School, Farnham
Stepping Stones School, Hindhead.

Other groups Attending regularly

Hydon Hill Leonard Cheshire Home, Godalming
Whitmore Vale Centre, Hindhead
Woodlarks Residential Home, Tilford

Schools attending on specific visits

Treloar College, Alton

Groups attending on specific visits

Disability Challengers, Farnham (one visit booked year to-date)
Disability Initiative Camberley
Woodlarks Summer Camps, Tilford (one visit booked year to date)
Sportability
Surrey Young Carers
Post 19

Appendix 4: Farnham & District Sports Association for the Disabled ('FDSAD') – renamed Farnham Swimability ('FS') from November 2015

FDSAD was formed in 1981 (the 'year of the Disabled') by Peter Hooper, a double amputee. FDSAD's primary objective was to provide swimming and other sporting and recreational activities for disabled people living in Farnham and surrounding areas.

In 1982, FDSAD started a sailing group at Frensham Pond Sailing Club ('FPSC') led by Ted Bonner. Sailing through FDSAD continued until September 2001 when Frensham Pond Sailability ('FPS') was launched, following a £262,000 joint FPSC/FDSAD fund raising and construction programme to make the FPSC site fully accessible.

Although FPS is now very much integrated into the Sailing Club, the relationship with FDSAD/FS continues.

All FPS sailor members, unless joining through another organization, such as a school or a residential centre, are invited also to join FS. The benefits from FS membership include:

- a) Supported swimming at Farnham Leisure centre every Saturday morning throughout the year from 9am- 10am. A hoist for water entry is provided, together with helpers and a physiotherapist
- b) Other recreational activities arranged from time to time such as skittles evenings, theatre visits and canal/Chichester harbour trips
- c) Subsidised annual Christmas or New Year lunch

FS annual membership is £5.00 single person and £8.00 family. There is a swimming charge of 40p per session

For further information on FS, please contact Jenny Taylor, Membership Secretary
Tel. No. 01252 726950; e-mail address: jenny@bellamanda.co.uk

Appendix 5 – Summary of FPS Safety Procedures (2016 vs)

(Copy to be issued annually to all members and given to all new sailors and helpers)

- 1) Sailing like all sports carries some risks. FPS endeavours to minimise those risks, but sailors and helpers must understand there is still some inherent personal risk. If the sailor member's disability prevents their understanding of this risk and responsibility in connection with sailing activities, the parent, carer or group/school sponsoring authority must make the decision to accept the risk and responsibility on behalf of the sailor member.
- 2) The FPS Duty Sailing Master (DSM) is responsible for all aspects of safety during FPS sessions.
- 3) When sailor members are dropped off at the Sailing Club by a family member or carer to attend a Sailability session, they are to be escorted by their carer to the Welcome Desk and passed over to the desk helper with, if appropriate, details of the arrangements for picking up the sailor at the end of the session. FPS is only responsible for the care of sailors on the jetty and whilst on the water. For those sailor members who need supervision, it is the responsibility of the parent/carers to supervise them before and after sailing, especially whilst away from the Sailability operating area and when in the Clubhouse.
- 4) The sailor member has a shared responsibility regarding their safety and must be appropriately clothed for the conditions. All sailor members and helpers are to wear buoyancy aids or lifejackets at all times when on the water. Sailor members must also wear buoyancy aids or lifejackets at all times when on the jetties. Those Sailability sailors who are required to do so due to their level of disability are only to wear lifejackets. Buoyancy aids or lifejackets for disabled sailors are to be selected, fitted and checked, where necessary, by an experienced helper. Lifejacket must be worn if the sailor cannot swim or turn over to face up position in the water. Note also that most lifejackets have crutch straps which must be correctly fastened for the lifejacket to be effective.
- 5) If sailor members wish to supply and use their own lifejackets during Sailability sessions they are to declare this to the Duty Sailing Master on the first time of use each season. **Note that auto-inflating lifejackets must be checked by a competent authority annually. This can be the owner if suitably experienced and knowledgeable, noting especially that the small gas bottles usually have a limited life. Proof that this has been done is to be shown to the Duty Sailing Master and FPS Safety Officer at the first opportunity every season.**
- 6) Jetties and launching ramps can be very slippery. There must be no running on jetties. The jetties to be used are to be cleaned of any dangerous and unhealthy materials before sailing commences.
- 7) Children under the age of 14 must not be on the jetties unless supervised by an adult. Visitors must not go onto the jetties without the approval of the Duty or Deputy Sailing Master.
- 8) All boats are to be checked before they leave the jetties and any appropriate reefing required by the Duty Sailing Master applied. A Defect Reporting Book is held in the Sailability Store for recording boat defects identified during daily sailing and not rectified immediately.
- 9) Only helpers designated by the DSM or a Deputy Sailing Master may helm a boat with a disabled crew. A list of authorised helms is maintained and displayed in the Sailability Pavilion, and the spot system on helper badges also indicates helming authorisation.

- 10) No Sailability boat with a disabled helm or crew is to leave the jetty unless a safety boat is operational on the water. A list of approved safety boat helms is maintained and displayed in the Sailability Pavilion. **A Safety Boat crew member must be prepared to enter the water if necessary.**
- 11) The helm is to use a kill cord at all times whilst the engine is running. Radio communications between all FPS safety boats and the shore are to be operational at all times whilst sailing is taking place. In event of a radio failure a replacement portable radio is to be obtained from the Sailability Store, tested, and put to use.
- 12) When using the personnel lifting hoists, a helper trained in the use of the hoist is to supervise the transfer operation. Authorisation to act as a hoist operator is displayed in the Sailability Pavilion and shown on helper badges.
- 13) Sailors in wheelchairs are not to go onto the jetties until invited by the Duty Sailing Master, a Deputy Sailing Master, or Hoist Supervisor and are to have any wheelchair straps released beforehand and until they leave the jetty on their return. Powered chairs should be switched to manual whilst on the jetty unless operated by the user themselves, a personal carer, or a senior helper authorised by the wheelchair user.
- 14) No hoisting is to commence until the receiving boat and wheelchair are both in position with the boat secured to the jetty and wheelchair with brakes on and electric control joystick disabled. No-one should be held suspended in a sling except for brief periods if necessary to adjust securing straps or equipment.
- 15) As part of Sailability membership application, all sailors are required to notify FPS of their disability and any medication taken. A register of sailor support requirements and medical conditions which might be triggered or worsened during sailing will be maintained together with an emergency contact person.
- 16) It is the responsibility of each sailor member, their carer, or helper member to inform the Duty Sailing Master of any personal condition on the day which might adversely affect their safety whilst afloat or ashore on-site.
- 17) An emergency first aid kit is kept in the Sailability Pavilion and a more comprehensive first aid kit kept in the FPSC Clubhouse. An easy-use defibrillator is available in the FPSC Clubhouse.
- 18) A list of qualified First Aiders is displayed in the Pavilion and qualification is also indicated on helper badges. A notice showing the nearest hospital A&E units and the postcode of the Sailing Club is located in the Sailability Pavilion and also in the foyer of the Clubhouse where there is a telephone. Any available mobile telephone is to be used if speed is important.
- 19) More detailed safety procedures are in the FPS Operating Manual Section 6, a copy of which is held in the Sailability Pavilion and available via the FPS website.

Appendix 6 – Fire Evacuation Procedure

This notice is posted in the Sailability Pavilion for the attention of all.

Sailability: IN CASE OF FIRE **(In the vicinity of Sailability area)**

1. Sound the alarm using the air horn situated on Pavilion Double Doors, or shouting Fire, Fire, Fire



2. Evacuate all on shore sailors, carers and non-essential staff to the assembly point situated on pathway/hard-standing club house end of the car park.
3. Duty Sailing Master to send one person to call the fire brigade and inform the club manager or Duty Officer.
4. Instruct the safety boat(s) by radio to keep all sailors in boats on the water, rafted if necessary away from the smoke. All on water safety boats deployed to assist.
5. If possible and if safe to do so use the fire extinguishers situated in the Pavilion and Humber boat shed to contain or extinguish the fire.
6. Check surrounding buildings are empty of people.
7. If possible and safe to do so take the box containing car keys to a safe place to allow for movement of vehicles if required for fire engine access.

Secondary actions if possible and safe to do so.

- a. Isolate the electricity supply. Switches are in the Humber boat shed.
- b. Remove all fuel tanks and containers away from the area.
- c. Move cars to give emergency vehicle access.
- d. All first aid qualified personnel put on standby to assist anybody needing first aid.

Note

Person in charge – Duty Sailing Master.

Appendix 7: Selection of Life Jackets and Buoyancy Aids For Sailors

FPS Lifejackets provide three or more times the buoyancy of a buoyancy aid but restrict the mobility of the sailor.

A buoyancy aid will give some buoyancy whilst the sailor is in the water and will allow the person some mobility to enable them to recover their position. The buoyancy aid will not float the sailor face up if they are unconscious or unable to turn their own head. The sailor must be able to assist in recovering their own position when wearing a buoyancy aid. This is unique to each individual and will depend on their physical presentation and the degree of disability.

Decision Process

Can the sailor swim?

Do they like being in water?

No – select a life jacket

Yes

Can they lift their head in their chair to up right position and look to the left and right?

Can they sit independently on the side of a bed?

Can they do a sitting transfer?

Can they hold their head out of the water when swimming?

In the event of immersion are they able to maintain breathing?

No to any of these questions- select a life jacket

Yes

Can they squeeze your hands?

Can they take their hand to their mouth?

No - select a life jacket

Yes- What is their disability? If unsure please discuss with Duty Sailing Master or select a life jacket.

Buoyancy aids can be worn if a person is happy in the water and has the ability to turn independently on to their back and maintain their airway.

Correct fitting

Select size appropriate to weight and trunk size.

The lifejacket and buoyancy aid should fit comfortably over their clothes and fastened securely with all the ties, zip and clips secured.

Once securely fastened the sailor should be able to breath and get a flat hand inside the chest area of the jacket . If there is more space than one flat hand the jacket is too large.

Life jackets must have the groin straps secured (with some sailors in moulded seats it may be necessary to secure these in a two stage lift at the hoist.) Without the groin straps fastened the sailor would slip through the jacket and possibly drown.

Once the initial assessment is made please mark on the sailors name badge the type of life jacket/buoyancy aid and the size required on future occasions.

Some of the FPS more experienced sailors may wear their own buoyancy aids and self-inflating life jackets. It is the sailors responsibility to ensure these are in good working order and that self inflating life jackets are serviced annually.