

WSC Daily Training Checklists

Morning Team Briefing - Principal/CI/SI

- Weather Forecast and any important weather information
- Tide times and any new navigational hazards
- Itinerary for the session/day, daily operating area
- Staff, craft and safety dispositions, Safety cover
- Students – number per instructor
- Specific health issues listed by students and any specific arrangements
- Any major H & S issues or craft defects
- Boats – defect reporting, cleaning after use, putting away
- Any changes to daily routine or notices
- The role of instructors in an emergency
- How to initiate the emergency procedure on the water (Ops Manual, Appendix 2)
- Safeguarding

Student Welcome and Briefing - Principal/CI/SI

- Welcome and Staff introductions
- How the session/day will run
- Break times and refreshments
- Changing room codes and/ valuables
- The importance of responsible behaviour and listening to instructions and staying together within the defined sailing area
- Appropriate clothing and footwear for the activity and weather
- Buoyancy Aids (CE or Kitemarked), size, condition and adjustment and fit
- U.V. dangers from sun and the need for high factor sun cream
- Open cuts, grazes or wounds should be covered to protect from water borne diseases.
- Significant safety hazards: Fire, Stairs and landings, slippery surface on launch ramps, flapping sails and sheets
- Being aware of the boom when tacking & gybing i.e. avoiding head injuries
- Safely moving & handling dinghies ashore
- Communication methods in an emergency: whistles, calls and hand signals

Daily Checks - Principal, SI, CI or DI

- Safety craft are available, equipped, crewed. (P or SI or CI)
- All craft to be used have appropriate equipment aboard and are fit for purpose, and appropriate for the size of the participants appropriately rigged for the intended activity and weather conditions. (DI or CI)
- Students are appropriately dressed: shoes, sun cream on buoyancy aids properly secured. (DI or CI)

Student end of day Debrief - SI/CI and Dinghy Instructors (DI):

- Feedback on the session/day
- Summary of learning
- Timings and any change to instructions for next session/day

Team Debrief - CI/SI

- Issues, accidents, or problems that occurred during the session/day
- Any student behavioural issues
- Defects on craft
- Observations on the conduct of the day (what went well? – Even better if?)
- Dispositions and objectives for next session/day
- Any notices or changes to routine