



SAILABILITY HONG KONG LIMITED

POLICY & PROCEDURES

Manual Handling Policy to be read together with the Risk Assessment Policy

1. Introduction:

This policy sets out the guidelines for volunteers, instructors and sailors. It is not possible to cover every single set of circumstance that could arise and therefore everyone associated with our programs is expected to use their best endeavours to ensure risks are kept to an absolute minimum and that common sense prevails.

Potential risks exist when handling the boats and equipment used during our programs. As a matter of policy, appropriate training, guidance and instruction will be provided.

The responsibility for each program and the implementation of this policy lies with the Coach/Senior Instructor/Instructor having responsibility for the sailing program or training exercise.

2. Sailors with a Physical Disability and other life changing challenges:

- Generally, sailors with a physical disability must not lift heavy weights (e.g. Hansa Centre Boards) or boats. The carrying of 'light' equipment (e.g. masts, booms, sails) should always be under guidance from an Instructor or volunteer provided the capabilities of the individual are understood.
- The rigging / de-rigging, launching and recovery of boats is dependent upon the disability. For more experienced sailors, this is to be encouraged as it will enhance their understanding of the boat and its associated equipment and will assist them at a later stage, particularly if they are members or prospective members of a racing / sailing team.

3. Sailors with Special Educational Needs (SEN)/Autism Spectrum Disorder (ASD) and other disorders:

- Greater risks may be associated with SEN/ASD sailors as they may take longer to understand and follow instructions. Patience, understanding and the ability to offer much praise is needed for all working with this group. Training/guidelines are available to all working within this group.
- The carrying and storage of light loads (e.g. booms, rudders, sails) may be encouraged where the limitations are understood and are properly supervised. Under no circumstances should heavy weights be lifted or carried without support/supervision.

- Members of the SEN/ASD sailing team and those with greater experience should be encouraged to rig/de-rig boats at the start/end of a program as this will generally enhance self-esteem, confidence, independence and understanding.

4. Volunteers:

- Great reliance is placed on our team of volunteers as without them, we cannot run our programs. Their understanding is essential so that we can operate safely and with all due care to those having a disability.
- Volunteers must attend a formal 'training day' course. The training is designed to maximise understanding of our programs and minimise risks to themselves and others, particularly with manual handling needs. On the job training and supervision is given as an introduction until a new volunteer can attend formal training day. Suitable tasks will be allocated during this time.
- Generally, volunteers should be in good health, fit and able to assist in either on-shore and/or water-based aspects of our programs. Some heavy lifting is necessary e.g. lifting Hansa 2.3's & Hansa 303's boats and must always be undertaken with no less than 4 volunteers to each boat. When lifting, a correct stance is essential so as to ensure risk of personal injury are minimised.
- Due to the weight of the Hansa 'Liberty', these are always left on their launching trolleys. Under no circumstances should these boats be 'racked'.
- The use of the Personal Hoist and/or the use of the Centre Board lifting equipment is covered under a separate policy. Notwithstanding, Volunteers may not use any of this equipment unless he/she has attended the relevant training course and has sufficient assistance to operate either safely.

5: Helping Sailors into / out of sailing boats:

- Some sailors will require assistance getting into/out of boats. Such help should be confined to steadying sailors rather than 'lifting'. More severe disabilities may require the utilisation of the person hoist. Such judgement will be taken by the Instructor Senior Instructor after talking to the individual or his/her Parent Carer.
- It is important not to 'presume' someone needs help, Very often, the sailor will prefer to do things without assistance, however difficult it may seem. This should be respected, encouraged and supervised.