

WYSA
Operating Procedures

GENERIC ACTIVITY
May 2022

Meeting the Group

WYSA Instructors should meet their group, introduce themselves and outline the aims and objectives of the session.

WYSA Instructors must identify any sailor with medical, special needs or problems with water confidence within the group and ensure that consideration is given so that the session is appropriate, while remaining within the Operating Procedures.

Include in the Welcome Briefing

- What to do if the fire alarm goes off.
- The site is non-smoking.
- Location of changing rooms, emphasising that bags **must** not be left in the changing room – they should be stored in their allocated place.
- The sort of behaviour that is expected, especially relating to safety and the care and respect that needs to be given to other centre users.
- Sailors should be informed that no eating or chewing is allowed during activity sessions, jewellery needs to be removed as well as hair being tied back. The clothing needs to be appropriate to the session and the weather.
- What the session times will be.
- Weather that is expected and advice on personal clothing for the session.
- Must not go onto pontoons or boats without the supervision/permission of WYSA Instructor and must be wearing a buoyancy aid.
- Must not enter any activity areas, or go onto any equipment without the permission and supervision of an WYSA Instructor.

Pre Activity

WYSA Instructors and sailors should be prepared suitably for the session this should include removal of jewellery, long hair tied back and suitable clothing and footwear for the activity and the weather, mobile stored safely and not taken on session.

All equipment, must be visually inspected before use (examples: sailing boats, powerboats etc.) If you are ever in any doubt about the integrity of the equipment do not use it and consult the WYSA Senior Instructor.

A brief description of the activity and what it will physically involve should be given at the start of the session. When appropriate, discuss what risks and control measures are involved.

Where appropriate a warm up should be carried out before any physically demanding activities.

A register of sailors taking part in the session should be taken at the beginning of the session and the register pinned onto the WYSA noticeboard in the red classroom, or whichever room is booked for the session. The register is to be used in the event of an emergency.

During the Activity

WYSA instructors must constantly dynamically risk assess to ensure continuous safety of themselves and the group considering group behaviour, aptitude, the weather and equipment.

Take appropriate breaks for dehydration or warming up.

Good group control should always be maintained by using principles such as line of sight and communication. Regular head counts are essential for all activities.

On the water group control should include keeping all participants out of the aqua park area when the aqua park is in use.

End of and After Activity

At the end of each activity session, time should be allowed for reviewing the activity, the aims and objectives from the start of the session should be revisited and whether they were met should be discussed as well as the experiences that were created.

At the end of the session WYSA Instructors must formally handover the students to the parents / guardians.

The activity base including any classroom used, should be left in a clean, safe, tidy and reusable condition and all associated equipment should be returned to its appropriate storage location.

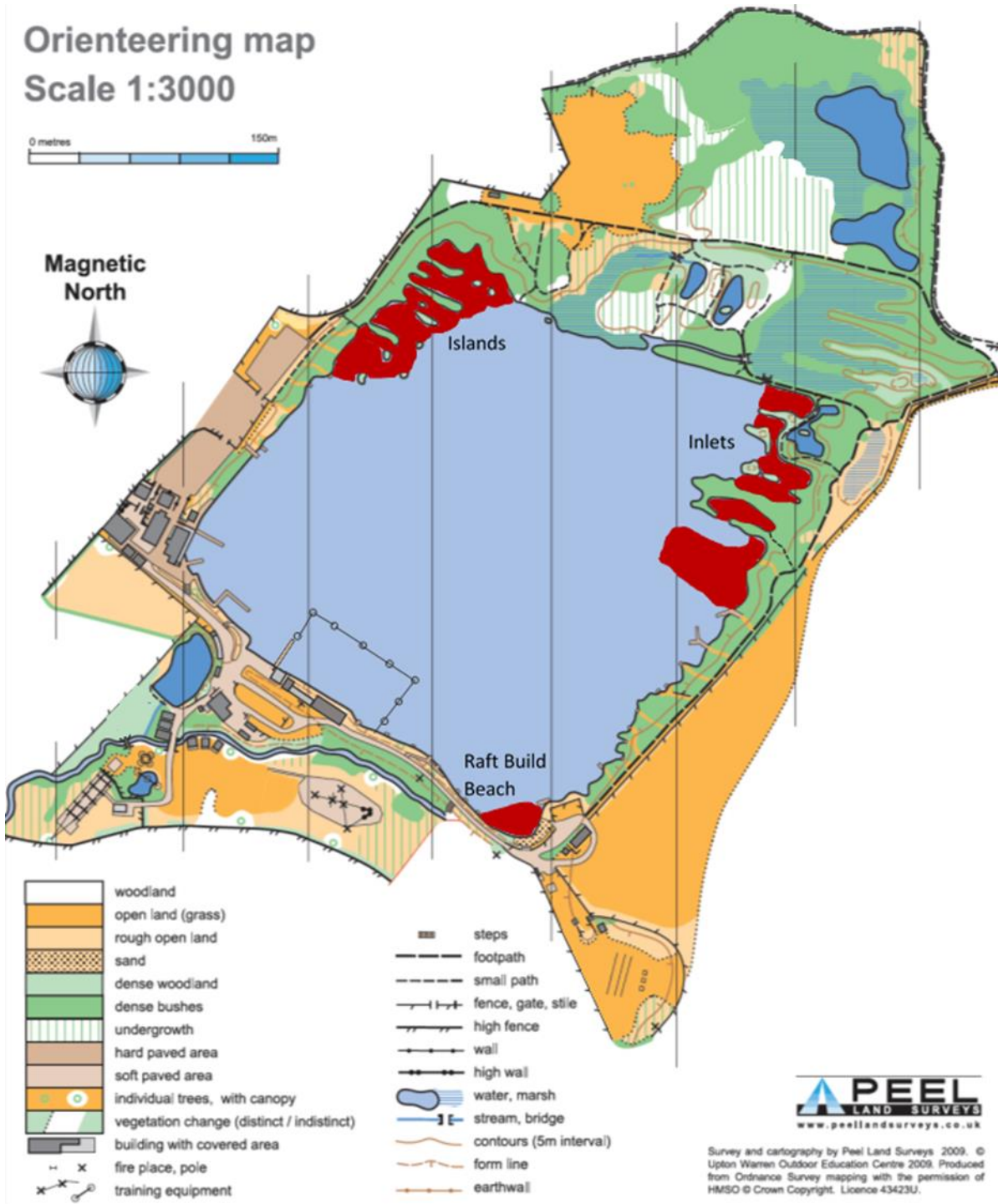
After the session, the WYSA instructor should update the progress tracker document so the next instructor can plan an appropriate session.

MAP OF AZTEC UPTON WARREN LAKE

Orienteering map
Scale 1:3000



Magnetic North



Survey and cartography by Peel Land Surveys 2009. © Upton Warren Outdoor Education Centre 2009. Produced from Ordnance Survey mapping with the permission of HMSO © Crown Copyright. Licence 43423U.