

	Helensburgh Sailing Club		
	STANDARD OPERATING PROCEDURE		
HSC Operating Policy			
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Supersedes	00 – Rev03	Approved by	James Miller

Contents

Table of Contents

1.	PURPOSE	2
2.	APPLICATION.....	2
3.	INDEX OF HSC OPERATING POLICIES	2
4.	INDEX OF HSC OPERATING PROCEDURES	2
5.	INDEX OF HSC OPERATING PROCEDURE - FORMS & LOG SHEETS.....	2

1. Purpose

- 1.1. To provide a framework of documents that establishes the safe and competent running of water-borne events at Helensburgh Sailing Club.
- 1.2. The framework provides a convenient and consistent presentation of the documents.

2. Application

- 2.1. After you have read through the policies and procedures from HSC P 01 to 04 and HSCOP 01 to 09 you should sign the acknowledgement sheet held in the HSC Office with the Controlled copy of the procedures [See 4.1 below].
- 2.2. Signature indicates that you have read and are aware of the club's operating policies & procedures.

3. Index of HSC Operating Policies

- 3.1. HSC P-00 ~ HSC Operating Policy
- 3.2. HSC P-01 ~ HSC Health and Safety Policy
- 3.3. HSC P-02 ~ HSC Safeguarding Children Policy
- 3.4. HSC P-03 ~ HSC Fire Safety Policy
- 3.5. HSC P-04 ~ HSC Safeguarding Adults Policy
- 3.6. HSC P-05 ~ HSC Privacy Policy
- 3.7. HSC P-06 ~ HSC Equality Policy
- 3.8. HSC P-07 ~ HSC Code of Conduct
- 3.9. HSC P-08 ~ HSC Secure Handling of Disclosure Information Policy
- 3.10. HSC P-09 ~ HSC Referrals Policy

4. Index of HSC Operating Procedures

- 4.1. HSCOP 00 ~ Procedures Control
- 4.2. HSCOP-01 ~ RIBs Club Activities
- 4.3. HSCOP-02 ~ Emergency Plan
- 4.4. HSCOP-03 ~ Safe Storage & Handling of Fuels + RYA Carriage and Storage of Petrol
- 4.5. HSCOP-04 ~ Training Procedures
- 4.6. HSCOP-05 ~ VHF Procedure
- 4.7. HSCOP-06 ~ Event Notification and Risk Assessment
- 4.8. HSCOP-07 ~ Grounds Paths and Access
- 4.9. HSCOP-08 ~ (Not used)
- 4.10. HSCOP-09 ~ HSC Fire Safety Plan
- 4.11. HSCOP-10 ~ Disputes and Disciplinary

5. Index of HSC Operating Procedure - Forms & Log Sheets

- 5.1. Procedures read - Signature sheet
- 5.2. Principal Self Declaration Statement
- 5.3. Serious Accident/Incident Log