

Volunteer Logbook Compulsory Task 1

No.	Item	To be found
a	Completion of NFDS membership form	
b	Completion of CRB check form Liz Glasson	
c	Mission Statement: The relief of disabled persons through the provision of recreational sailing	Constitution on website
d	Code of Conduct: Abide by Child & Vulnerable Adult Policy. Abide by Spinnaker's Rules and Bylaws Be polite. Be helpful. Do not be overbearing. SMILE!	website
e	Key contacts Chairman Eric Blyth chairman@newforestsailability.co.uk Sailing Captain Rory Morrison sailingcaptain@newforestsailability.co.uk Treasurer Tom Glasson treasurer@newforestsailability.co.uk Boatswain Spike Spencer bosun@newforestsailability.co.uk Secretary Rowena Marsh secretary@newforestsailability.co.uk Members Rep Xav Champeau sailorsrep@newforestsailability.co.uk Welfare Officer Chris Duncan acsduncan@waitrose.com Gino Manzi gm6153@gmail.com	Website newforestsailability.co.uk
f	Chain of Command on the day: <u>Officer of the Day</u> Safety Boat Driver Reception Pontoon Coordination Skippers Welfare Officer	
g	Statement of Duties: issued with membership form a) The role of the receptionist b) The role of on-shore crew and skipper	website
h	Timetables: Morning shift: 0900 – 1300 Afternoon shift: 12.30 - 1630	
i	Maps and plans. N/A	N/A
j.	What to do in an emergency: Immediately report incident to reception where they have radio contact with pontoon and safety boat plus outside telephone links. Dial 999 or 112 for an ambulance if required. They also have the first aid box.	
k	Walk around the site and make yourself familiar with hazards such as exits, slipway, pontoon. Note Fire Assembly Point	Mentor or any seasoned volunteer
L	First aid arrangements: Reception has a first aid box. Spinnaker also has a kit above the galley counter	Annual first aid course during the winter
m	Risk assessment	website
n	Health & safety policy procedures: The Trustees of NFDS recognize and accept their duty to comply with Health & Safety at Work 1974 and all related legislation applicable to our activities.	website
o	Guidance on when to refer decisions to other people. 1. Always ask if you are not sure 2. To sail or not to sail: Decision taken by Safety Boat driver of the day, Chief Instructor (Maurice), Officer of the Day – eg. Rory or Rob or their deputy or any Trustee	
P	Fire & Evacuation Procedures. 1. Providing there is no personal risk, ring the bell on the wall to the left of the galley counter while shouting FIRE! If there is any risk, do not enter if outside. If inside, shout FIRE and use nearest exit. 2. There are ambulant exits from both male and female changing rooms. 3. Assembly Point clearly signed in the southern boat park near the NFDS boats 4. When clear of building dial 999 or 112.	
q	Coded emergency messages: N/A	
r	Appropriate Terminology: taught in appropriate situations	
S	Equal Opportunities Statement: Our aim is that every member should achieve their full potential	
t	Insurance Cover We have full insurance for boats, etc. & public liability of £3 million	Further details if required from Treasurer
u	Mentor's name and contact details:	