



January 17, 2016

The following is the **Risk Management Plan** of the Kanata Sailing Club (KSC). This Risk Management Plan was formally approved by the Board of Directors on January 21, 2016.

The Risk Management Plan is comprised of three parts: risk management procedures, injury avoidance and dealing with injury. Each of these will be discussed in turn, below.

Risk Management Procedures

Risk management procedures are the practises employed by the KSC to maximize the safety and security of the KSC members and trainees, plus the security of the site, fleet and buildings.

- All Instructors will be registered with Sail Canada and be fully certified by Sail Canada to teach at the level they are assigned.
- All Instructors who come into regular contact with minor-aged children shall be subjected to a police screening check.
- All Instructors, other staff and Board members shall agree, in writing, to be bound by the Sail Canada Code of Conduct. This code of conduct is available on the Sail Canada website. At the time of this writing, the current version can be found [here](#). This code of conduct includes, but is not limited to, cheating; behaviors which are disrespectful, offensive, abusive, racist or sexist; drug and alcohol abuse; breaches of privacy; abuse of power and conflicts of interest.
- First aid equipment will be maintained in two locations at the KSC site:
 - In the Clubhouse.
 - In the power boats, when they are prepared for launching.

Injury Avoidance

The best way to deal with injury is to avoid it altogether. The following avoidance strategies are in place:

- All sailors must wear a Government of Canada approved Personal Flotation Device (PFD) while operating a sail or power boat at the KSC. There shall be no exceptions to this rule. If a member or trainee does not have a PFD, or forgot to bring their PFD, the KSC shall provide one.
- All operators of the KSC's power boats shall hold a valid Pleasure Craft Operator's Card and shall carry it on their person while operating the power boat. There shall be no exceptions to this rule.
- To minimize the risk of **concussion**, minor aged trainees up to the age of 13 years shall be encouraged to wear a helmet. As there is no helmet specifically designed for dinghy sailing, the KSC will accept the use of hockey helmets, white-water kayak helmets or a skate-helmet may be worn.



- The KSC will use a poster campaign in the Clubhouse to promote awareness of:
 - Sunburn. Not surprisingly, this is the #1 injury suffered at the Kanata Sailing Club. The poster campaign will remind members and trainees for the need for liberal use of sun-screen, and the importance of wearing a hat in the sun.
 - Proper foot-wear and gloves.
 - Gear for sailing in cold water conditions.
 - The need to be aware of current and near-future weather conditions.

Dealing with Injury

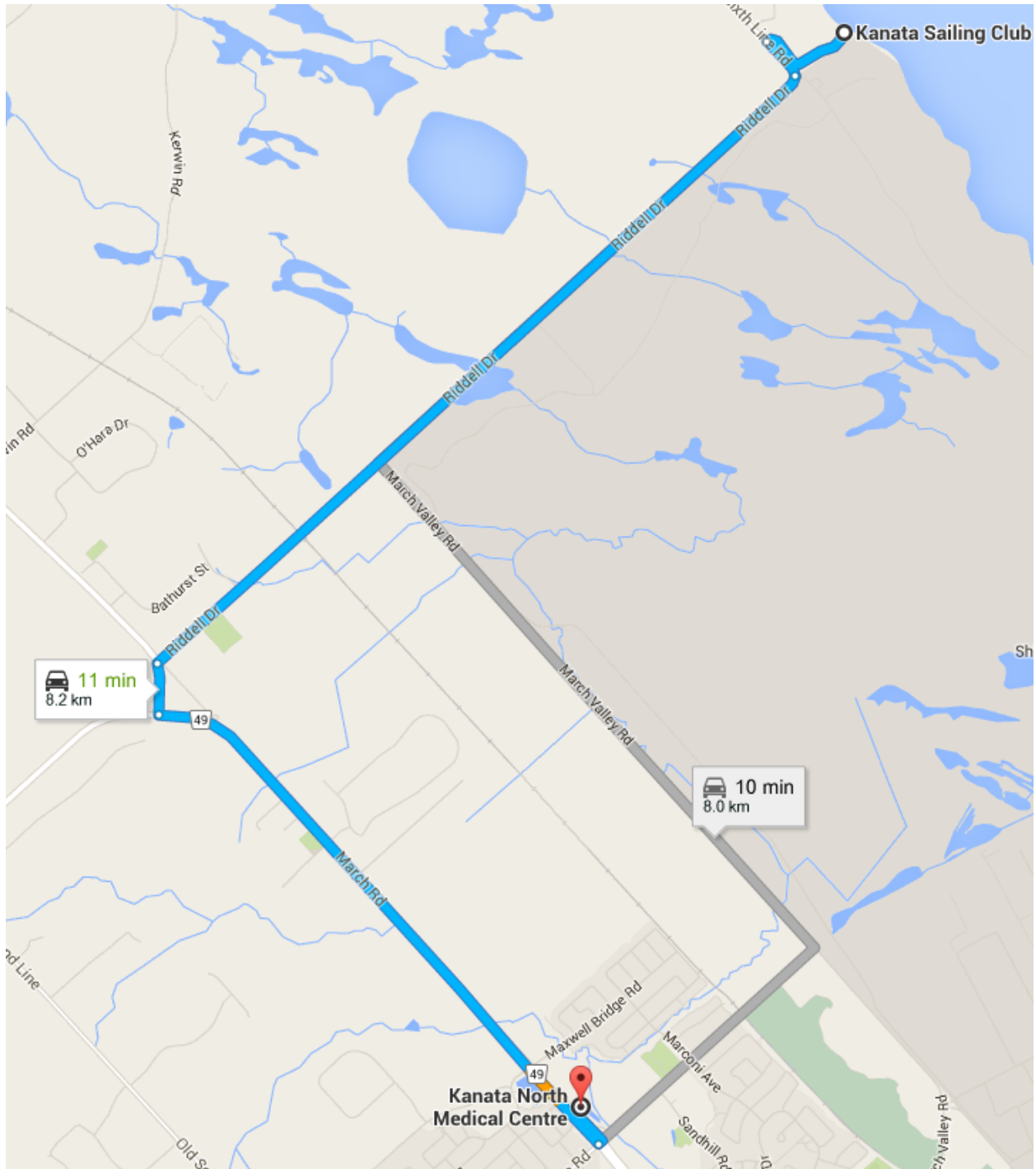
No risk management plan can guarantee that accidents will not happen. This is especially true for outdoor sporting activities such as sailing. Should an injury occur, the following procedures are in place:

- All head injuries, no matter how small, must be referred to a medical professional.
- During those times when a CanSail Instructor is on-site, First Aid will be offered. This aid will be able to make use of the First Aid kit in the Clubhouse.
- Should a member or trainee of the club not wish to receive First Aid from the Instructor, the facilities of the First Aid kit shall be at their disposal.
- If the injured party is a minor participating in CanSail lessons, the Instructor will contact the minor's guardian.
- If further medical attention is required, arrangements shall be made to transport the injured party to a medical clinic or hospital. The locations of the clinic and hospital closest to the KSC are in Appendix A of this document.



Appendix A: Medical facilities closest to the Kanata Sailing Club

Kanata North Medical Centre: 832 March Road, Kanata. 613-599-5599





Queensway Carleton Hospital: 3045 Baseline Road, Ottawa.

