



ROYAL HARWICH YACHT CLUB

WOOLVERSTONE

TRAINING PROCEDURES MANUAL

**For 'on-the-water' training courses provided by
the Royal Harwich Yacht Club**



The purpose of this document is to bring together in one place the operating procedures and other supporting documents produced by the School Principal as part of the accreditation of the Royal Harwich Yacht Club as a RYA Recognised Training Centre.

Version	Date Amended	Reason	Owner
TPM V1-0 2017	April 2017	New Document	Charles Twiss

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Standard Operating Procedures and Standards

Emergency Action Plans

Emergency Action Plan Checklist

RHYC Safety Boat Guidance

TRAINING POLICIES, OPERATING PROCEDURES AND STANDARDS

GLOSSARY OF TERMS AND ABBREVIATIONS:

Club	The Royal Harwich Yacht Club.
Premises	All parts of the RHYC clubhouse, lawns, outbuildings, the marina, the foreshore, slipways, dinghy park and car park.
Flag Officers	Club members who have been elected by the club membership to the roles of: President, Commodore, Vice Commodores and Rear Commodores.
Committee	When a specific committee is not named, 'Committee' applies to all RHYC Committees.
Training Centre	The Royal Harwich Yacht Club Training Centre.
RYA	The Royal Yachting Association.
Training Course	A recognised shore-based or on-the-water training course leading to RYA certification/qualification.
Activity/Activities	Activities organized by the Club that are primarily for enjoyment and do not lead to certificate or qualification. For example Junior Race Week, that is organized by the Club.
Principal	<p>Overall responsibility for the safety and quality of all training within the club.</p> <p>Responsible for budget for training activity, fees and remuneration of instructors and other helpers.</p> <p>Responsible for the resources available for training activities (boats and training aids).</p> <p>Ensures each course has a course plan that meets the RYA syllabus and guidelines.</p> <p>Risk Assessment.</p> <p>Maintenance of the Training Centre file.</p>
Chief Instructor	Ensures that courses are delivered safely to the RYA syllabus (where the course is an RYA course), and that instructor/student ratios meet RYA requirements.

Senior Instructor	<p>An SI approved by the Principal will supervise all RYA sailing courses and other sailing activities operating under the Training Centre remit.</p> <p>Responsible for the safe delivery of training courses, reporting to the Chief Instructor.</p> <p>Supervision of Instructors.</p> <p>Ensure that teaching ratios meet RYA requirements.</p> <p>Reviews risk assessment for the specific activity being undertaken.</p>
Instructor	Responsible for the safe delivery of training courses to their assigned group of students.
Nominated Instructor	When more than one Instructor is involved in a course or activity, one will be the Instructor in charge of the course
Racing Coach	An Instructor who is specifically delivering dinghy race training
Training Coordinator(s)	The person or people coordinating the course sessions and the personnel involved in delivering the course
Volunteer	A person helping at an event either ashore or afloat. This includes safety boat drivers and crews, parents helping at Junior Sailing sessions, etc.
DBS Check	Disclosure and Barring Service checks. Required for certain jobs or voluntary work, for example, working with children.
Child Protection and Safeguarding Officer	The person responsible for ensuring that the club safeguarding policy is adhered to and arranging for DBS checks to be carried out.
Children's Welfare Officer	The Children's Welfare Officer is the primary contact for a child or parent should an issue arise. She is independent and has no other role in the Training Centre.

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AIMS

This handbook sets the standard of equipment, safety and tuition to be provided by the Royal Harwich Yacht Club Training Centre

1. "It is our aim to run training using suitably qualified staff, following the relevant RYA/National syllabus using appropriate and maintained equipment with suitable safety support."

MANAGEMENT STRUCTURE AND ROLES

2. The Principal of the Training Centre is nominated by the Club's Flag Officers and endorsed by the Club's General Committee. The Principal is supported by Training Coordinators who deal with the day to day activities and a team of Instructors.

Principal: Charles Twiss

Children's Welfare Officer: Mrs Mary Stamp

Training Coordinators (On-Board): Jess Green and Rosie Davey

Chief Instructors: Mike Graham (Cruising)

Joe Hunt (Dinghy)

Jon Stokes (Powerboat)

Level 2 Racing Coaches; Senior Instructors; Powerboat Instructors

Dinghy Instructors

3. Course delivery is provided by Dinghy Instructors, Yachtmaster Instructors and Powerboat Instructors, who are responsible for each course and session and for ensuring that these procedures are followed. Flag Officers of the Club, the Principal, the Training Coordinators or any Chief Instructor may suspend a training session or activity if they have serious safety or safeguarding concerns.

Insurance

4. The RHYC has insurance cover in accordance with at least the minimum standards set by the RYA. Cover does not extend to the personal equipment of instructors or students.

Health & Safety

5. The RHYC Health and Safety Policy applies to all activities conducted on the club's premises. The current policy is at ANNEX 1 - Health and Safety.

Who is in Charge?

6. For each course, the person in charge will be the Nominated Instructor, Senior Instructor or Racing Coach. Flag Officers and Club Officials act as advisors and have a responsibility to ensure safe conduct at all times. In the sections that follow the responsibilities of a Racing Coach in respect of a Race Training session are the same as those of a Senior Dinghy Instructor in respect of an On-Board training session. References to Instructor shall also include a Racing Coach.

Supervision

<i>Activity</i>	<i>Supervised By</i>
Dinghy sailing	Senior Dinghy Instructor
Race coaching	Level 2 Racing Coaches or Senior Dinghy Instructor
Powerboating	Powerboat Instructor or Advanced Power Boat Instructor
Cruising	Senior Instructor for Cruising

7. Instructors must sign on for each course and ensure that the same details as to next of kin, medical and other information on the Course Registration form for students has been recorded and is held within the course records. In addition the Instructors need to ensure that their next of kin and medical details are up to date on the central database.

Responsibilities of RHYC Committee & Principal

8. RHYC Committee members must ensure that the organisation complies with health and safety legislation. The Health and Safety at Work Act states that where an organisation has failed to comply with the law and has committed an offence, then that offence has also been committed by any person who has failed in his or her individual responsibilities. This will include committee members and senior staff who have been given health and safety responsibilities.
9. RHYC Committee members and senior staff should therefore be aware that if they do not individually ensure that the organisation carries out its responsibilities, they could be committing a criminal offence and could be prosecuted. The Committee cannot rely on staff to ensure their own health and safety, nor on safety representatives to alert them to dangers. The legal responsibility rests with the Committee.
10. The Principal shall be responsible for:
- An annual safety audit of the Training Centre premises, facilities, equipment and activity provision and shall report the results of this to the Sailing Committee;
 - An annual review of all instructor's qualifications and RYA membership to ensure that they are current (see also para 19).
 - Ensuring all safety equipment is regularly inspected and maintained;
 - Authorising all training activities and ensuring they are supervised in accordance with the staff qualifications and instructor/participant ratios set out in these procedures;
 - Ensuring all staff are familiar with these procedures through both initial induction and annual pre-season review;
 - Ensuring information is available to allow students; and in the case of young people, their parents, understand the nature of the training activity offered and the level of supervision that will apply;
 - Encouraging instructor and volunteers to discuss and report safety concerns at any time; to complete incident report logs at the end of each session and providing formal opportunities for instructors to raise issues; and
 - Promote a culture of best practice with instructors and volunteers that is consistent with the requirements of the relevant safe operating procedures.
 - Reviewing feedback forms from completed courses and investigating negative comments to ensure that standards are being maintained.

Responsibilities of Instructors & Volunteers

11. All staff, employees and volunteers have a responsibility for the safety of those that they supervise in the training activities, and they also have a responsibility for their own safety and that of their colleagues. These common responsibilities include:
- Always having regard to their own and others safety while at work or when involved in the preparation for or the carrying out of a training activity;
 - Being familiar with and abide by the safe operating procedures for the activities they are leading, instructing or supporting;
 - Abide by all safety instructions from the Principal, Chief Instructor, Senior Instructor or Instructor; and
 - Reports all safety concerns and near-miss incidents including defects and “Nil” returns.

Instructor Induction

12. All new instructors are required to have an initial induction session and sign a completed induction record with the Principal, a Training Coordinator, a Chief Instructor or a Senior Instructor before participating in their first session at the Club. All instructors will be required to confirm annually that they have read and will comply with these procedures.
13. With effect from 1 January 2017, the RYA removed the distinction between tidal/non-tidal and coastal/inland instructor qualifications in the sailing, windsurfing and powerboat schemes. (See Training Notice TN12-16). It is therefore essential that a new instructor is evaluated on their knowledge and/or experience of operating in coastal/tidal waters, in order to be assured that they will be able to teach competently and safely at the RHYC.
14. Volunteers assisting with a training session should be briefed by the Senior Dinghy Instructor, Racing Coach, Nominated Instructor or Lead Powerboat Instructor before each session.

Approved Courses

15. The Club delivers the following training that is covered by the Procedures:
- RYA On-Board Sail Training;
 - Race Training;
 - Powerboat Instruction; and
 - Yacht Cruising Instruction.
16. General procedures common to all training covered below, followed by the specific procedures that apply to each area of training.

Advertising and Promotion

17. Courses are announced and circulated to members (and others). The material is produced with a view to providing prospective students with sufficient information so that they can determine the most appropriate course for which to enrol.

Training Centre Administration

18. Booking forms are required for all students showing pre-course requirements, relevant experience and other information to ensure that the enrolled course is suitable. Details of next of kin and relevant medical information are also required. All application forms shall include, where appropriate, parental consent for all participants under age 18.

19. Written records of instructor qualifications shall be maintained by the Club Office on behalf of the Principal and updated annually.
20. Instructors must inform the Principal and/or the Club Office if there is a change in their personal circumstances that means that they are no longer eligible to teach, for example a qualification/certification expires.

Course Planning

21. Course programmes are established each year. Course instructors will meet at least once a year to review the programme and be briefed on policies and procedures.
22. All course content including teaching notes, programmes, presentation materials shall be prepared in advance and be approved by the relevant Chief Instructor before the event commences.

Joining a Course

23. Instructors will review the medical declaration and next of kin information provided by students before undertaking any activities. If there is any information missing, then the student will need to provide it before being allowed to join the course.
24. If the instructor has doubts about a student's ability to undertake a course, for example a physical impairment, or a medical condition, they should contact the Chief Instructor for advice. Discussions with the student should be done discretely and sympathetically.
25. All students and attendees shall be instructed in the rules and safety procedures of the Club. No activity shall be undertaken without proper consideration of the health and safety of all participants including Instructors and observers. As far as is practicable, courses shall allow suitable breaks in a warm and comfortable location, such breaks being included in any timetable.

Student Feedback

26. Student feedback forms must be issued at the end of courses. Students should be encouraged to be candid and to return such forms to the Training Principal via the Club Office. The completion of the form should not be discussed by students with the instructor and anonymity should be preserved if the student so wishes. Lessons learnt will be communicated to the Instructors and incorporated in future course plans.

Conduct of Training Sessions

27. Students should be made aware of local hazards and other water users. The Instructor is responsible for briefing course participants on any safety information for the day.
28. Instructors are responsible for completing a risk assessment for the course. At the end of the course they shall complete a return confirming their participants, the risk assessment and reporting any incidents or near misses (if any). Nil returns are required

Safe Use of Equipment Briefings

29. Before any unfamiliar equipment is used, users must be briefed or their competence checked/assessed.

Commercial Vessel Awareness

30. Priority shall be given to Commercial Vessels at all times. All course participants shall be briefed so that they understand that they shall not interfere with the safe pilotage of Commercial

Vessels in waters where their ability to manoeuvre is restricted. Failure to observe the International Regulations for the prevention of Collisions at Sea, (Part D Rule 20b) is a significant risk and instructors shall monitor all commercial shipping movements. A safety boat may escort Commercial Vessels through the area. If the safety boat is flying a red flag, no boat shall pass between it and the Commercial Vessel.

VHF Radio Communication

31. VHF radios are to be carried by safety boats and when possible a shore station nominated either in the Club Race Box for large courses or Club Office for small groups. All Club radios are licensed. In the event of radio failure, report to nearest support boat, re-establish contact, and arrange for spare and any other changes needed.
32. The Club uses channel 77 for marina communications and channel P4/M2 for on water activities. Club vessels going to sea will monitor channel 16 and the appropriate harbour authority channel, as indicated on charts for the area. This may mean carrying an additional VHF radio on a vessel going to sea.

First Aid Kits and First Aid Book

33. First aid kits are located in the Foyer, between Club Kitchen and Bar and in the Club Office. Small kits are contained in the safety boxes associated with each safety boat and a larger one on board Lion.
34. A First Aid book is kept in the race hut. Three copies of all entries should be made. The first copy is kept in the book, the second if passed to the Club Office and the third copy is given to the person receiving first aid treatment or their parent/guardian if they are a child (under 18).

Distress Flare Requirement

35. It is a RYA requirement that for all RYA dinghy courses safety boats must carry 2 x red and 2 x orange smoke handheld flares. These are stored in the lockable cupboard in the race hut when they are not in use. Safety boat drivers should collect a flare pack to carry on board their safety boat and return them to the cupboard at the end of the session.

Accident Book and Incident Reporting

36. The Club's Accident Book is held in the Club Office. The Club has an Incident or Near Miss reporting procedure and the Principal shall review the records on at least a quarterly basis. In addition cruising course yachts carry their own accident report book and will report any significant notifiable accident directly to the Marine Accident Investigation Branch.
37. The Principal will review all accident reports to consider if further action is needed to guard against repetition.

ACCIDENT EMERGENCY PLAN

38. The Club's Accident Emergency Plan is published as a separate document and everyone involved in training should be aware of its contents.

39. Act using "RACE":

Remorse	Show the impact on you as a person;
Action	What are you/we going to do;
Context	Weather, tide, etc.;
Exceptional	Club has existed for more than 160 years with an excellent safety record.

Out of Hours Contact List

<i>Role</i>	<i>Name</i>	<i>Tel.</i>
Principal RYA Training Centre	Charles Twiss	01473 781982 07949 969602
Commodore	Chris Brown	01473 464950
Vice Commodores	Gordon Sutton	07970 234394
	Derek Simonds	01394 420411 07802 759 487
Rear Commodore (Sailing)	Tim Hunt	07913 291707
Office Manager	Mrs Kathryn Deaton	01473 780319
Child Protection Coordinator (DBS Checks)	Mrs Kathryn Deaton	01473 780319
Children's Welfare Officer	Mrs Mary Stamp	01473 327855
Boatswain	Jon Stokes	01473 892505 07855 252 933
RHYC Marina	Berth Masters	07742 145994

40. Telephones are located in the Club bar/kitchen, office and reception.

Notifying the RYA

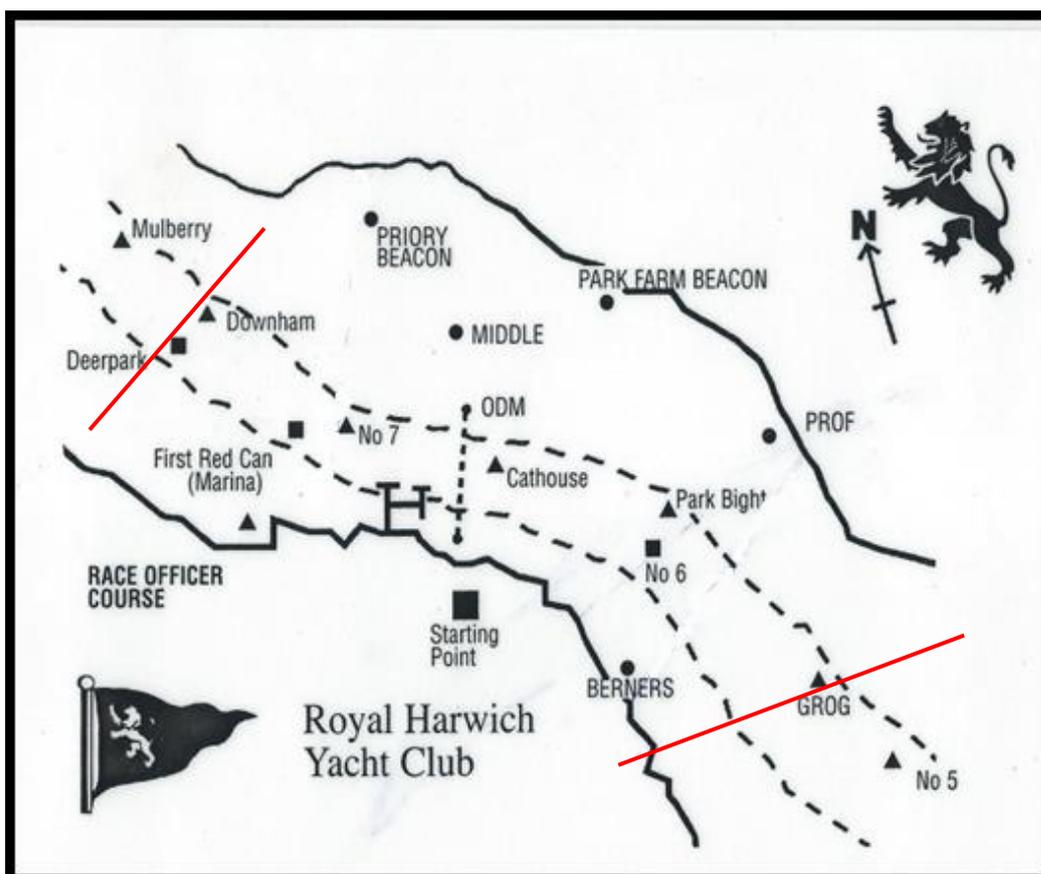
41. Advice and assistance is available from the RYA (02380 627451 or 0845 345 0400). In the event of press or other outside interest they must be contacted.
42. The Marine Accident Investigation Branch (MAIB) may need to be informed (0230 395500). Refer to RYA booklet G27. If MAIB wish to investigate, they will say so within 28 days.
43. The separate Emergency Action Plans should be referred to.

APPROVED OPERATING AREAS

44. For dinghy sailing and training and powerboat instruction four operating areas (A to D) are defined. When Area B, C or D is used someone ashore must be briefed on the planned activity, number of students and instructors. The proposed activity area and anticipated return time. That individual must remain within the boundary of the Club property until the group returns.
45. The Supervising Instructor, e.g. the Senior Dinghy Instructor, is responsible for determining which operating area, or part area is to be used. This decision will take into account the aims and objectives of the session, the skills and experience of the course participants, instructors and safety boat crews and the weather conditions. The daily risk assessment should be used to record the decision made and any specific reasons for it.
46. Where activities may operate within the same area, e.g. A RYA On-Board session and a Race Coach session, the Senior Dinghy Instructor and Racing Coach will discuss and agree how this will be managed and what degree of segregation is required depending on the planned activities, skills of the participants and the weather conditions.

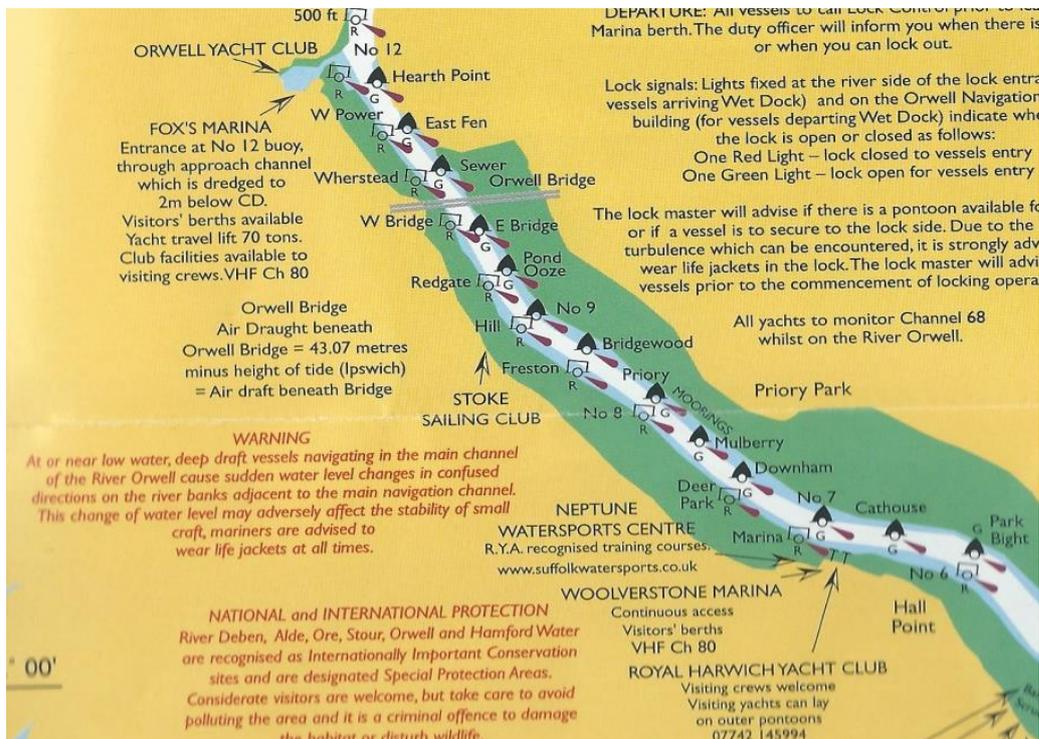
Area A – Dinghy and Powerboat

47. Immediate vicinity of the RHYC Club House. Upstream of a line between green buoy Grog and the scrubbing posts at Pin Mill and downstream of a line between red buoy Deer Park and green buoy Downham. Rounding of the limit marks is permitted.



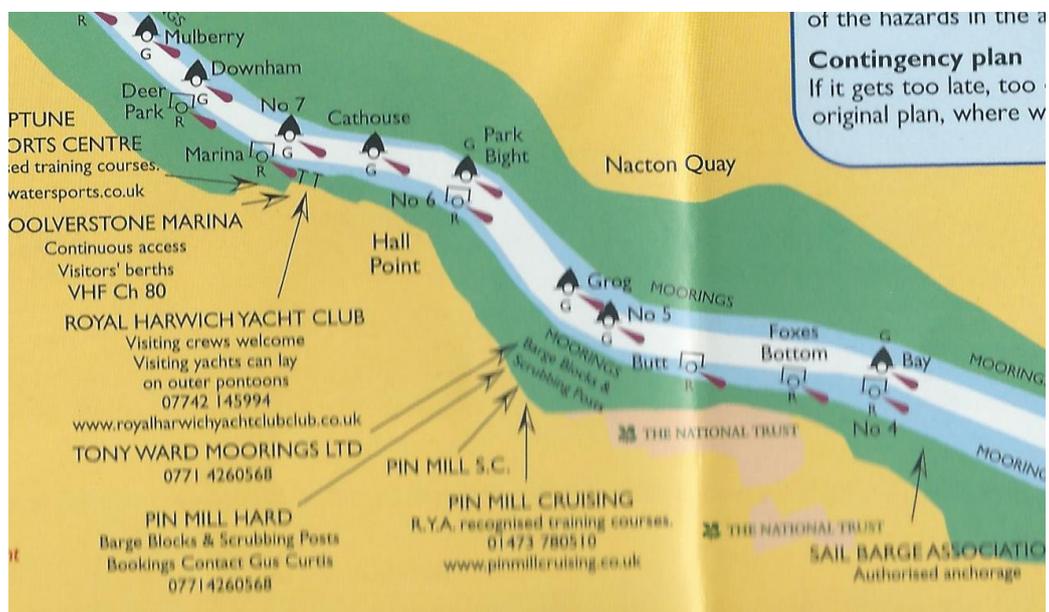
Area B – Dinghy and Powerboat

48. Upstream of Club from No 7 buoy to a line between East Bridge and West Bridge buoys just below the Orwell Bridge. However, if pre-agreed with the Principal or Chief Instructor, Powerboats may operate as far as Ipswich Haven Marina



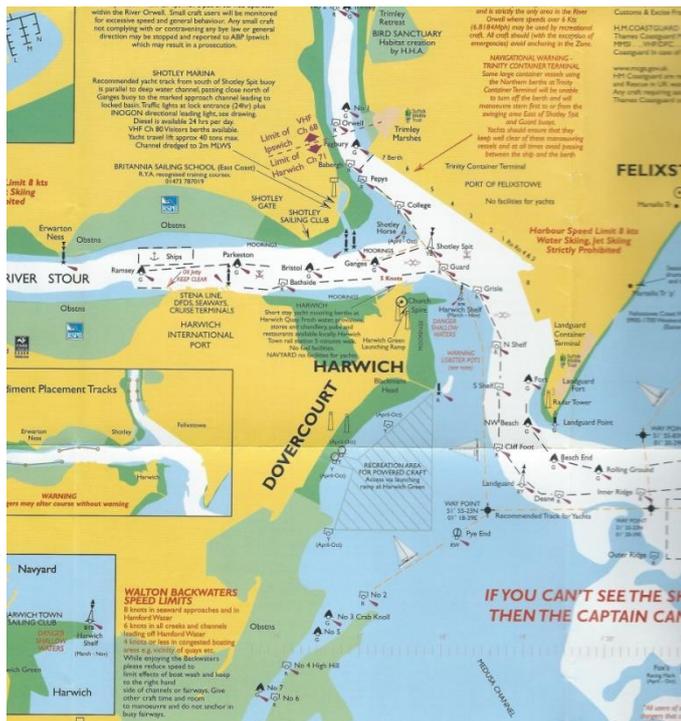
Area C – Dinghy and Powerboat

49. Downstream of Club from No 6 buoy to No 4 buoy near Clamp House.



Area D - Powerboat

50. Areas A, B and C, plus downriver to Harwich Harbour.
51. The River Stour from Harwich Harbour to a line between the Ewerton Ness south cardinal mark and the Wrabness north cardinal mark.
52. Dovercourt Bay within 3 miles of a line between Landguard Point and the end of the Harwich Breakwater.
53. Exceptionally, in deteriorating conditions, the Instructor may decide that the Walton Backwaters would provide a safe haven rather than attempting to return to Harwich Harbour, in which case the 3 mile limit can be waived.



Extended Area - Yacht Cruising

54. The entirety of the navigable River Orwell
55. The River Stour as far as Mistley.
56. The North Sea within the area defined by a line between Ramsgate & Calais and one between Lowestoft & Den Helder.

DINGHY SAILING

57. This section covers the specific procedures relating to Dinghy Sailing. This comprises both the On-Board training sessions and all Race Training activities carried out by RYA Racing Coaches at the Club.

Dinghy Sailing Risk Assessment

58. The specific risk assessments for these training activities are shown below.

<i>Risk</i>	<i>Control Measure</i>
Drowning following capsize or entrapment	<ul style="list-style-type: none"> • Participants must wear a correctly fitted buoyancy aid at all times. • Buoyancy aids are subject to a visual check by instructors. • Dinghies are visually checked prior to use. • Dinghies are of an appropriate type for the activities and participants. • Maintenance requirements for dinghies are recorded and boats not used if defects have not been cleared. • Participants are briefed on capsize procedures. • Safety boats right boats if participants not visibly or audibly safe. • Sessions are managed in accordance with these procedures. • Appropriate supervision is provided for participants with declared medical conditions that place them at an additional risk.
Physical injuries resulting from equipment misuse, failure to control equipment such as booms, collisions, manual handling, slips or trips.	<ul style="list-style-type: none"> • Participants are briefed on safety procedures. • Instructors ensure that participants wear appropriate clothing and footwear. • Sessions are managed to reduce the risks of collision. • Participants, volunteers and instructors are briefed on the appropriate ways to move or drain dinghies. • Safety boats switch off engines as soon as in contact with participant or craft • Club safety boats and borrowed boats are fit for purpose and meet RYA guidelines for equipment carried.
“Lost” Boat	<ul style="list-style-type: none"> • Instructors and Safety Boat crews to keep a lookout at all times for a dinghy straying from the designated training area. • Beachmaster and shorebased volunteers to report immediately if they see a dinghy away from the rest of the fleet. • Once an incident is reported, refer immediately to the Action Emergency Plan – see section Accident Emergency Plan.

<i>Risk</i>	<i>Control Measure</i>
Shipping in River Orwell	<ul style="list-style-type: none"> • Pre-session check with Orwell Navigation (01473 211066) to ascertain times of planned shipping movements to enable instructors and participants to be briefed. • Training activities undertaken away from main channel whenever practical. • Instructors and safety boat crews are alert to planned and unplanned shipping movements. • Safety boats act to move participants, and if possible dinghies, away from channel if shipping is approaching.
Stranding of boats and underwater obstructions	<ul style="list-style-type: none"> • Instructor induction to include identification of local obstructions and water depths. • Understanding of hazard and channel marking by instructors. • Use of radio or telephone to summon assistance if required.
Cold water shock, Hyperthermia, hypothermia and sunburn.	<ul style="list-style-type: none"> • Instructors ensure participants are appropriately dressed for the weather conditions. • Activities are adapted, including the session length to the weather conditions and participants. • Participants are made aware of preventative actions they can take to mitigate the risk. • React quickly if someone falls into cold water.
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants to ensure that cuts, grazes and similar wounds are suitably covered. • Any wounds incurred during activities are treated and the participant or their parent advised of the risks. • All participants to be made aware of the risks associated with Weils Disease

Dinghy Instructor Qualifications and Student Ratios

59. Dinghy sailing will be carried out with the following qualified staff:

<i>Activity</i>	<i>Supervised By</i>
Dinghy sailing	Senior Dinghy Instructor
Race coaching	Level 2 Racing Coaches, Senior Dinghy Instructor

60. The following table shows the maximum ratios that apply. The daily risk assessment for each activity shall specifically consider the appropriate ratio for that day depending on the weather condition and the level of skills and experience of the course participants, instructors and safety boat crews.

<i>Activity</i>	<i>Instructor/student Ratio</i>	<i>Safety Boat Ratio</i>
Dinghy sailing crewed dinghies	1:3 with instructor on board 1:9 with a maximum of six boats	1 to 6 dinghies = 1 safety boat. 7 to 15 dinghies = 2 safety boats 16 or more dinghies = 1 additional safety boat per 8 dinghies.
Dinghy sailing single handed dinghies	1:6	1 to 6 dinghies = 1 safety boat. 7 to 15 dinghies = 2 safety boats 16 or more dinghies = 1 additional safety boat per 8 dinghies.
Race coaching	1:12	Up to 12 dinghies = 1 safety boat

61. The drivers of safety boats shall either be qualified to RYA Powerboat level 2 or shall have been assessed by the Principal, Chief Instructors or Rear Commodore Sailing.

Dinghy Equipment

62. For dinghy training, including Race Coaching the boats used will comprise a mix of the Club's own boats (Optimist type dinghies, RS Tera dinghies and Topper dinghies) or the participants' own boat.

63. Defects with the Club's boats shall be recorded on the white board in the storage container, and if boats are unsafe they shall be tagged. Instructors should conduct a visible check of participants own boats to establish that they are considered suitable and safe for the activity and the prevailing weather conditions.

Safety Boat Equipment

64. All Safety Boats must carry a minimum level of equipment, which must be maintained in good condition/working order:

<i>Vessel</i>	<i>Minimum Equipment</i>
All	First Aid Kit Bucket and/or Bailer Two Paddles Red Flag Anchor & Warp Lines and Tow line Buoyant Throwing Line VHF Radio Sound Signalling Device (whistle) 2x Red + 2 x Orange Smoke Flares Knife Spare kill cord Fire extinguisher

Crewing of Safety Boats and other Supporting Powered Craft

65. Safety boats are used during dinghy training sessions to provide safety cover and to act as a platform for an instructor or racing coach to observe and communicate with participants. Subject to any manning requirements in other codes of practice, all powerboats must be under the direct control of an approved person holding at least a Powerboat Level 2 certificate.
66. Power craft must carry as a minimum one other person as crew. This person need have no specific qualification in power craft, but some experience is desirable. The crew should also be physically able bodied and a suitable size as they may need to assist with recovering someone from the water.
67. Safety boat drivers and their crew shall wear a suitable and correctly fitted buoyancy aid that complies with EN 393/ISO 12402-5 (50 Newton/Level 50) at all times.
68. During training Instructors should at all times ensure that power craft are driven in a safe and careful manner. Within the marina the maximum speed is 3 knots and on the Rivers Orwell and Stour the Harbour Authority speed limits should be observed unless safety requirements require a faster response; the speed limit in training areas A, B and C is 6 knots.
69. The following guidelines will be followed regarding the loading of power craft. These should be regarded as maximum figures and may need to be reduced in adverse weather or tidal conditions. Figures include the crew.
70. The use of safety boats to transport parents or siblings of course participants is prohibited. Subject to the agreement of the Senior Dinghy Instructor, or Racing Coach, a course participant may be carried in a powerboat to observe training if they are not able to actively participate in

the session. The loading limits, including crew, are intended as guidance for normal rescue activities.

<i>Vessel</i>	<i>Maximum Persons On Board</i>
Lion (Launch)	11
Lion 6 (large RIB)	8
Lion 2 (RIB)	6
Lion 7 (Dory)	4
Lion 3 (Dory)	4

71. Load limits for safety boats on loan to the Club will be determined by comparing them with a similar sized club boat.
72. Power craft will be driven in a careful and responsible manner paying due regard to those aboard and to other vessels. Speed limits should be adhered to, but consideration must additionally be given to the danger of wash at all times. Kill cords will be used prior to starting the engine and at all times while the engine is running.

Dinghy Personal Equipment

73. All course participants shall wear a suitable and correctly fitted buoyancy aid that complies with EN 393/ISO 12402-5 (50 Newton/Level 50) at all times.
74. Participants may wear safety helmets; if they do it must be of a suitable type and correctly fitted. Participants shall also be responsible for their own clothing and footwear. Instructors shall be responsible for undertaking a visible check of personal safety equipment and clothing to ensure it is appropriate for the conditions.

Conduct of the Dinghy Training Session

75. The Senior Dinghy instructor or Racing Coach is responsible for briefing course participants, instructors, volunteers and safety boat crews on any safety information for the day. They are responsible for completing a daily risk assessment and the communication methods to be used. At the end of the session they shall complete a return confirming their participants, the risk assessment and reporting any incidents or near misses (if any). Nil returns are required.

POWERBOATING

76. This section covers the specific procedures relating to Powerboat instruction. The courses provided by RHYC are the RYA Powerboat Level 1 Start Powerboating course, the Powerboat Level 2 Powerboat Handling course and the RYA Safety Boat course.

77. Also included are the procedures applying to Direct Assessment for RYA Powerboat Level 2 certification.

Powerboat Risk Assessment

78. The specific risk assessments for these training activities are shown below.

<i>Risk</i>	<i>Control Measure</i>
Drowning after falling overboard	<ul style="list-style-type: none"> • Participants wear a correctly fitted approved 50N buoyancy aid or a minimum 150N lifejacket at all times. • Buoyancy aids and/or life jackets are to be subject to a visual check by instructors. • When making way, course participants are instructed to always hold on centrally. • Instructor ensures safe operating speed at all times. • When at planing speeds, powerboats are driven in a manner that will not result in 'hooking'. • Powerboats are subject to an annual maintenance schedule and visually checked before use. • Powerboats are suitably equipped for the activity. • Kill cords are used whenever the engine is running. • Powerboat recovery of man-overboard using current RYA guidance.
Fire	<ul style="list-style-type: none"> • Smoking is prohibited aboard or near the craft or near the fuel store.
Physical injury resulting from equipment misuse, collisions, manual handling, slips or trips.	<ul style="list-style-type: none"> • Engines are switched off when dealing with a fouled propeller or a person in the water. • Instructor to check that participants are wearing appropriate clothing and footwear. • Powerboats are managed using these procedures to reduce the likelihood of the risk occurring. • Participants, volunteers and instructors are briefed on the safe ways to launch, recover and move powerboats around when ashore (if this activity is undertaken). • Club safety boats and borrowed boats are fit for purpose and meet RYA guidelines for equipment carried.

<i>Risk</i>	<i>Control Measure</i>
Cold water shock, Hyperthermia, hypothermia and sunburn.	<ul style="list-style-type: none"> • Instructors ensure participants are appropriately dressed for the weather conditions. • Activities are adapted, including the session length to the weather conditions and participants. • Participants are made aware of preventative actions they can take to mitigate the risk. • React quickly if someone falls into cold water
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants to ensure that cuts, grazes and similar wounds are suitably covered. • Any wounds incurred during activities are treated and the participant or their parent advised of the risks. • All participants to be made aware of the risks associated with Weils Disease

Powerboat Instructor Qualifications and Student Ratios

79. Powerboat training will be carried out with the following qualified staff:

<i>Activity</i>	<i>Supervised By</i>
RYA Powerboat Level 1	Powerboat Instructor or Advanced Powerboat Instructor
RYA Powerboat Level 2	Powerboat Instructor or Advanced Powerboat Instructor
RYA Safety Boat	Safety Boat Instructor

80. The following table shows the maximum ratios that apply. The daily risk assessment for each activity shall specifically consider the appropriate ratio for that day depending on the weather condition and the level of skills and experience of the course participants.

<i>Activity</i>	<i>Maximum Instructor/student Ratio</i>
RYA Powerboat Level 1	1:3
RYA Powerboat Level 2	1:3
Safety Boat	1:6 (when using two boats)

Direct Assessment

81. Direct Assessment for Powerboat Level 2 may be considered for experienced skippers of power driven vessels who are able to provide evidence of their experience. The assessment will follow

the requirements laid down in in the RYA Powerboat Scheme publication G20. Direct Assessment will usually be conducted on an instructor/candidate ratio of 1:1

Direct Assessment (using own boat)

82. In most cases Direct Assessment will take place using one of the Training Centre boats. However, the Principal and Chief Powerboat Instructor may allow the candidate to use a boat they provide, but before doing so, the Principal and Chief Instructor must assure themselves that the vessel is suitable for the exercises to be undertaken, is in a safe condition and is properly equipped.

Powerboat Equipment

83. Powerboats will carry a minimum level of equipment during training, which must be in good condition/working order. Additional equipment will be needed if going to sea:

<i>Vessel</i>	<i>Standard Equipment</i>
All	First Aid Kit Bucket and/or Bailer Two Paddles Red Flag Anchor & Warp Lines and Tow line Buoyant Throwing Line VHF Radio Sound Signalling Device (whistle) 2x Red + 2 x Orange Smoke Flares Knife Spare kill cord Fire extinguisher If going to sea (training area D), the following additional equipment will be carried: Hand bearing compass Chart Tide tables Basic tool kit & spares Torch Reflective signalling device
Lion	VHF Radio First Aid Kit Fire Extinguisher Fenders

<i>Vessel</i>	<i>Standard Equipment</i>
	Boat hook Anchor & Warps Emergency steering system Charts and tide tables for the training area

Powerboat Safety Checks

84. All engine and safety systems must be in full working condition. The following should be checked before use:

- Outboard engines must be securely attached to the boat;
- Kill switches must be fully functional;
- Steering mechanisms should be free and easy to use;
- Hydraulic steering systems should be checked for leaks;
- Throttle and gear changing mechanisms must be positive and reliable;
- Outboard engines must not slip out of gear or start in gear;
- Outboard engines should be capable of being locked down and easily raised if required;
- Fuel tanks and batteries must be securely fastened to the boat;
- All other equipment should be suitably and securely stowed.

85. Power craft will be driven in a careful and responsible manner paying due regard to passengers aboard and to other river users. Speed limits must be strictly adhered to, but consideration must additionally be given to the danger of wash at all times and at whatever speed. Ipswich Port Authority enforces a speed limit of 6 knots in the part of the River Orwell under their jurisdiction. Harwich Harbour is more complex with different speed limits for the lower River Orwell, the River Stour and the deep water channels. Instructors therefore need to familiarise themselves with these speed limits before using training area D. Boats should only exceed this limit when it is a necessary part of the training activity.

86. Kill cords will be used at all times when underway. Instructors and trainees must use a kill cord whilst operating a boat plus a spare must be readily available at all times.

Powerboat Personal Equipment

87. All course participants shall wear a suitable and correctly fitted buoyancy aid that complies with EN 393/ISO 12402-5 (50 Newton/Level 50), or a 150 Newton lifejacket minimum with an ISO or EN compliant light. Participants shall also be responsible for their own clothing and footwear. Instructors shall be responsible for undertaking a visible check of personal safety equipment and clothing to ensure it is appropriate for the conditions.

Conduct of the Powerboat Training Session

88. The Powerboat Instructor is responsible for briefing course participants on any safety information for the day. They are responsible for completing a daily risk assessment and the communication methods to be used. At the end of the session they shall complete a return confirming their participants, the risk assessment and reporting any incidents or near misses (if any). Nil returns are required.

YACHTING

89. This section covers the specific procedures relating to practical Yacht instruction.

Yachting Risk Assessment

90. The specific risk assessments for these training activities are shown below.

<i>Risk</i>	<i>Control Measure</i>
Drowning after falling overboard	<ul style="list-style-type: none"> • Participants wear a correctly fitted lifejacket when working on deck. Participants encouraged to wear correctly fitted lifejackets. • Participants wear safety harnesses when working on deck and are clipped on when not able to hold on. • Life jackets are subject to a visual check by instructors. • Yachts are subject to an annual maintenance schedule and visually checked before use.
Fire	<ul style="list-style-type: none"> • Yacht crews are not allowed to smoke inside or near the craft when refuelling.
Physical injury resulting from equipment misuse, collisions, manual handling, slips or trips.	<ul style="list-style-type: none"> • Engines are turned off when dealing with a fouled propeller or a person in the water. • Participants wear appropriate clothing and footwear and this is checked by the instructor.
Cold water shock, Hyperthermia, hypothermia and sunburn.	<ul style="list-style-type: none"> • Instructors to ensure participants are appropriately dressed for the weather conditions. • Activities are adapted, including the session length to the weather conditions and participants welfare. • Participants are made aware of preventative actions they can take to mitigate the risk. • React quickly if someone falls into cold water
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants to ensure that cuts, grazes and similar wounds are suitably covered. • Any wounds incurred during activities are treated and the participant advised of the risks. • All participants to be made aware of the risks associated with Weils Disease

Instructor Qualifications and Ratios

91. Yacht and cruising training will be carried out with the following qualified staff:

<i>Activity</i>	<i>Supervised By</i>
Start Yachting	Yachtmaster Instructor or Cruising Instructor
Competent Crew	Yachtmaster Instructor or Cruising Instructor
Day Skipper	Yachtmaster Instructor or Cruising Instructor
Coastal Skipper	Yachtmaster Instructor

92. The following table shows the maximum ratios that apply. The daily risk assessment for each activity shall specifically consider the appropriate ratio for that day depending on the weather condition and the level of skills and experience of the course participants.

<i>Activity</i>	<i>Instructor/Student Ratio</i>
Start Yachting	1:5
Competent Crew	1:5
Day Skipper	1:5
Coastal Skipper	1:5

Yacht Equipment

93. The vessels used for yacht instruction will be covered by a specific agreement between the Club and the Owner covering the use of the vessel and the equipment to be carried. Should instruction be carried out on a vessel owned by a course participant then the instructor will be responsible for completing and recording a check of the yachts equipment to ensure that it is adequate to the course.

Yachting Personal Equipment

94. All course participants shall have a suitable lifejacket and safety line and understand the correct way to wear it and the appropriate circumstances when the safety equipment should be worn and used. Participants shall also be responsible for their own clothing and footwear. Instructors shall be responsible for undertaking a visible check of personal safety equipment and clothing to ensure it is appropriate for the conditions and for advising course participants on its use.

ANNEX 1 - HEALTH AND SAFETY

Royal Harwich Yacht Club Health and Safety Statement

The Royal Harwich Yacht Club, (the Club) pursues a policy of health and safety, control and protection for members, visitors and those at work at the Club's premises.

The Club will, so far as is reasonably practicable, seek to meet its duties under The Health and Safety at Work Act 1974.

Responsibility for Health and Safety

The responsible officer for the Club's health and safety policy is the Vice-Commodore.

Line responsibility for health and safety is delegated to the Flag Officers, Club Manager / Secretary and Caterer as shown below:-

Coordination of Club Policy	Vice-Commodore;
Club House, office and administration areas	Office Manager;
Dinghy Park and below high water mark	Chairman Sailing Committee;
Car Park, lawns to high water mark & external Club House	Chairman, Property Committee;

The Club welcomes full and frank discussions from its employees and members on matters of health and safety, which will always be considered. Employees (and members) are reminded that they have responsibilities under The Health and Safety at Work etc. Act 1974:

- To take care of themselves and others;
- Not to undertake silly or reckless behaviour;
- To co-operate with the employer and Club Officers;
- To comply with local safety rules; and
- Not to tamper with safety equipment or facilities.

Health

The Club will take steps so far as is reasonably practicable to ensure the health of members, employees, visitors and others which may be affected by the activity undertaken.

Employees

Specific policies are in place for employees as set out in the employee handbook.

Young People

The Club recognises its duties to those who are below the age of 18 years. Young people on Club premises are accepted only on the basis that an adult is also at the Club exercising parental responsibility. Children and young people who are members of the Club are expected to behave in a safe manner. Young children must be supervised by their parents or guardians. The Club has a separate protection policy for young persons.

Manual Handling

The Club recognises risks created by poor manual handling and will seek to assess the risks and implement the appropriate control and training to reduce such risks.

Chemical and Substances

The Club is aware of its duties under the Control of Substances Hazardous to Health Regulations 1999. The Club will assess the risks to health and will employ the correct control and protection measures to eliminate or reduce risks. Members are expected to follow safety rules on the use and disposal of chemicals and substances.

Accident Reporting

The Club requires its employees and members to report all accidents and 'near miss' events to the Club Manager / Secretary. This is so that the accident or event can be investigated and if necessary reported to under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Accidents to employees should also be recorded any in the Club's accident book.

Emergencies

The Club has set procedures for first aid and fire. Methods for summoning emergency help are listed below:

- Sound fire alarms;
- Shout for assistance;
- Call 999 and ask for Fire, Police, Ambulance or Coast Guard services.

The Club Address is Royal Harwich Yacht Club, Marina Road, Woolverstone, IPSWICH, IP9 1AT

Safety

The Club is aware of its duties under the Management of Health and Safety at Work Regulations 1999. The Club will assess risks to health and safety so far as is reasonably practicable to meet its duties under these and other relevant health and safety regulations.

Electrical Equipment

The Club complies with the Electricity at Work Regulations 1989. The Club ensures that the correct equipment is purchased for the tasks to be encountered and the equipment is maintained in a safe state of repair. Defective equipment must not be used and employees or members may not use electrical equipment until the Club deems it safe to do so. No electrical equipment, purchased, leased, rented or borrowed may be used until a competent person has inspected it as safe. Members who use electrical equipment on their craft are expected to do so safely.

Work Equipment

Under the Provision and Use of Work Equipment Regulations 1998 the Club will ensure that all equipment which it uses as part of its undertaking meets the requirements of the Regulations.

No employee or member is to use items of equipment with significant risk until they have been deemed competent by the Club to do so. All equipment purchased, leased, rented or borrowed will be correctly maintained, inspected for defect and not use if defective.

Drivers Safety

Vehicles, used by the Club in its undertaking, will be maintained in a road-worthy condition and will meet the requirements of road traffic regulations.

Drivers of vehicles owned by them, but used for the Club's business, must ensure that the vehicle in question meets current road safety legislation and that drivers are adequately and appropriately insured for such use.

Water Safety

Competitors in Club dinghy classes are required to wear adequate personal buoyancy at all times. Club Sailing Instructions and Racing Rules of Sailing 1.2 refer. It is strongly recommended that all users of dinghies and tenders wear adequate personal buoyancy whenever they go afloat. Keel boats and yachts should carry VHF radios and minimum 150N lifejackets regardless of how far offshore they go and all crew should know how to put them on before going to sea. Skippers should always take the lead and tell crew to wear harnesses/lifejackets and clip on when conditions require. Skippers should consider the wisdom of going out shorthanded with inexperienced guests or crew, especially non-swimmers and in adverse weather or sea conditions.

The safety of a boat and her entire management including insurance is the sole responsibility of the owner/competitor sailing the boat. The Club and race organisers are not responsible for any loss, damage, death or personal injury howsoever caused.

Unaccompanied children under 16 should wear buoyancy aids on the Club Marina pontoons. No Club member, employee, tradesman or visitor should attempt to go onto the Marina pontoons in adverse weather conditions. In any situation, the priority is the safety of life - property will only be considered where the risk of personal injury is minimal.

ACCIDENT REPORTING

The Club is obliged to report some accidents, diseases and dangerous occurrences. Reporting accidents and ill health at work is a legal requirement (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - RIDDOR).

Marine accidents, including reporting of near misses, must be made to the Maritime and Coastguard Agency.

The following must be reported:

- A death or major injury;
- An over three day injury when a person has an accident and is unable to work for over three days but does not have a major injury;
- A work related disease; or
- A dangerous occurrence which does not result in a reportable injury but which clearly could have done.

Accidents should be reported to the Office Manager in the first instance who is responsible for informing the Incident Contact Centre for the Health and Safety Executive. A Flag Officer must then be advised.

Report forms are available from the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG or via e-mail to www.riddor.gov.uk or via the HSE website on www.hse.gov.uk.

Reports can be made to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG telephone to 0845 300 9923. By Fax to 0845 300 9924

The Maritime and Coastguard Agency (MCGA) operates a Marine Accident Reporting Scheme (CHIRP) for near misses with commercial craft. Contact www.mcga.gov.uk or via the RYA web site www.rya.org.uk

Accident Book

Members, visitors and employees should record any accident however small, in the Club's accident book, which is held in the Secretary's office.

ANNEX 2 - SAFEGUARDING & WHISTLE BLOWING

95. The Royal Harwich Yacht Club has a child protection policy and procedures for participants under 18. The Club has a general duty of care to people taking part in activities organised by the Club and for activities held on Club premises. When young people are involved, the level of responsibility placed on the Club is higher, because children cannot be expected to take full responsibility for their own safety. This applies not only to safety on the water, which is well covered in various RYA publications, but also to their general welfare.

Safeguarding Policy Statement

96. The child's welfare is paramount.

97. All children (whatever their age, culture, disability, gender, language, ethnicity, religious belief and/or sexual identity) have the right to protection from abuse. All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

98. As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document. The full RYA Child Protection policy and guidelines is filed in the Club Office.

Bullying

99. Bullying is a serious offence under the club's disciplinary procedure and will be dealt with as such. Bullying may take many forms and usually is behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups e.g. because of race, religion, gender or sexual orientation

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (e.g. mail, social networks and instant messenger)

Recruitment

100. The aim is to ensure that the people in the Club who work with children are suitable to take on that responsibility. The level of checking should be proportionate to the level of risk. All instructors must be registered with the RYA via the Club – the RYA will apply for DBS Certificate. The Club has appointed a Child Protection Coordinator (Mrs Kathryn Deaton) who will inspect personal documents and data and administer DBS disclosures. These are to be renewed every 5 years. These checks are not required for parents, grandparents, guardians or nominated adults (see below) who help on an ad hoc basis at sessions in which their own children are taking part.

101. If a volunteer helps out with junior training, under the supervision of an instructor and in the presence of others, they may be asked to complete a self-declaration form (see sample in the RYA Procedures document). In all cases instructors or volunteers will be asked to provide details of their previous experience of working with children, and to provide references from others who know them.

Parental Involvement

102. Parental Involvement is an essential part of safeguarding of young people in the club. It is expected that except in case of emergency a parent, grandparent guardian or nominated adult (see below) will remain in or about the club for the duration of the session. Persistent failure to do so may result in a young person being barred from future participation in OnBoard activities. Parents, grandparents and guardians are, however, greatly encouraged to be involved in the sessions under the guidance and direction of the Senior Instructor in charge.
103. Nominated adult. A parent or guardian may arrange for a responsible adult (who may be another parent) to stand in for them "in loco parentis" at a particular session. The senior instructor in charge must be told who is standing in as the person responsible for the young person and that person will for all purposes be in the role of parent during the session.

Children's Welfare Officer

104. The Children's Welfare Officer, Mary Stamp, has an important role in the safeguarding of children. She is independent of the management of the Club or of the Training Centre. She will take seriously any complaint or concerns as they relate to children and will take whatever action she considers necessary. Children, parents or indeed anyone are encouraged to speak to Mary about matters of concern.

Good Practice Guidelines

105. Anyone at the club who is working with children should be made aware of the club's policy and given sufficient information to enable them to put it into practice. As a minimum, the RYA's procedures include the following Good Practice Guide for instructors and volunteers:
- Do not spend time alone with children away from others;
 - Do not take children alone in a car on journeys, however short;
 - Do not take children to your home;
 - Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation and of the child's parents;
 - Design training programmes that are within the ability of the individual child; and
 - Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents or guardians. See also detailed paragraphs on photography below.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay;
 - Allow or engage in inappropriate touching of any form;
 - Allow children to use inappropriate language unchallenged;
 - Make sexually suggestive comments to a child, even in fun;
 - Let allegations a child makes go unchallenged or unrecorded; always act; or
 - Do things of a personal nature that children can do for themselves.
106. However, it may be sometimes necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents unless a care plan is in place. In an emergency situation, which requires this type of help, parents should be fully informed as soon as possible after the event. In such situations, it is important to ensure all adults are sensitive to the child and undertake personal care tasks with the utmost discretion.

107. Everyone in the club should be aware of these guidelines and think before they act. If the club has taken all reasonable steps to protect the welfare of young people on its premises, it is less likely to be held liable for the actions of an individual.

Reporting Procedure

108. If you are worried, it is NOT your responsibility to decide whether it is abuse BUT it is your responsibility to act on your concerns and do something about it.

109. If the allegation involves poor practice, this should be handled under the club's normal disciplinary procedures. If a child appears to be at risk of physical harm, contact the Police or Social Services. It is not your job to conduct an investigation, but it is your responsibility to take allegations seriously and report them to the appropriate authorities.

110. Child protection is a complex subject, but don't be put off. It's very much a question of taking common sense precautions because with all safety measures, prevention is better than cure. It's easy to get bogged down in paperwork, rules & procedures and lose sight of the main point of the exercise - which is to make sure that the club provides a safe environment where children can have fun.

Photography

111. Publishing articles and photos in club newsletters, websites, local newspapers etc. is an excellent way of recognising young people's achievements and of promoting your organisation and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

- There are two key Principles to bear in mind:
- Before taking photos or video, obtain written consent from the parents/carers for images to be taken and used, a consent form should be included with the event entry or application form;
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance of the Club's expectations regarding his/her behaviour and the issues covered by these guidelines. Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.

112. The consent form for activities will also cover the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Ethics and Conduct.

113. Care must be taken in the storage of and access to images. When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child. It is preferable to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name.

114. If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child. Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

115. Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the Training

Principal (Charles Twiss) or the Children's Welfare Officer (Mary Stamp) and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

116. The use of cameras or camera phones in changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.



ROYAL HARWICH YACHT CLUB

WOOLVERSTONE

SAIL TRAINING EMERGENCY PLANS



Version	Date Amended	Reason	Author
Draft v0-1-5	November 2016	New Document	Charles Twiss

Royal Harwich Yacht Club

SAIL TRAINING EMERGENCY PLANS

These plans specify the action to be taken for the following incidents should one or more occur during an RYA training course:

- Missing Boat
- Multiple Capsized Dinghies - Safety Boats Having Difficulty Recovering Boats And Or Crews
- Serious Injury (Immediate Evacuation of the Casualty is Required)
- Non-Life Threatening Injury (Immediate Evacuation is not Judged Necessary)

In an emergency time is of the essence, so act promptly and follow the procedures.

Note: Where reference is made to contact by radio with, for example the Coastguard, this may not be possible using the hand held radios in safety boats. It may be necessary to request the shore base to make contact by Mayday Relay or mobile or landline telephone.

MISSING BOAT

1. Initial Checks by Instructor:

- a. double check group using another observer if possible.
- b. has the boat returned to the shore? - call Beachmaster on VHF.
- c. has any other group (or course) seen the boat? - call other safety boats on VHF.

2. If no Sign - boat still missing:

- a. get Course Instructor and/or SI to start search.
- b. in conjunction with Beachmaster/shore control, Course Instructor or SI to organise search using any available RIBs and Lion (use all available club boats plus members' private boats).
- c. Course Instructor/SI radio MDL, Neptune Sailing, East Anglian Sea School and Fox's and ask if they have safety boats which could help. If East Anglian Sea School and/or Fox's Marina are called to assist, ask them to search from their location towards the club until they meet a club safety boat and the area can be declared clear. It is extremely unlikely that a dinghy could sail or drift beyond Suffolk Yacht Harbour or Fox's Marina in the time before it was noticed to be missing.
- d. Course Instructor/SI to make an initial call to Coastguard on Ch 16; they will switch you to a working channel (normally Ch 67). They will want to know details of the boat and the number of people on board and lifesaving equipment carried.
- e. abandon training activity and escort remainder of the group back to the shore.

3. If Boat Still Missing

a. Course Instructor to ensure someone ashore is checking all returning crews so that their names can be recorded.

c. assist with the search and keep what notes you can of events and see that these are kept safe when you get ashore.

4. If/When Boat is located.

a. inform all involved in the search - especially *Coastguard* - Ch 67.

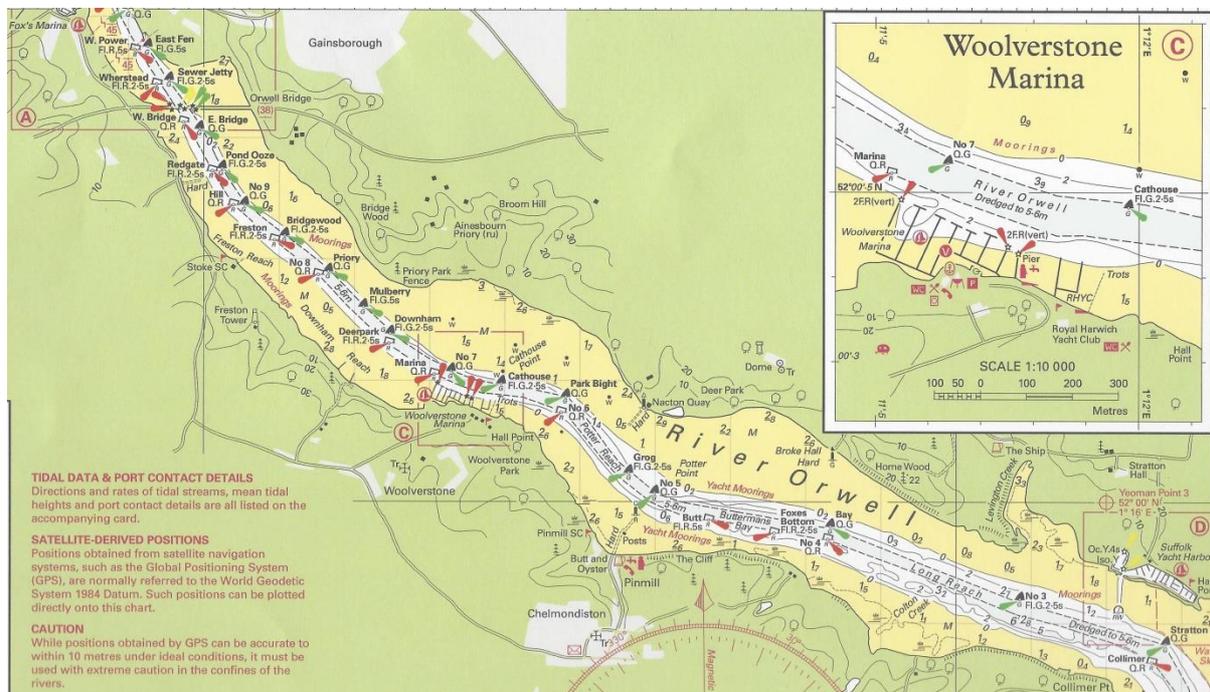
b. ensure all search boats are accounted for and recovered safely.

The Coast Guard recommend the initial call be made within 15 minutes of the boat being categorised as “missing”.

Missing Boat - Search Area:

If a boat is missing the immediate search area is from the club upriver to Fox’s Marina and downriver to Suffolk Yacht Harbour. This covers approximately 5 nautical miles of the River Orwell. The club located about halfway between Fox’s Marina and Suffolk Yacht Harbour.

The search should start simultaneously in both directions from the training area. If assistance is requested from Fox’s and East Anglian Sea School, they should be asked to search from their bases towards the club.



MULTIPLE CAPSIZED DINGHIES - SAFETY BOATS HAVING DIFFICULTY RECOVERING BOATS AND OR CREWS

1. Immediate Actions by Instructor:

- a. ensure all capsized boats are checked as soon possible for injured crew; priority is always “people before boats” so they should only start to recover boats once the crisis is over. Every effort must be made to mark abandoned boats (tie a buoyancy aid or fender to the top of the mast to stop inverting and signify crew safe). Marking the hull of a capsized boat with a marker pen “crew ashore” is also effective.
- b. call up Course Instructor and or SI and get them to come and assist.
- c. call up any Club RIBs (or members private boats) or launches that are supporting other courses or on other tasks and get them to come and assist (ensuring that anyone that they have been supervising are left safe).
- d. ensure that Course Instructor makes an initial call to the Coastguard (Ch 16) and to Ipswich Port Radio (Ch 68). You may be switched to a working channel. The Coastguard will want to know the type and approximate numbers of boats involved and details of the emergency.

Note: When picking-up people from the water, do not overload the safety boat and put it at risk of being swamped. This will only make the situation worse.

2. Follow Up Actions:

- a. Instructors (or supporting safety boats) to recover any crew (and boats once capacity exists) from boats drifting towards danger (i.e. Main Shipping Channels etc.).
- c. Notify Ipswich Port Radio on Ch 68 as there may be shipping movements.
- d. Abandon activity and ensure that the remainder of group/course are escorted safely back to shore.
- f. Maintain radio watch on Ch M2/P4.
- g. Assist with the search and keep what notes you can of events and see that these are kept safe when you get ashore.

3. If/When all crew/boats are recovered.

- a. Course Instructor to inform all involved in the search - especially *Coastguard*.
- b. Ensure all search boats are accounted for and recovered safely. Return children to the care of their parents as quickly as possible.

The Coast Guard recommend the initial call is made within 15 minutes of the multiple capsize.

SERIOUS INJURY (*IMMEDIATE EVACUATION IS REQUIRED*)

1. Ascertain what the nature and extent of the injury is. Provide immediate First Aid.
2. Course Instructor to initiate a MAYDAY RELAY call on VHF Ch 16 so that the Coastguard can get emergency transport (a helicopter or ambulance) to the scene with the minimum of delay.

“MAYDAY RELAY, MAYDAY RELAY, MAYDAY RELAY This is [***]. MAYDAY**

[***]. His location is [*****]; he has a seriously injured male child aged 10 who has a bad head wound and is unconscious. He requires immediate assistance. There are 2 other people on board, he has orange smoke flares and has a VHF radio, over”**

3. Course Instructor to ensure that Course Instructor and or SI (and Course Organiser/Shore Control, parents) are aware and that provisions are made to look after the remainder of the group/course.
4. Instructor to complete Accident Book in the office as soon as possible on return.

NON-LIFE THREATENING INJURY (*IMMEDIATE EVACUATION IS NOT JUDGED NECESSARY*)

1. Instructor to ascertain what the nature and extent of the injury is. Provide immediate First Aid. It is difficult to provide little more than immediate First Aid in a boat, so get the casualty ashore as quickly as it is safe to do so.
2. Instructor to call up any Club RIB, Lion or other boat in the vicinity and get them to pick up the casualty and make best possible speed for the Club pontoon.
3. Instructor to keep Beachmaster/shore control informed of progress.
4. Shore base – depending on the initial assessment of the casualty – to phone for an ambulance.
5. Shore Parent to be warned to meet boat with casualty on the pontoon and escort (if walking) to a suitable spot where additional First Aid can be applied.
6. Instructor to complete Accident Book in the office as soon as possible on return.

ACTION AT THE CLUB HOUSE DURING A MAJOR INCIDENT

Depending on the nature of the emergency during racing, the Instructors afloat are likely to require considerable shore-based assistance. Therefore, when the Instructor first seeks help whoever responds at the club should locate [*in priority order*] either the The Training Principal, a Flag Officer, suitably experienced member who should - as the Ashore Co-ordinator. Then:

1. Communications.
 - a. Organise someone (ideally holding a VHF operator’s certificate) to man the radio. It is important that radio transmissions are brief.
 - b. Organise someone to answer the land line telephones.
 - c. Both to keep logs as best they can.

2. Extra Boats and Radios.

Except during the busiest periods, there will usually be some unused club safety boats or launches available. Additionally, there may well be members around the club who own power boats and who providing they are suitably experienced and equipped could act as emergency safety boat crews. Therefore if the situation requires (lost boat, multiple capsizes) you should:

- a. Nominate someone (probably one of the instructors) to get together sufficient numbers of helms and crews to man any spare club RIBs, dorys and Lion.
- b. Brief all those deploying to help on the incident and provide them with radios and the means of marking those abandoned boats the crews of which have been rescued.

Note: Over enthusiastic help from those without good boat handling skills will only make matters worse; in bad weather they might themselves become casualties.

3. Reception of Returning Sailors after a Multiple Capsize Incident.

- a. Ensure a Beachmaster and at least one assistant are nominated to control and brief boats returning to the slipway.
- b. Nominate someone to set up a checkpoint by the slipway so that all course participants and safety boat crews are logged in and therefore can be accounted for.
- c. Inform the kitchen of the situation as hot drinks may be required.
- d. Some may be injured and require First Aid and ambulance transport (dial 999). Someone should be nominated wait outside the club to direct the ambulance.
- f. If there have been any injuries, ensure that the Accident Book is completed.

4. Reception of a Seriously Injured Sailor (if not evacuated by helicopter).

- a. Phone for an Ambulance 999 (Ambulance) or (112 the single EU emergency number)and ask for the Coastguard.
- b. Arrange for a First Aider and at least one shore parent to be positioned on the Pontoon with a full First Aid Kit (there are First Aid Kits in the Office, the Galley, at Reception and on board Lion).
- c. Ensure cars are moved to allow ambulance access to the top of the pontoon.
- d. Ensure a guide is positioned by the club car park to show the ambulance the way in.
- e. Ensure Next of Kin is informed that an accident has occurred and that an ambulance has been called.
- f. Update the appropriate instructors (if still afloat) of progress.
- g. Ensure that the Accident Book is completed.
- h. Subsequent to casualty reaching hospital, request a follow-up SITREP

5. Press/Public Relations

See **Emergency Action Plan Follow up in Training Standard Operating Procedures**

REPORTING TO THE RYA

As a RYA Recognised Training Centre the club is obliged to report serious accidents and incidents to the RYA. They define these as:

Accident: an unexpected event resulting in death or injury to a person.

Incident: an unexpected event that is hazardous in nature and has the potential to harm a person or property.

To aid the decision making process on whether a report is required, the RYA have produced the flow chart that can be found at Annex A.



Emergency Action Plan Checklist

1. Action to take immediately - under the direction of the course instructor:

Lost Boat

- Double check group using another observer if possible and whether the boat has returned ashore. Ask them to help search if possible
- If no sign (normally after 15 minutes) call Coastguard on Channel 16 or phone 999 - Coastguard
- Put out a mayday. There may be someone near who can assist the search.

Multiple Capsizes in or near the channel

- Immediately - use all safety boats recover and take all boats ashore
- Notify Ipswich Port Control (Ch68) of the channel obstructions
- Recover capsized boats.
- Notify Ipswich Port Control that channel is clear

Over-run safety boat resources - outside assistance needed

- Immediate - recover crews and leave abandoned boats. Mark boats with tape where crew taken off if possible
- Tell other instructors to take their groups ashore and come and help.
- Use parents/any available assistance.
- Recover capsized boats

Serious Injury (Immediate evacuation is required)

- Check injury and provide immediate First Aid
- Initiate Mayday on Channel 16 or telephone 999
- Information the Coastguard will need:
 - Your description (e.g. 5 metre orange RIB)
 - Your location
 - The nature of the emergency (e.g. 10 year old male child with serious head injury immediate assistance required)
 - Who else is on board
 - What safety kit you have (e.g. orange smokes and VHF)

Non-life threatening Injury (Immediate evacuation not considered necessary)

- First Aid
- Take casualty ashore
- Consider phoning for an ambulance
- Warn shore parent if possible - to meet casualty on pontoon

2. Instructor to complete the accident book as soon as possible on return

3. Locations of land lines in/near the club

- Galley Area
- Office
- MDL Marina control (open 24/7)

4. Consult the full emergency procedure as soon as it is practical to do so.



ROYAL HARWICH YACHT CLUB

WOOLVERSTONE

Guidance for RHYC Safety Boat Drivers and Crew

The purpose of this document is to provide guidance for drivers and crew of a club safety boat operating in familiar waters at the Royal Harwich Yacht Club

Version	Date Amended	Reason	Authors
Version 1-1	14 April 2017	Updated Emergency Action Plan Checklist	Jon Stokes

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What this document is:

The aim of this document is to provide guidance for drivers and crew of a safety boat operating in familiar waters at the Royal Harwich Yacht Club. It forms part of the training document set and is referred to in the RHYC Training School SOPs (Standard Operating Procedures).

What this document is not:

This document does not seek to cover all aspects of safety boat operation or to teach you how to drive and crew a safety boat. Teaching can only be done by an experienced safety boat driver or by attending a safety boat course. If you want to learn more, you should read RYA publication G16, 'Safety Boat Handbook', which comes with a DVD, and covers everything from mark laying to the rescue of different types of craft. There is a reference copy in the club library.

Safety Boat Driver and Crew Guidance

Your role is essential, as without safety boat cover, no dinghy racing or training can take place. Giving up your time to man a safety boat is greatly appreciated by the club, dinghy sailors, instructors and students.

Advance Preparation

As soon as you are notified that you have a duty, use Dutyman to confirm that you will be on duty or if you will be unavailable seek a duty swap as soon as possible.

Ensure that you have a crew for the event.

About five days prior to the event, contact the Race Officer and let him/her know that you will be on duty.

The Essentials

The club rules are that a safety boat should have **TWO** people on board - the driver and the crew. (You may see only one person in a safety boat at other organisations but the RHYC stipulates two.)

One person must be an adult (over 18) and the other at least 16 years of age. This is because both need to be physically able to haul a person on board from the water and a younger child could not do that.

The driver should hold a minimum of a RYA Powerboat level 2 certificate or be under the supervision of an adult holder of a Powerboat Level 2 certificate (or higher).

One of you, but preferably both, needs to know how to operate a handheld VHF transceiver.

Both the driver and crew should wear suitable clothing for the weather conditions and they must wear a properly fitting buoyancy aid or lifejacket - although a lifejacket is not ideal - see next point.

In a genuine emergency, such as an entrapment, the driver and crew must be prepared to enter the water to carry out a rescue - but only one of them should leave the safety boat! Wearing a lifejacket could be a hindrance, especially if it is self-inflating. Hence the recommendation is that you wear a buoyancy aid.

On Arriving for Duty

Please arrive at the club at least one hour before the scheduled start to meet the Race Officer and get the boat ready.

The Race Officer will brief the sailors on the course and the format for the event. Please attend and make notes if it helps.

At the briefing you will find out if the Race Officer wants you to lay any special marks. If so collect these and put them in the boat. Once you are under way, the Race Officer will direct you to where he wants the marks to be laid.

You should be on the water in time for the dinghies being launched and be prepared to give assistance to a dinghy if required.

Boat Preparation

Find out which boat you will be using. There may be a choice, or you may be told to use a specific boat.

Once you know which boat you will be using, collect its yellow box and a VHF handheld radio from the race hut. (It's best to check that everything you need is in the grab-box and that the radio is fully charged and working before walking to the boat.)

If you are acting as a safety boat for a training course, you must also carry distress flares on board. These are kept in cylindrical yellow containers in the race hut. Collect a container and take it with you. Return it after the session. Guidance on the use of flares can be found at: Annex C - How to Use Hand Flares

As you approach the boat do a visual inspection to satisfy yourself that the boat is not obviously damaged or parts missing and that its safety equipment is on board, plus paddles, red flag and tow rope.

Check the fuel level(s). The club RIBs usually run with two tanks. The tank in use should have sufficient fuel for the event and the spare tank should be full. If you are using a dory, check that the single fuel tank they carry is at least three quarters full.

Start the engine, check that there is a cooling tell-tail and then check that the kill-cord works by pulling it free while the engine is running.

If you are using a RIB, attach the club flags to the A-frame. (The ensign goes to starboard, the pennant to port.

If you find any problems with any of the items above let the Bosun know.

Getting Under Way

The driver should **ALWAYS** wear the kill-cord whenever the engine is running.

Switch on the VHF and set it to Channel P4, which is M2 on some radios (unless advised to use a different channel).

Let the Race Officer know, over the radio, once you are on station. This also acts as a radio check.

Please do not exceed 3 knots or create wash in or around the marina, or near boats on moorings.

Please remember to raise the outboard when in shallow water especially if you are close the slipway. (A broken propeller is expensive to replace and it will put the boat out of service.)

When on Station

Keep a good lookout at all times. Look out for dinghies in trouble and other vessels.

When laying marks continue to keep a good watch on the dinghies and be prepared to abandon mark laying if assistance is required.

Keep a look out for large commercial vessels and let the Race Officer know immediately if you see one approaching that he has not already said [over the radio] that he is aware of. If the Race Officer is using the race hut, he will sound five blasts on the horn as the ship approaches to let the sailors know that a large vessel is approaching.

Select a good position to place the safety boat during the race start and stay well clear of the start line.

During the Race

Keep a good look out over the whole fleet in case assistance is required. In general, you will find that the weaker, less experienced sailors will tend to be nearer the back of the fleet, so keep an eye on them.

The speed limit on the river is 6 knots so drive at a low speed unless you are needed quickly.

Do not get too close to the race fleet in case they want to tack or gybe and they find you are in the way.

If a large commercial vessel is approaching you need to position the safety boat ahead and to the side of the ship, so that you are between it and the race course, while holding a red flag aloft. Be far enough ahead of the ship so that you can be seen from the ship's bridge. Bear in mind, if you cannot see the ship's bridge from the safety boat, the ship cannot see you. It is vital that you ensure that none of the race fleet attempts to cross, or stray into the path of the ship. Large vessels are constrained in their ability to manoeuvre and by their draft in the river. They cannot suddenly change course or stop in a short distance to avoid a collision.

If there is more than one race, the Race Officer may change the course between races, so be prepared to reposition special marks.

Approaching a Capsize

ALWAYS, your first priority is the safety of the person(s) in the water. When approaching a capsized dinghy ensure that you can see the sailor(s) who were on board. Approach the dinghy and stand off the bow of the capsized boat about by about 2 boat lengths. Generally when approaching a dinghy and/or a person(s) in the water, the safety boat driver should aim to keep himself/herself between any people in the water and the outboard motor. This ensures that the people in the water are as far away from the safety boat propeller as possible.

If you cannot see the all of the dinghy crew, you must ensure that no one is entrapped under the dinghy but don't panic if you do not see them straight away, usually they are just out of sight on the far side of the dinghy.

Once you are satisfied that the dinghy crew are safe, remain standing-off while they right the boat. Experienced dinghy racers, are very good at this and will right their boat very quickly. However, keep a careful watch over less experienced, very young or older sailors, who may have difficulty getting back on board their boat.

If the dinghy crew are unable to right the boat and need help, the easiest way is to drive to the tip of the mast, lift it high and "walk" your way down the mast with your hands until the boat is upright. If the dinghy is inverted you will need to pull the hull of dinghy away from the direction the mast is pointing so that the mast does not impale itself in the river bed.

Righting a capsized dinghy can be tricky as wind and tide will have an effect which can suddenly change as the boats rights and the sail(s) catch the wind.

Depending on the water temperature, and the quality of the sailors sailing gear, even a fit and healthy person in the water can become very cold and/or exhausted in a short time. You need to

make a judgment call on whether they are going to be able to quickly get back aboard or if they are simply going to exhaust themselves. If, in your opinion, they are struggling tell them that you are going to assist, then get them into the safety boat.

Bringing Someone On Board

Once it is decided that someone needs to be brought on board, approach as you would for a man overboard and once you are within 2-3 metres switch off the engine. **It is vital that you ALWAYS, stop the engine as you close-in on people in the water.**

When approaching the dinghy, the safety boat driver and crew should look out for loose lines or rigging that could foul the propeller.

If there is more than one person in the water, decide who to bring aboard first, e.g. if someone appears to be approaching exhaustion get them first.

When you bring someone aboard the safety boat, make sure that they are kept warm. Lend them a sailing jacket or wrap them in a thermal blanket from the yellow box if necessary.

If someone is so cold that they need to be kept warm, get them ashore as quickly as possible to be warmed-up. This may mean temporarily abandoning their dinghy. If you do this, radio the Race Officer and let him/her know what you are doing.

Other Things That May Happen During a Race

It is not possible to list all of the variables that may occur during a race but they include:

The Race Officer may ask you to lead the boats around the course for the first lap. If he does stay well ahead of the lead boats and proceed no faster than the dinghies are sailing. As you go through the start /finish line at the end of the first lap peel away and leave the dinghies to race.

The Race Officer may ask you to finish a very slow boat that is trailing a long way behind the rest of the fleet.

The Race Officer may ask you to notify the race fleet of a change of course.

At The End Of Racing

Once the racing is over for the day and the last dinghy is on the slipway you can return to shore.

As you do, radio the Race Officer to say that all boats are ashore and you are now off-station.

If a dinghy decides to stay out sailing after the racing is finished, it is at their risk. You are not expected to provide safety cover for them.

Packing-up The Boat

Return to the marina and secure the boat to the pontoon.

Switch off the engine and put the keys and kill-cord back into the grab-box, along with the flags from the A-frame.

Raise the outboard from the water, replace the cover if there is one then return the grab-box to the race hut.

Unless you are asked to leave them in the boat, put away any marks and their ground tackle that you have collected.

If there has been any problems with the boat, let the Bosun know so that he can investigate and get the problem fixed. If the Bosun is not around, leave him a note in the race hut. There is no longer a requirement to complete a log after every use - you only need to report problems.

Emergency Action Plans

The club has Emergency Plans for dealing with serious incidents. These were primarily written for junior training but they may also be called into play during racing. There is a copy of the full Emergency Plans in the Race Hut, and there is a laminated copy of the immediate action checklist on board each safety boat.

The Emergency Action Plan Checklist can be found at: Annex B - Emergency Action Plan Checklist

Safety Boat Handling Course

The club offers free of charge instruction for new safety boat drivers and crew, as well as refresher/confidence building sessions for current safety boat drivers.

These sessions, which last 3-4 hours, are available throughout the sailing season and will be run upon request. The session will cover correct clothing and equipment, communication with the Race Officer, laying marks, positioning of safety boats on the race course, action to be taken when commercial shipping is approaching, recovering dinghy sailors from the water, righting capsized dinghies and towing. We will also discuss what constitutes an emergency and the action to be taken should one arise.

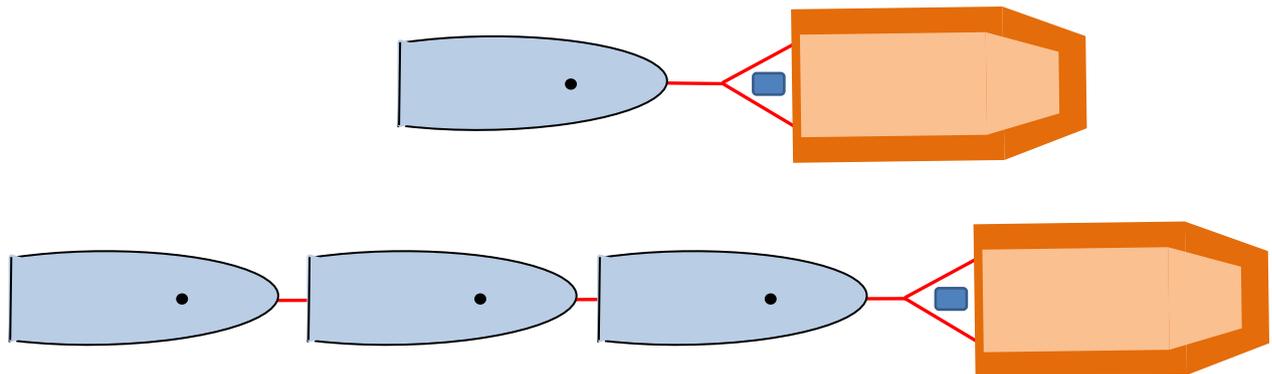
Please note: These sessions are not a path to a RYA Powerboat Certificate or a RYA Safety Boat Certificate.

Annex A - Some Basic Safety Boat Manoeuvres

You may be called upon to tow one or more dinghies to and from a training area or you may have to tow one or more dinghies back to the shore that cannot make their way under their own power. How you do this will depend on weather conditions, the size of boat being towed, the number of boats to be towed, etc.

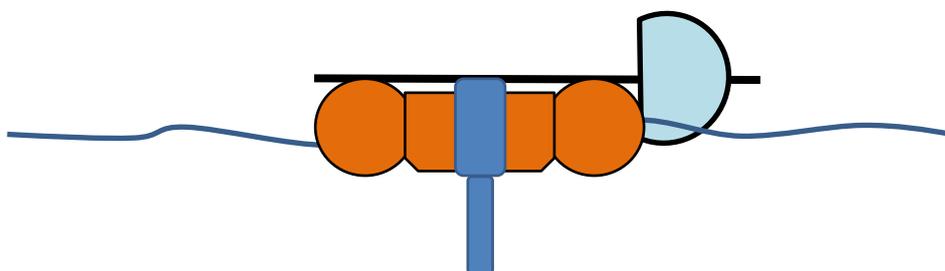
Three basic methods are shown below. Each has its advantages and disadvantages which are highlighted.

Towing line astern



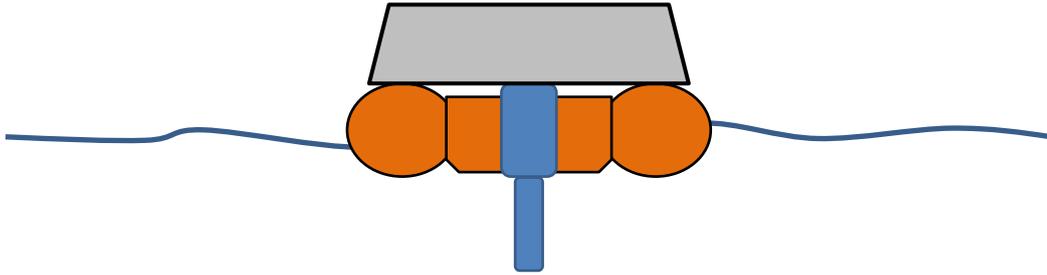
A good way to tow a number of boats some distance or to and from the training area but manoeuvrability and control can be difficult in anything other than a straight line unless the towed boat is steered - especially in heavier seas (only the last boat in a line of boats should be steered). The person being towed can feel out of control if you tie their painter or tow line to the safety boat. It is preferable for them to take your tow line so that they can let go quickly and easily. You need to be careful when slowing down so that the towed boat does not run into the stern of the safety boat.

Towing a dinghy on its side



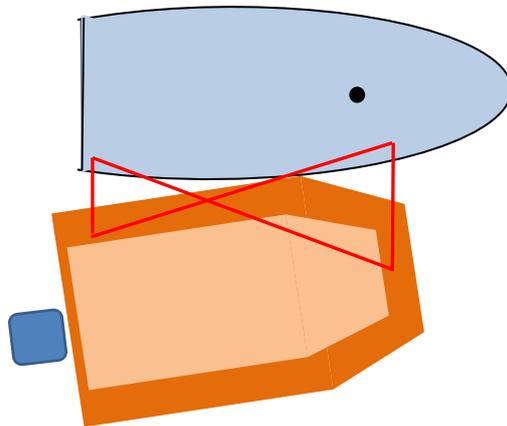
This method works very well with Toppers when the safety boat is a RIB. Simply pull the mast down and lay it over the tube and seat, keeping the hull close to the tube. Quick and easy to set up, it provides good directional control and it is quick to release once your destination is reached. It is possible to put one boat either side of the safety boat but not recommended.

Carrying an Optimist



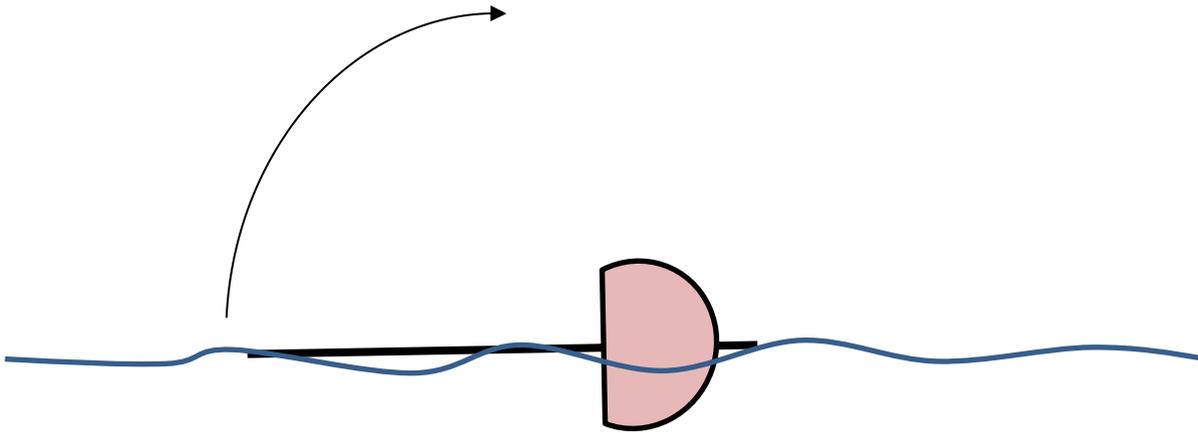
As an Optimist is a small square boat that can be de-rigged fairly quickly, you can lift it aboard the safety boat and rest it across the safety boat on the tubes. It is possible to stack a second Oppie on the first but two should be the limit to avoid damage.

Towing alongside



Towing alongside gives the greatest manoeuvrability in tight spaces, such as when bringing a boat alongside or into the marina. It takes longer to set up the lines which have to be carefully positioned so that the safety boat pulls against a spring whether going forward or astern. It will only work if all of the tow lines are tight and the safety boat outboard is astern of the boat being towed. You will also find that the boat will resist being turned either to port or starboard, depending on which side of the safety boat it is rigged. To overcome this, do a 'three point turn'. This method can also be used to tow two boats - one each side of the safety boat.

Righting a capsized boat

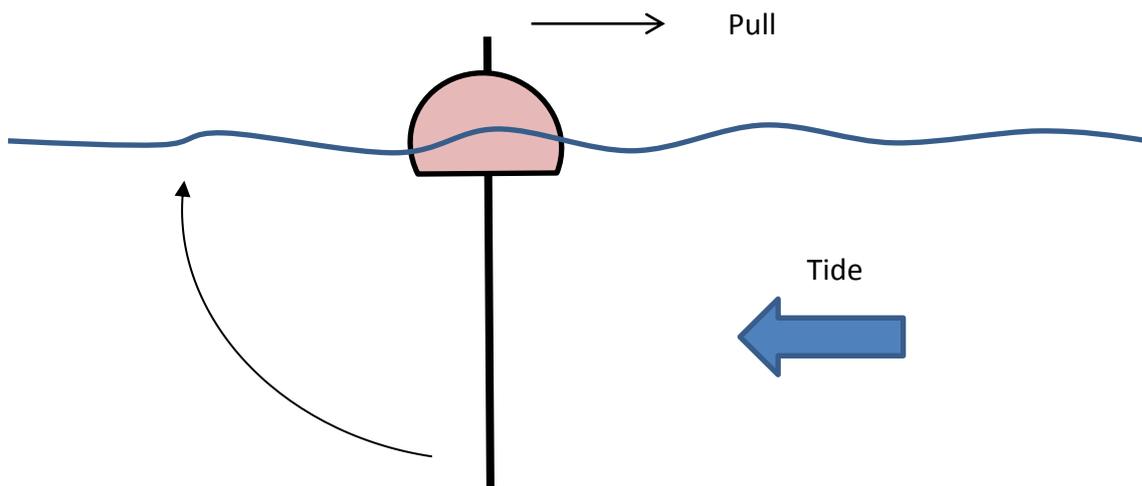


Sometimes the dinghy sailor just cannot get the boat to right and the sail lies on the water surface or just below. The risk is that the dinghy will invert, so the safety boat should drive to the mast head and the safety boat crew should lift the mast to break the surface tension between the sail and the water. Often this is sufficient for the dinghy sailor to continue to right the boat. However, sometimes further assistance is needed so the safety boat crew should lift the mast and 'walk' their hands along it lifting it above their head as they go.

Be prepared that when righting a boat the sail will catch the wind and if the main sheet is tight the dinghy will spin round and possibly immediately capsize again.

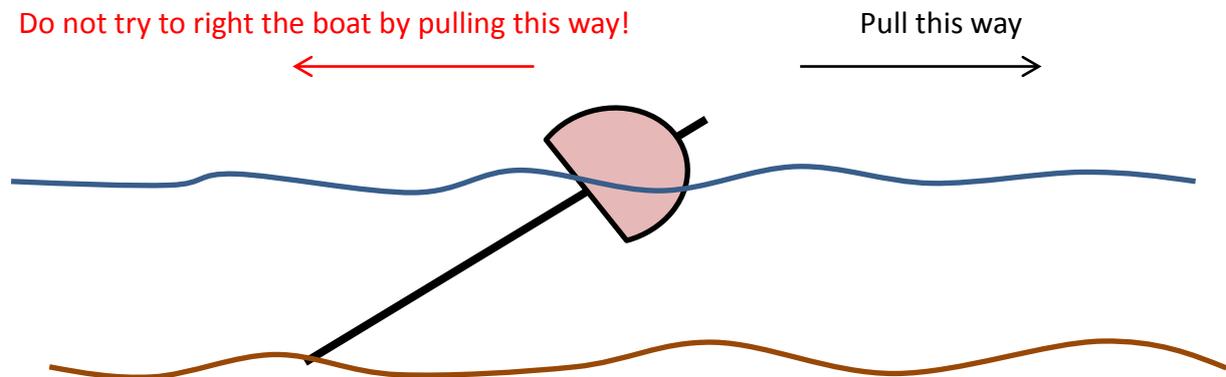
When manoeuvring close to a dinghy, be aware of loose sheets and rigging. Try to come alongside on the windward side so that the boom is away from you.

Inversion



When you are sure that the mast is not impaled into the seabed, you can manoeuvre the dinghy so that its sail is broadside on to the tide. The tide will then assist lifting the mast and sail towards the surface.

Mast impaled into seabed



Always pull the dinghy mast out of the river bed the same way it went in. Pulling in the wrong direction can only make matters worse and you risk badly damaging the boat!

If there is room to manoeuvre continue to pull the dinghy in the same direction until you are in deeper water.

General Guidance

Even on a high spring tide the depth of water outside of the dredged channel means that a mast can become impaled into the river bed.

Always take care when working close to a lee shore. Do not allow yourself to be drifted on to a lee shore, especially on the Nacton side, as you will then need rescuing yourself.

If you break down, call the Race Officer on VHF Ch. P4/M2. If possible tie up to a mooring buoy, or drop the anchor if you are in shallow enough water. Paddling the safety boat home is the last resort. It is hard work and you might not end up where you want to go if the tide/wind is strong. Better to call for a tow.

Injuries are generally best treated ashore. Carry out only immediate first aid on the water, for example to stem bleeding while quickly bringing the casualty ashore.

Annex B - Emergency Action Plan Checklist

1. Action to take immediately - under the direction of the course instructor:

Lost Boat

- Double check group using another observer if possible and whether the boat has returned ashore. Ask them to help search if possible
- If no sign (normally after 15 minutes) call Coastguard on Channel 16 or phone 999 - Coastguard
- Put out a mayday. There may be someone near who can assist the search.

Multiple Capsizes in or near the channel

- Immediately - use all safety boats recover and take all boats ashore
- Notify Ipswich Port Control (Ch68) of the channel obstructions
- Recover capsized boats.
- Notify Ipswich Port Control that channel is clear

Over-run safety boat resources - outside assistance needed

- Immediate - recover crews and leave abandoned boats. Mark boats with tape where crew taken off if possible
- Tell other instructors to take their groups ashore and come and help.
- Use parents/any available assistance.
- Recover capsized boats

Serious Injury (Immediate evacuation is required)

- Check injury and provide immediate First Aid
- Initiate Mayday on Channel 16 or tel 999
- Information the Coastguard will need:
 - Your description (e.g. 5 metre orange RIB)
 - Your location
 - The nature of the emergency (e.g. 10 year old male child with serious head injury)
 - Immediate assistance required
 - Who else is on board
 - What safety kit you have (e.g. orange smokes and VHF)

Non-life threatening Injury (Immediate evacuation not considered necessary)

- First Aid
- Take casualty ashore
- Consider phoning for an ambulance
- Warn shore parent if possible - to meet casualty on pontoon

2. Instructor to complete the accident book as soon as possible on return

3. Locations of land lines in/near the club

- Galley Area
- Office
- MDL Marina control (open 24/7)

4. Consult the full emergency procedure as soon as it is practical to do so.

Annex C - How to Use Hand Flares

The flares for safety boats are stored in a cylindrical yellow container that is kept in the locked race hut cupboard when it is not in use.

Inside the container you will find:

2 x red handheld flares

2 x orange smoke flares

1 x pair of protective gloves

1 x instruction sheet

When to Use

The use of distress flares indicates that there is grave and imminent danger to life or to a vessel, so they should only be used in a genuine emergency.

Given that the club's boats always carry VHF transceivers and whistles, and for the most part operate only within sight of the club in daylight, it is most unlikely that a club support boat will ever need to use a distress flare.

Using Hand Flares

The hand flares should only be used if you can see people on land, or if you can see another boat or an airplane.

If you cannot see anyone, then realistically no-one can see you - so don't waste them! Wait until another vessel, or someone on land comes into view. In a panic it is easy to fire them all off in a hurry, so try to be disciplined.

Set one flare off, let it burn and then wait at least 3 minutes to see if anyone stops and looks, or if a vessel changes course toward you.

If no-one appears to have seen you but vessels or people on land are still within view, set off a second flare. As soon as someone on land waves or acknowledges your signal, or when a vessel or an aircraft appears to head in your direction, set off another distress flare to confirm to the person or the vessel that you are in genuine distress.

The red hand flares are best used at night, or in bad visibility. They burn for 60 seconds at an intensity of around 30,000 candle power and are extremely visible in poor light conditions.

The orange hand smoke flares are best used during daylight hours. The dense cloud of orange smoke produced by a smoke flare is unmistakable at sea and in light wind conditions should remain visible for some minutes after the flare has gone out.

Demonstration Video (no sound)

This video, on the manufacturer's website, shows how to strike a hand flare. The method is the same for both the red flare and the orange smoke flare:

<http://www.hansson-pyrotech.se/handheld-signals/video/>

Safety Tips

NEVER point a distress flare at someone

NEVER allow children access to distress flares

NEVER use a distress flare unless there is grave and imminent danger to life or a vessel

NEVER use a flare near a fuel tank

ALWAYS use the gloves in the flare container to protect your hands

ALWAYS read the instructions printed on the flare before use

ALWAYS hold a hand flare downwind, over the side of the boat, at arm's length and above your eye level, to prevent burning debris being blown back at you or into the boat.

Once a distress flare has been used drop the hot empty case overboard, not in the boat!

Annex D – Yellow Box Contents

Safety Boats

Each of the club safety boats has a yellow box. When the boat is not in use it is kept in the locked cupboard in the race hut. Each box is marked with the name of the boat that it belongs to.

All yellow boxes contain the following:

- 1 x Ignition key on a floating keyring
- 2 x Kill cords
- 1 x Fire extinguisher
- 1 x Small first aid kit
- 2 x Thermal blankets
- 1 x Knife
- 1 x Whistle

In addition, the yellow boxes for the RIBs contain the ensign and pennant to be flown from the A-frame.

Lion

The yellow box for Lion is kept on board the boat in the cabin. It contains a coastal flare pack and a thermal blanket. Lion also carries a full first aid kit and a fire extinguisher which are also kept in the cabin.

Abandoned Boat Marker

If it is necessary to take the crew of dinghy ashore in an emergency, the yellow box can be used to mark the capsized, abandoned boat. Empty the contents of the box into the safety boat (to aid buoyancy of the box) and tie the yellow box to the bow of the abandoned dinghy. This will tell anyone else who approaches the capsized boat and suspects that the crew to still be in the water that the crew are safe and have been taken ashore.

Missing, Damaged or Lost Equipment

If you discover that any of the contents of a yellow box are missing or damaged, please inform the Bosun so that they can be replaced.

A spare ignition key for each of the safety boats is kept in the locked cupboard in the race box.

Annex E - Safety Boat Driver Checklist

- As soon as possible after being notified of your duty, use Dutyman to confirm that you will be on duty, or arrange a swap.
- Find a crew - who must be at least 16 years of age - you cannot man a safety boat alone.
- Familiarise yourself with the club's Guidance for Safety Boat Drivers and Crew.
- Contact the Race Officer during the week prior to the event to confirm that you will be on duty.
- Arrive at least one hour before the start time to meet the Race Officer. Also, attend the briefing so that you know the course and the arrangements for the day. You should be on the water by the time dinghies are launching.
- Find out which boat you are to use and collect its yellow box and a handheld VHF radio from the race hut.
- Collect special marks and ground tackle if the Race Officer wants you to lay them.
- Visually check the boat for damage and that paddles, red flag, etc. are on board. If on a RIB put up the ensign and pennant - the ensign goes to starboard, the pennant to port.
- Check there is more than sufficient fuel for the event. This means at least $\frac{3}{4}$ tank on the dories and more than $\frac{1}{2}$ tank, plus a full spare tank on the RIBs.
- Before leaving your berth, start engine and check that the kill cord works by pulling it out while the engine is running. Also check that there is an engine cooling tell tail from the outboard.
- Make your way to the race area at no more than 3 knots in or around the marina. The speed limit on the river is 6 knots. Unless you are needed in a hurry, stay within the limit.
- Call the Race Officer on Ch. P4/M2 to let him/her know that you are on station - this also acts as a radio check.
- Keep a good lookout at all times for dinghies in difficulty or capsized.
- Lay special marks as directed by the Race Officer.
- Keep clear of racing boats so that you do not impede their progress.
- If you need to give assistance remember the safety of people is your prime objective, the boats come second.
- Keep a look out for large vessels and let the Race Officer know if you see a ship approaching, even if it is more than a mile away.
- Once racing is finished and all dinghies are ashore, head back to your berth and let the Race Officer know that you are off duty. You do not have to stay out to provide safety cover for people who decide to continue sailing after the event is finished.
- Secure the boat and return the yellow box and the VHF radio to the race hut.
- Return any marks and ground tackle used to where they came from.
- Report any faults with the boat or other equipment to the Bosun.